Senior Transition Meeting – Post Secondary Information

September 2020

Ephrata High School Counseling Office:

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CEEB CODE 391-265

Name:______________________________

Return to Class

Time:_______  Counselor:_________
Post-Secondary School Application Process

Overview:

- Complete a paper transcript request form and return this form to Mrs. Ditzler in the Counseling Office. Note: It will take approximately 1-2 school days before you can request a transcript through Naviance once this form has been submitted.
- Check application deadlines for each school you are interested in. BE SURE TO MEET ALL DEADLINES, allowing time for EHS processing (see below).
- Complete your applications using the college / university application process found on each college "Admissions" webpage. ONCE YOU ARE FINISHED WITH THIS STEP CONTINUE WITH THE BELOW ITEMS.
- Move or add your colleges from "Colleges I'm Thinking About" to "Colleges I'm Applying To" in Naviance.
- Request a transcript to be sent to your colleges through Naviance.
- Request a letter of recommendation for your colleges - IF NEEDED - MOST SCHOOLS DO NOT REQUIRE ONE.

1. Transcript Requests - Please follow the below steps to send your transcript to a college/university AFTER you have completed the college application found on the college/university website:
   a. Complete a paper transcript request form and return this form to Mrs. Ditzler in the Counseling Office. You cannot move on to the next step until this form is returned and entered into the Naviance system.
   b. Complete your transcript request in Naviance under "Colleges I'm Applying To".
      i. Select the box next to the schools(s) that you wish to send a transcript to.
      ii. Above the school listing, click on the "Request Transcripts" button. If the button is not there, see step “a” above.
      iii. Select the “Initial” transcript box for the “What type of transcript are you requesting” question.
      iv. Note: EHS automatically includes standardized test scores for you, BUT PLEASE NOTE: if your school requires OFFICIAL SAT/ACT test scores, you must request an official report sent by the Collegeboard / ACT organizations (they will charge for this service). Go to the CollegeBoard website to request this if needed.
      v. Select the “Request Transcript” button at the bottom of the page.
      vi. Under “Where are you sending transcripts?”, click on the drop-down arrow and select applicable college(s).
      vii. Click the “Request and Finish” button at the bottom of the page.
      viii. Back on the "Colleges I'm Applying to" page, you will see a confirmation that your transcript requests have been submitted.
   c. Transcripts will be processed within 5-10 school days. Check back to see the status by:
      i. Clicking on the “Colleges” menu item, then click on “Colleges Home”.
      ii. Under “Apply to College”, click on “Manage Transcripts”.
      iii. There you will see details related to your request(s).
2. **Letters of Recommendation**: If necessary, request letters of recommendation from teachers and/or your counselor. Be sure to:
   a. Verify that the school(s) you are applying to require a Letter of Recommendation (LOR) as a majority do not use a LOR for acceptance decisions.
      i. Most Common Application schools will require at least one LOR.
   b. Allow at least two weeks for your counselor/teacher to write this.
   c. Complete the “Senior Brag” sheet (in the Counseling Office or Class of 2021 Schoology Resources folder).
   d. **Teacher LOR Process**:
      i. Talk with the teacher and ask them if they are willing to write a college admissions letter of recommendation on your behalf.
      ii. Complete and submit a copy of your Senior Brag Sheet to that teacher(s) as soon as they agree to write the letter for you.
      iii. Navigate to "Colleges Home" found under the "Colleges" menu.
      iv. Under "Apply to Colleges", choose the "Letter of Recommendation" link.
      v. Click on the "Add Request" button.
      vi. Select the teacher who will be writing your letter of recommendation for you. BE SURE YOU HAVE ALREADY ASKED THEM IF THEY WOULD BE WILLING TO WRITE ON YOUR BEHALF.
      vii. Select the "Choose specific colleges from your Colleges I'm Applying to list" option.
      viii. Select the schools that you would like the teacher to send the LOR to. Pay close attention to the number of required and allowed letters for each school. This will ensure that the letters from specific teachers go to specific schools.
      ix. Under "Include a Personal Note...", you can leave this blank or type a note to the teacher about any special circumstances related to your request.
      x. Click the "Submit Request" button.
      xi. Repeat the above steps for your next teacher LOR (if necessary).
   e. **Counselor LOR Process**:
      i. With the Common Application, counselors will automatically complete the necessary Secondary School report and complete a LOR on your behalf.
      ii. You do not need to submit a request for a LOR to your counselors for these schools.
      iii. Be sure to complete and submit a copy of your Senior Brag Sheet to your counselor and allow 5-10 school days for processing.
   f. **Letter of Recommendation Requests VIDEO**

3. **Application fee waivers** – If you receive free/reduced lunch and used a fee waiver for a SAT test in the past, most colleges will waive the application fee. Ask your counselor for details.

4. **Common Application**
   a. Many colleges offer several different ways to apply to their school. The two most common are the school specific online application and the Common Application (CA). Students often have questions about which one to use. In general, the CA
is great to use if you are applying to more than one CA school. If not, the school specific application is usually the easier and quicker method.

b. If your college/university uses the Common Application, please follow the below procedure:
   a. Create an account at www.commonapp.org, and complete all required components of the Common Application for each school you are interested in applying to.
   b. Log-in to Naviance: Match your Common Application account with your Naviance account.
   c. Request a transcript to be sent to each Common Application school you are applying to (See above).
   d. Request Teacher Letters of Recommendation (see above).
   e. Common App Registration and Account Matching Video

5. College Visits
   a. With the current COVID 19 landscape, be sure to check out what types of visits the colleges you are interested in are offering. A large majority are only doing online visits at the current time.
   b. Check out college websites to discover visit opportunities. Remember, more personalized is better, but any visit is definitely worthwhile.
   c. For in-person visits, STUDENTS MUST COMPLETE THE “EDUCATIONAL TRIP” FORM PRIOR TO THE VISIT. This form is available in the EASD website, Counseling Office, Attendance Office, Schoology resources folder, as well as the student handbook.
   d. When you return, you must provide written verification/confirmation from the institution you were visiting.

6. College Representatives at EHS (Schoology Calendar)
   a. This is a great opportunity to meet with representatives that can give you valuable information about a post-secondary institution.
   b. The Ephrata High School Career Resource Center (CRC) has many school representatives come in to meet with prospective students. This year, we will be doing all virtual visits. If you are interested in meeting with a school’s representative online during school hours, you should:
      i. Log-in to Naviance Student.
      ii. Click on “Colleges” and select “Colleges_Home”.
      iii. Scroll down to the bottom of the page and you will see the College Visits links. Click on the “Show More” button to see all upcoming college visits.
      iv. For schools that you would like to hear from, click on the “Register” button, and you will be automatically signed up.
      v. Inform the teacher of the class you will be missing that you are participating in the meeting (at least one day in advance). Be responsible and sure that you have made arrangements for missing that class. YOU ARE RESPONSIBLE FOR ANY WORK MISSED DURING THE MEETING!!
      vi. Be prepared for meeting: This is your opportunity to find out what YOU want to know about the school. BEFORE SIGNING UP - MAKE SURE
THE SCHOOL OFFERS A MAJOR THAT YOU ARE INTERESTED IN!!!!

vii. On that day, report to the CRC, sign in on the computer and Mrs. Ditzler will mark your attendance for that period. It would be beneficial to bring headphones with you since you will be joining online. That’s all there is to it.

7. SAT’s / ACT
   a. The SAT and ACT are both widely used admission tests. Many colleges accept either one. Be sure to check with your specific institutions.
   b. Test Dates:
      i. SAT – October 3, 2020, November 7, 2020, December 5, 2020
         1. Late registration for Oct test @ EHS ends September 22, 2020
      ii. ACT – October 20, 17, 24, 25 – deadline Sept 25th 2020
      iii. For other dates, see respective web sites.
   c. Internet Resources:
      i. SAT’s – [www.collegeboard.org](http://www.collegeboard.org) - designed to assess verbal reasoning, critical reading, and math problem solving skills.
      ii. ACT – [www.act.org](http://www.act.org) -designed to assess high school students' general educational development and their ability to complete college-level work. The tests cover four skill areas: English, mathematics, reading, and science reasoning.

8. NCAA Eligibility Center
   a. Any student who is considering playing sports at a Division I or II College or University must meet eligibility requirements with the NCAA Eligibility Center. Please see the NCAA Web site at [https://web3.ncaa.org/ecwr3/](https://web3.ncaa.org/ecwr3/) for additional information.

9. College Bound -Recommended Timeline
   September
   1. Attend Sr Transition Meeting Presentation and your Senior Transition meeting with your school counselor to discuss post-secondary planning: college admission/financial aid process.
   2. Continue to visit other prospective colleges (in person or virtual).
   3. Do a web search of colleges and scholarships (use Naviance).
   4. Narrow your list to about three or seven colleges.
   5. Continue to collect admission information from all prospective colleges.
   6. Talk with admissions representatives that come to college fairs and visit our school.
   7. Decide if you want to apply for early decision, rolling, or regular admission. Applications will begin to come to the Counseling Office for processing during September.
   8. Sign up for the October and/or November SAT I, SAT II, or ACT if necessary.
   9. Continue to explore scholarship opportunities.
   10. Complete the CSS Financial Aid Profile for required early decision applications.
   11. Sign up for your FAFSA ID (this is what you will use to sign your FAFSA) [fsaid.ed.gov](http://fsaid.ed.gov)

   October
   1. Take SAT I/SAT II/ACT as needed and sign up for Nov/Dec SAT/ACT if needed.
   2. Turn in early decision applications at least two weeks before the deadlines.
3. Begin application essay drafts. Complete applications by providing all information accurately and meeting all deadlines.
4. Continue to visit your top few college choices.
5. Be sure to have a safety school in mind, just in case.
6. Attend local college fairs and financial aid programs.
7. Continue to complete college applications.
8. Continue to explore college scholarship opportunities.
9. Beginning October 1st you can start your FAFSA (uses 2019 taxes)
10. Once applications are finished, log-in to Naviance and request official transcripts and letters of recommendation (if needed).

November
1. Attend the FAFSA Completion Night lab at EHS (date tbd).
2. Take SAT I/SAT II/ACT test as needed.
3. Complete any college applications that you are still working on and request transcripts. Use Thanksgiving as the latest target date to complete applications.
4. Make final visits (in person or virtual) to your top few college choices.
5. Continue to explore college scholarship opportunities and apply before deadlines.

December
1. Take SAT I/SAT II/ACT as needed and sign up for January SAT/ACT, if needed.
2. Apply for scholarships well before the deadlines.
3. Request any last minute transcripts / letters of recommendation no later than the second Friday in December for January 1 to 15 deadlines.
4. Continue to explore college scholarship opportunities.

Still Exploring Different Colleges?
Be sure to utilize Naviance’s College tab – SuperMatch is a great tool to explore different schools!

FINANCIAL AID

1. What is Financial Aid?
Financial aid is monetary assistance that is available to students and their families to help offset the cost difference between a family’s Expected Family Contribution (EFC) and the total cost of attendance to a postsecondary educational institution.

2. Types of Aid
   a. Scholarships
      Scholarships are considered gift aid, which does not have to be repaid, and are often awarded for merit in academics, athletics, or a particular field of study. Scholarships may also be awarded based on ethnic background, religious affiliation, and special interests.
   
   b. Grants
      A grant is money awarded that does not have to be paid back. Grants are given to students based on financial need.
i. Types of Grants

1. Federal Pell Grant - aid that is awarded to undergraduates who have not earned a bachelors’ or professional degree.
2. FSEOG (Federal Supplemental Education Opportunity Grant) - awarded by the postsecondary institution to undergraduates with exceptional financial need. Note: Priority is given to students who receive Federal Pell Grants.
3. State Grant - awarded to eligible Pennsylvania residents who are in need of financial aid to attend a PHEAA-approved postsecondary school as undergraduate students.

c. Loans

Student loans are long term, low-interest loans made to a student by private lending institutions, such as banks, savings and loan associations, credit unions or directly from the federal government.

d. Work study programs

Work-study provides students with employment opportunities both on and off campus to help pay for school costs. Participation in a work-study program is based on the student's financial need.

The above sources of aid can be combined to produce financial aid packages to pay for part or all of your costs depending on your financial need. Be sure to note important institutional financial aid deadlines with each school. These are typically earlier than State / Federal deadlines.

3. Financial Aid Forms

a. FAFSA - Free Application for Federal Student Aid: Use this application to apply for federal student grants, work-study money, and loans. You may also use this application to apply for most state and some private aid. Information is also provided about both student and parent PIN numbers.

b. CSS Profile – The financial aid application service of the College Board. Some schools use this to help them award nonfederal student aid funds. There is a fee for this form.
   https://profileonline.collegeboard.com/index.jsp

4. Scholarships will be advertised in Schoology and Naviance

a. It is important that you continually refer to it and keep your eye open to these opportunities. Remember, scholarships represent FREE money!!
Be sure to check out the EHS Financial Aid website for additional resources.