

**Stuart High School**  
**Student Services Department**  
**Class of 2017 Senior Packet Checklist**

Submit completed Senior Packets to Ms. O'Brien in the attendance office 30 days prior to the application deadline. We cannot guarantee that late submissions will be sent to the college prior to the deadline.

**30 days before your first college deadline.**

- Request teacher letters of recommendation in person.
- Request a counselor letter of recommendation by emailing your completed *Student Information Sheet\**, *Parent Information Sheet.\**, and *Resume* to your counselor.
- Complete the Senior Packet and submit to Ms. O'Brien, the transcript assistant, in the front of the Student Services office.

**Other important steps in the college process:**

- Complete the *Game Plan* in Family Connection
  - Share your results with your counselor
- Research colleges in Family Connection – accessed via Blackboard 24/7.
  - Complete *College Search*
  - Save interests to *My Colleges > Colleges I'm Thinking About*
    - (This will generate an email to you when one of these colleges schedules an information session in the Career Center.)
  - Use the *Compare Me* tool in *My Colleges* and review scattergram *graphs*
  - Take note of college deadlines and prioritize your applications
- Register for college application workshops and fall college visits in the Career Center in the *Upcoming College Visit* section on Family Connection.
- Visit colleges.
- Register for SAT and ACT tests. See College Board and ACT websites for registration and testing dates. Request through the College Board and ACT websites that your scores are sent to college.
- Complete college application, including essays.
- Register with NCAA Eligibility Center if you hope to play Division I or II sports.  
<http://www.eligibilitycenter.org>
- Begin looking for scholarships. Use the FAFSA4caster to estimate your federal student aid  
<http://www.fafsa.ed.gov>. Check affordability on your college's Net Price Calculator.

*Make sure to involve your parent(s)/guardian(s) in the college application process and review this packet with them. Ensure that they are aware of your college and financial aid deadlines and request their assistance with your college search. Discuss any financial or geographical constraints that may exist. Visit college campuses together.*

\* Forms are available in Family Connection and on the Student Services website..

## Standardized Testing

It is the student's responsibility to check to see the tests required for admission to their colleges, to register in a timely manner and to send their score reports to colleges. SAT and ACT test information is available in the Career Center or at [www.collegeboard.com](http://www.collegeboard.com) or [www.actstudent.org](http://www.actstudent.org). Students eligible for fee waivers must see their counselors at least two weeks prior to the registration deadline in order for the waiver forms to be processed. Students receive two fee waivers for the ACT, two for the SAT and two for the SAT Subject Tests to use throughout their high school career. NOTE: IF YOU REGISTER WITH A FEE WAIVER AND FAIL TO TAKE THE TEST, THAT FEE WAIVER HAS BEEN USED AND CANNOT BE USED AGAIN.

**Register for the SAT at [www.collegeboard.org](http://www.collegeboard.org). Register for the ACT at [www.actstudent.org](http://www.actstudent.org)**

### SAT TEST DATES for 2016-2017

Test date	Register by	Late Registration
October 1	September 2	September 18
November 5	October 3	October 14
December 3	November 4	November 18
January 21	December 21	January 9
*March 11	February 5	February 19
May 6	April 7	April 20
June 3	May 4	May 24

**\*NO Subject Tests available.**

### ACT Test Dates for 2016-2017

Test Date	Registration Deadline	Late Deadline
September 10	August 5	August 8-21
October 22	September 16	September 19- Oct. 2
December 10	November 6	November 7-20
February 11	January 13	January 9-15
April 8	March 3	March 5-18
June 10	May 5	May 7-20

## Stuart High School College Process Roles and Responsibilities

Parent

Teachers

Completes Parent Information Sheet as part of the Senior Packet to be turned in to the Transcript Secretary

Signs the transcript request form

Completes FAFSA starting October 1<sup>st</sup> and ending by June 30<sup>th</sup> (some colleges have early deadlines)

Helps the student stay on top of deadlines

Provide a teacher letter of recommendation if requested and agreed to.

Submit recommendation electronically or using student-supplied stamped and addressed envelope.

Transcript Assistant

Collects Senior Packet from students and checks for completion.

Collects all transcript fees

Forwards completed packet to counselors

Produces the official transcript and mails it along with counselor recs and the school profile to colleges. Information will be sent via eDocs when possible.

Enters the dates into Family Connection when forms are submitted to colleges

Automatically sends 7<sup>th</sup> semester transcripts in February to schools listed on the transcript request forms

### **Student (a.k.a. *the applicant*)**

- Updates Family Connection with your *Colleges I'm Thinking About*.
  - Gives parent the Parent Info Sheet from the Senior Packet to complete (you can translate)
  - Provides the transcript secretary with the completed Senior Packet (including resume and student and parent info sheets, plus fee waiver form, if needed)
  - Completes the transcript request form (3 free transcripts, \$5 each after that) and submits form and fee to Transcript Secretary (address checks to Stuart HS.)
- ALL FORMS ARE DUE 30 DAYS BEFORE THE COLLEGE DEADLINE**
- Completes the college application
  - Writes the essay(s).
  - Submits the application with fee (or fee waiver)
  - Sends SAT and/or ACT scores directly from Collegeboard.org or ACTStudent.org. (Register if you need to take another test.)
  - Attends college visits in the Career Center
  - Checks on NCAA eligibility if planning to play a sport in college
  - Researches and applies for scholarships
  - Contacts Mrs. Kelley in the Career Center or counselor for questions or help
  - MEETS ALL DEADLINES!**

Counselor

Meets individually with each senior.

Receives completed Senior Packet from transcript secretary and uses this to write the counselor letter of recommendation (needs 30 days)

Completes secondary school report

Forwards letter of recommendation and secondary school report to transcript secretary for mailing

Sends electronic application materials to non-Common Application colleges

Ms. Alicia Grande, **College and Career Center Specialist** – expert resource for all post-secondary questions. Read my emails!

## **SAMPLE COLLEGE RESUME**

**Jack Brown**  
**3301 Peace Valley Lane**  
**Falls Church VA 22044**  
703-555-3900  
Jack\_B@gmail.com

### **EDUCATION:**

JEB Stuart High School, Falls Church, VA 22044  
- 12<sup>th</sup> Grade: IB Diploma Candidate

### **HONORS AND AWARDS**

VA Governor's School – Science and Technology, Summer 2016  
Fairfax County Science Fair Honorable Mention, Spring 2016  
4.0 Honor Roll: 10<sup>th</sup> grade, 11<sup>th</sup> grade  
Virginia Scholar Athlete Award, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> grade  
Boy Scouts of America, Eagle Scout Award, 2015  
Virginia State Swimming Champion 200 Meter Fly, Spring 2014  
Fairfax County All Star Lacrosse Team, 2013, 2014

### **CLUBS AND ACTIVITIES**

SGA Treasurer, 10<sup>th</sup> grade  
Class of 2007 – Vice President, 11<sup>th</sup> grade, 12<sup>th</sup> grade  
Yearbook Staff 11<sup>th</sup> grade, Sports Editor, 12<sup>th</sup> grade  
Boy Scouts of America, 9<sup>th</sup>-12<sup>th</sup> grade  
Stuart High School Marching Band, 9<sup>th</sup>-12<sup>th</sup> grades (Trumpet)

### **COMMUNITY SERVICE**

Summer Swim Coach - Bailey's Youth Swim Program, 2014

### **LEADERSHIP**

Student Government Association – Treasurer 10<sup>th</sup> Grade  
Class of 2015 Vice President – 11<sup>th</sup> and 12<sup>th</sup> Grade  
Established Bailey's Youth Swim Program. This was a two-week program established with the cooperation of Fairfax County to enable disadvantaged youth to learn to swim.

### **SPORTS**

Stuart Swim & Dive Team, 9<sup>th</sup>-11<sup>th</sup> grade, Co-captain 12<sup>th</sup> grade  
Stuart High School Lacrosse Team, 9<sup>th</sup>-12<sup>th</sup> grade

### **REFERENCES**

John Smith – Mgr., Providence Rec. Center - 703-555-1662  
Mary Jones- Swim Coach, George Bush High School -703-555-4639

## Student Information Sheet

In order to help your counselor write a meaningful recommendation for you, we ask that you answer these questions thoughtfully and honestly. Please type your responses and attach them to this sheet.

Name \_\_\_\_\_

1. List three adjectives which best describe you. Explain.
  
2. List three academic strengths and list specific examples:
  
  
3. I want the college admission's office to know that I .....(list personality traits, accomplishments, or failures).
  
  
4. How have you taken advantage of the challenging curriculum and/or opportunities available to you at Stuart High School?
  
  
5. Describe a situation that shows a side of you that would not be easy to see from the rest of your application.

6. What is your planned college major if you have one? Where do you see yourself in five years? In ten years?
  
7. Detail any unusual or exceptional personal, financial or health issues which have impacted you personally or academically. Please explain what happened and how the problem was resolved.
  
8. Discuss one or more experiences which illustrate your passion for a hobby, activity, sport or academic discipline.
  
9. Which teachers or faculty members know you best? What would they say about you?
  
10. List your major extra-curricular activities, (hours per week). Describe your leadership positions and roles, and include dates. This should include all school and community activities and work experience. Describe what you learned from your various involvements, tell us what you contributed.

## **Parent Information Sheet**

You know your child best, therefore we are seeking your thoughts and feelings about your child. Please help us by responding to the questions below. If you do not find these particular questions helpful, then write a letter. Be funny; be serious; be proud. Your insights will be helpful in counseling your son or daughter and in writing his or her college recommendation. We will assume you have shared your responses with your child unless you tell us otherwise. Please return your response to your child's counselor or give it to your child as part of the Senior Packet submitted to the transcript secretary.

**Student Name** \_\_\_\_\_ **Parent Name** \_\_\_\_\_

1. Describe one or two major events that you see as turning points in your son's or daughter's development and explain why you view them as such.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. His/her high school career has been pleasurable/painful because.... (Don't hesitate to write about both aspects.)
  
  
  
  
  
  
  
  
  
  
  
  
  
  
3. My child's greatest strengths /weaknesses are....
  
  
  
  
  
  
  
  
  
  
  
  
  
  
4. We are proud of our child because.... (specific anecdotes are particularly welcome).
  
  
  
  
  
  
  
  
  
  
  
  
  
  
5. Something you need to know about my child is....

6. Are there any family-related factors that will influence your child's decision?
  
  
  
  
  
  
  
  
  
  
7. Does your son or daughter have a learning disability or unique circumstance? Anything else to add?
  
  
  
  
  
  
  
  
  
  
8. Is there anything you wish to add which would help us in writing the Counselor's Letter of Recommendation?



	[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]	Student Email Address: _____  Please check all that apply: <input type="checkbox"/> IB Diploma Candidate <input type="checkbox"/> IB Career Program Candidate
Student Name (print neatly Last, First, Middle Initial) _____  I hereby request that Stuart High School release my official records (my child's official records) to the college(s) or scholarship(s) listed below.		
Student's Signature _____ Date _____	Parent's Signature _____ Date _____	
Please check one: I <input type="checkbox"/> waive <input type="checkbox"/> do not waive the right to read my counselor's recommendation.		

**Stuart High School does not send Standardized Test Scores (SAT, ACT, TOEFL) to colleges. You must request them online via College Board or ACT.**

**Check the items below before you give this form to the Transcript Secretary:**

- Include your completed Senior Packet the first time you turn in this form. (The Student Information Sheet and Resume are required. The Parent Information Sheet and Fee Waiver Forms are optional.)
- Include \$5.00 for each transcript. The first three are free of charge. Make checks payable to Stuart High School. The transcript fee is waived for students who have been approved for free or reduced lunch and the parent provided consent to share this information.
- I understand that I must allow **at least 30 days** for processing and mailing transcripts. We cannot guarantee transcript delivery by your deadlines for late forms.

Print neatly: Name of College or Scholarship Street Address City, State, Zip Code	Include First Quarter Grades on Transcript? (After Nov. 15 <sup>th</sup> )		College Deadline Date or Rolling	Counselor Recommendation Needed? If yes, submit Senior Packet forms		Decision Type Early Action (EA) Early Decision (ED) Regular/Rolling (R) Scholarship (S)				For Student Services Only Electronic (E) US Mail (M) To Student(S)			Student Services Use Only			
	Yes	No		Yes	No	EA	ED	R	S	E	M	S	Date to Transcript Secretary	Paid or Free	Date Sent	

(Continued on back)



**NOTE:**

**The following forms, the NACAC Fee waiver form and Consent Form, must be completed only if you are on Free/Reduced lunch. If you are not on Free/Reduced lunch, skip those forms. Only students on Free/Reduced lunch qualify for the NACAC fee waiver.**

**Free/Reduced lunch status is confidential so students must complete the Consent Form for the school to verify your status.**



# Request for Admission Application Fee Waiver

SEND THIS FORM DIRECTLY TO THE POSTSECONDARY INSTITUTION/ORGANIZATION

TO: DEAN/DIRECTOR OF ADMISSION AT \_\_\_\_\_  
NAME OF COLLEGE OR UNIVERSITY

**STUDENT:** Print or type the information requested below. You must personally sign the Certification Statement.

**CERTIFICATION STATEMENT:** *I certify that I understand and meet all eligibility requirements to request an admission application fee waiver.*

STUDENT'S NAME \_\_\_\_\_ STUDENT'S SIGNATURE \_\_\_\_\_

STUDENT'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**AUTHORIZED OFFICIAL:** Print or type the information requested below and check the Indicator(s) of economic need. You must personally sign the Certification Statement.

**CERTIFICATION STATEMENT:** *I certify that the student named on this form is currently enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade at this school and meets the Indicator(s) of economic need checked below.*

AUTHORIZED OFFICIAL'S NAME \_\_\_\_\_ AUTHORIZED OFFICIAL'S SIGNATURE \_\_\_\_\_

AUTHORIZED OFFICIAL'S TITLE \_\_\_\_\_ AUTHORIZED OFFICIAL'S EMAIL \_\_\_\_\_

NAME OF SECONDARY EDUCATIONAL INSTITUTION OR ORGANIZATION \_\_\_\_\_ CEEB# OR PROGRAM # \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**ECONOMIC NEED:** The student must meet at least one of the following indicators of economic need. If no item is checked, the request will be denied.

- Student has received or is eligible to receive an ACT or SAT testing fee waiver.
- Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).
- Student's annual family income falls within the income Eligibility Guidelines\* set by the USDA Food and Nutrition Service.
- Student is enrolled in a federal, state or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- Student's family receives public assistance.
- Student lives in federally subsidized public housing, a foster home or is homeless.
- Student is a ward of the state or an orphan.
- Other request from high school principal, high school counselor, financial aid officer, or community leader:

Given my knowledge of this student's family circumstances and after reviewing the eligibility guidelines, I believe that providing the application fee would present a hardship. Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



SCHOOL SEAL/STAMP

\*To view USDA Income Eligibility Guidelines for the Free or Reduced Price Lunch Program or review FAQs related to this form visit <http://bit.ly/NACACfeewaiver>.

**FAIRFAX COUNTY PUBLIC SCHOOLS  
 CONSENT TO SHARE INFORMATION FOR BENEFITS FOR OTHER PROGRAMS  
 2016-2017**

Student's School ID	Student Name	School Name
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____

Please check (✓) the box or boxes that apply.

If I want my children to receive **ALL ELIGIBLE BENEFITS**, I will check (✓) the box in the left-hand column below. If I want my children's information shared with only specific programs, I will check (✓) only the box or boxes from the right-hand column that describe the programs. I understand that not all benefits and programs described below will be available to students at every school and at every grade level.

**All Eligible Benefits**

**OR**

**Specific Programs**

**Student Fees:**

Athletic Uniforms and Equipment Fees  
 Field Trip Fees  
 Participation Fees for various activities  
 Student Parking Fees

**Classroom Fees:**

Musical Instrument Fees  
 Supplemental Class Material  
 Equipment Fees (e.g., calculators)

**Assistance to Students:**

Information about Holiday Assistance  
 Information about non-FCPS scholarships, classes, and other  
 non-FCPS educational-related services  
 Information on available assistance

**Test/Application Fees:**

ACT/SAT Fees  
 Application Fees (e.g., TJHSST application, college applications)

No **DO NOT** want my children's eligibility status in the federal Free and Reduced-Meals program shared with the programs listed above.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_