



**CLARKSBURG HIGH SCHOOL
School Counseling Services**

22500 WIMS ROAD

CLARKSBURG, MARYLAND 20871

301-444-3020

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SENIOR PACKET

2009 - 2010



HIGH SCHOOL CODE: 210381

CLARKSBURG HIGH SCHOOL
School Counseling Services Department
2009-2010 School Year

Dear Student:

CONGRATULATIONS, you are a senior! This is the beginning of the busiest and most important year of your school career. Your first task is to graduate by completing all graduation requirements. Work hard and smart to achieve the very best grades.

Your second task is to decide what you want to do after you leave Clarksburg High School. This packet has the information you need to apply to college or trade and technical schools. You must read each section carefully.

The Clarksburg School Counseling Services Department has the resources to help you in the process of exploring and applying to colleges and post-secondary institutions.

Your **COUNSELOR**

- Supports and advocates for you through letters of recommendation.
- Advises you about researching and investigating post-secondary education.
- Provides information about potential schools that "work for you."

The **COLLEGE-CAREER CENTER COORDINATOR**

- Maintains a college-career resource center.
- Provides materials and programs through electronic technology.
- Instructs and assists students/staff with computer searches for colleges, careers, financial aid and scholarships. Assists with on-line college applications.
- Provides electronic access to testing programs such as SAT, ACT, TOEFL, and in-house registration for PSAT/NMSQT.
- Publishes monthly newsletter, annual testing bulletin and "Yellow Pages" for students, staff and community.
- Organizes, schedules and chaperones field trips relevant to college and career exploration.
- Coordinates school visits of representatives from colleges/career schools and military.

FINANCIAL AID INFORMATION NIGHT - PROPOSED FOR NOVEMBER 17 AT 7:00 PM

The **REGISTRAR**

- Assists in sending application materials.
- Manages the mechanics of the application process.
- Provides official transcripts
- Collects transcript fees.
- Maintains deadlines.

GOOD LUCK!

The Clarksburg High School Counseling Department

SENIOR INFORMATION COLLEGE APPLICATION PROCESS IN HIGH SCHOOL

1. SOCIAL SECURITY NUMBER

If you do not have a Social Security Number, get one immediately. Most schools file all records under the Social Security Number.

2. SAT/SAT II/ACT/TOEFL TESTS

It is the student's responsibility to apply for and take the necessary tests for college admission. Registration forms are available in the Career Center or on line. Counselors and the college-career coordinator will help you decide which tests are necessary. You must check with individual colleges when deciding on SAT II's. It is the student's responsibility to have SAT scores submitted to the college(s).

3. VISITING SCHOOLS

If you plan to visit a college, it is suggested that you make an appointment for an interview. Montgomery County Public Schools (MCPS) will allow three excused school days for seniors to visit colleges providing permission has been granted from teachers and the principal in advance.

4. TRANSCRIPTS

A transcript consists of final grades only - reflecting grades 9, 10, 11, and 12. A Transcript Release Form (blue) is included with this senior packet. It **must** be signed by the parent/guardian, and then returned to the registrar.

The first three transcripts and the mid-year reports will be provided free of charge. The next three will cost \$3.00 each and additional transcripts after that will cost \$5.00 each. The fee is given to the registrar in cash or check made payable to CHS. Allow 15 school days to have a transcript prepared. During peak periods, the registrar may require additional time to prepare your transcript request. **If you apply on line be sure to notify the registrar that you need a transcript sent to those schools.** An application is not a complete package until a transcript is sent. If you have a need to see your transcript, contact your counselor.

Seniors will be given a survey to complete in May. On this you need to indicate what college/university you will be attending. **The registrar will use this information to send your final transcript.** Final transcripts will be available in July.

5. APPLICATIONS/ESSAY

YOU NEVER GET A SECOND CHANCE TO MAKE A GOOD FIRST IMPRESSION. Your application is the first impression the admissions counselors will have about you. Make it the best you are capable of doing!

Photocopy the application and use the copy as a working draft. Ask an English teacher to check all essays for structure and grammar. If you are submitting your application by mail (not on line), type all information unless hand-written is specified. Use black ink. Read all the instructions before you transfer the information to the original application. Keep the draft copy in a safe place.

6. Once you have completed your application **you** are responsible for mailing the application, the application fee and essay if one is required. The registrar will mail the secondary school report, counselor letter of recommendation, and transcript. **All ACT/SAT scores need to be sent directly to colleges/universities from the college board.** Please provide the registrar with 3 first-class stamps for each application.

7. NACAC FORM (Secondary School Report)

Complete the National Association for College Admission Counseling (NACAC) form included with the Senior Packet and submit to registrar along with your Transcript Request form.

8. COUNSELOR RECOMMENDATION

Many schools require counselor recommendations. Be sure to give all your forms (Student Brag Sheet, Parent/Guardian Brag Sheet, Extracurricular Activities Checklist) and resume to the registrar three weeks prior to the college deadline to allow the counselor adequate time to write your letter of recommendation. The registrar is not able to give you a copy of your recommendation as it is confidential.

9. TEACHER RECOMMENDATIONS

Some schools require a teacher recommendation. Please work with the teacher directly when you need a letter for your school. Be sure to give the teacher a realistic deadline; 15 days is recommended. Provide the teacher with your resume and an envelope addressed to the college/university and include postage. **Your name, ID # and deadline date should be written on the inside flap of the envelope.** The teacher will mail the letter of recommendation directly to the school. A thank you note to the teacher is appropriate.

10. DEADLINES

If your school has a January 1st deadline, make sure all required forms are given to the registrar before 3:00 p.m. on November 25th. Colleges and universities do not make exceptions to their deadlines! Refer to the registrar's deadlines for additional deadlines on college applications.

DEADLINES FOR COLLEGE APPLICATIONS

To ensure that your applications are postmarked to meet deadlines, follow the schedule below (there will be no exception to the dates listed).

October 6 for November 3

October 23 for November 13

October 30 for December 1

November 20 for December 15

November 25 for January 2

December 15 for January 15

January 5 for February 2

January 15 for February 16

January 23 for February 16

February 5 for March 2

February 19 for March 16

YOUR HIGH SCHOOL CODE IS 210381

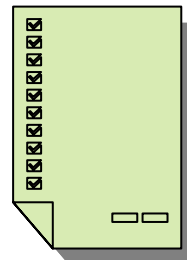


FORMS

FOR COLLEGE APPLICATION PROCESS

CHECKLIST OF FORMS

(Forms included on the following pages)



The following forms need to be completed and **submitted to the registrar**. (Use the area to the left to check off that you have completed and submitted each form.)

- _____ **APPLICATION FOR GRADUATION/DIPLOMA ORDER** - Use this form to provide diploma information. Submit to the registrar by **October 15, 2009**.
- _____ **TRANSCRIPT RELEASE FORM (blue)** - Use this form to record all college applications. Note that this requires a parent/guardian signature. It should be returned to the registrar **immediately**.
- _____ **NATIONAL ASSOCIATION FOR COLLEGE ADMISSION COUNSELING (Secondary School Report)** - Complete Section I of this form and return it to the registrar along with the Transcript Release Form.
- _____ **STUDENT BRAG SHEET** - Use this form to provide information about yourself to aid the counselor in writing your letter of recommendation.
- _____ **PARENT/GUARDIAN BRAG SHEET** - Have a parent/guardian complete this form; also to be used to assist the counselor in writing your letter of recommendation.
- _____ **EXTRACURRICULAR ACTIVITIES CHECKLIST** - Complete all pertinent information.

Please note: Submit three (3) first-class stamps per transcript to registrar.

STUDENT BRAG SHEET

NAME: _____ DATE: _____

It is important that you respond to all of these questions. The information will help your counselor write a letter of recommendation for your applications. Please write on the reverse side if you need additional space.

DESCRIBE YOUR ACADEMIC AND PERSONAL STRENGTH.

WHAT IS YOUR INTENDED MAJOR? _____

WHAT CONTRIBUTION CAN YOU MAKE TO THE COLLEGE THAT WOULD MAKE THEM WANT TO ACCEPT YOUR APPLICATION?

DESCRIBE A REWARDING HIGH SCHOOL EXPERIENCE: ACADEMIC, EXTRACURRICULAR, OR PERSONAL.

HOW DID YOU FULFILL YOUR STUDENT SERVICE LEARNING REQUIREMENTS? WHAT IMPACT DID THIS EXPERIENCE HAVE ON YOU?

IF YOU WROTE YOUR OWN RECOMMENDATION, WHAT WOULD YOU WRITE ABOUT YOURSELF?

WHAT ARE SOME OF YOUR HOBBIES OR INTERESTS?

IS YOUR ACADEMIC RECORD AN ACCURATE MEASURE OF YOUR ABILITY? WHY OR WHY NOT? HAVE THERE BEEN ANY UNIQUE ISSUES WHICH MAY HAVE AFFECTED YOUR SCHOOL PERFORMANCE THAT YOU WOULD LIKE YOUR COUNSELOR TO SHARE WITH YOUR COLLEGE?

LIST THREE ADJECTIVES TO DESCRIBE YOURSELF.

HOW WOULD YOUR TEACHERS DESCRIBE YOU?

******RETURN FORM TO REGISTRAR******

PARENT/GUARDIAN BRAG SHEET

Name of Student: _____

Please respond to the following questions. (Feel free to attach another sheet if you wish.)

1. Child's most outstanding accomplishments during the past 3 - 4 years:

a. Academic

b. Personal

2. Areas in which your child has shown the most development & growth during the past 3-years:

3. Three (or more) words or phrases to describe your child:

4. Any circumstances that have affected your child's educational or personal experiences?

5. Any additional information you would like us to know about your child:

Parent/Guardian Name: _____

******RETURN FORM TO REGISTRAR******

EXTRACURRICULAR ACTIVITIES CHECKLIST

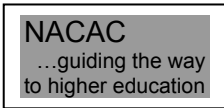
Student Name: _____ ID #: _____

Check years of involvement and indicate positions of leadership and any special recognition.

ACTIVITY	09	10	11	12	Type of Involvement/Position or Office/Special Recognition			Do you plan to participate in college?
Band								
Orchestra								
Choir								
Class Officer								
Student Council								
Honor Society								
Newspaper								
Yearbook								
Youth Group								
Scouting								
Other:								
Other:								
Athletics: (Indicate Sport)					No of Varsity Letters	Varsity Captain/ Co-Captain	Position or Event/Special Recognition	

List your hobbies:

******RETURN FORM TO REGISTRAR******



Secondary School Report Form
Clarksburg High School

Instructions: Students should complete Section I and submit the form to their school counselor. Counselors should complete Sections II and III and forward the report form, along with the respective admission application, to each school to which the student is applying.

SECTION I (to be completed by student)

Student Name Last First MI S.S. Number - -
Address Street Apt. No. Date of Birth Mo Day Yr
City State Zip Code Phone ()
E-mail Address

I recognize the confidential nature of this document and I do () do not () waive my right to access.

Student's Signature Date

SECTION II (to be completed by school counselor - include only if it is not included in other student documents)

High School Clarksburg High School High School CEEB 210381
Address 22500 Wims Road, Clarksburg, MD 2087 Phone 301-444-3020 Fax 301-444-3594
Counselor's Name Title

E-mail Address

Percentage of class attending: Four-Year 43% Two-Year 34% institutions.

Grading scale (X) 4.0 () 100 () Other Passing Grade is D

Student's GPA: () Weighted () Unweighted
GPA includes (check all that apply): (X) 9th Grade (X) 10th Grade (X) 11th Grade () 12th Grade

Student ranks: MCPS does not rank in a class of 404.
See Profile for grade distribution

Is the student's course selection: () Most Demanding () Demanding () Average () Below Average

SENIOR YEAR COURSES:

Table with 4 columns: First Term Course, Grade, Second Term Course, Grade. Includes a note: **Please see attached transcript**

Section III (to be completed by school counselor)

Please comment on the following items which reference the student's ability and character. Attach additional pages if more space is needed. (A recommendation letter may replace Section III.)

Academic Ability:

I recommend this student:

- With reservation
- Fairly strongly
- Strongly
- Enthusiastically

Personal Character:

I recommend this student:

- With reservation
- Fairly strongly
- Strongly
- Enthusiastically

Is the academic record of this student an accurate indication of the student's ability? Yes No
If not, please describe the circumstances.

Counselor Statement:

Thank You

Counselor's Signature _____

Date _____

CLARKSBURG HIGH SCHOOL APPLICATION FOR GRADUATION
Class of 2010

Congratulations on becoming a SENIOR - In order to help you understand Maryland State graduation requirements and to clarify your status, you should have received an unofficial transcript. It reports the credits required, credits earned, credits needed, HSA tests needed, and SSL hours earned to meet the requirements for graduation with your class. If you feel that there are any discrepancies, see your counselor.

DIRECTIONS FOR COMPLETING THIS APPLICATION FOR GRADUATION:

1. On the form below, carefully PRINT your name as you wish it to appear on your diploma. Fill in your social security number, your street address and your telephone number.
2. You and your parent/guardian need to read the following statement below and sign:

We have reviewed the unofficial transcript and we understand the requirements for graduation. We certify that the successful completion of the senior courses will meet or exceed all requirements for graduation. We further understand that the responsibility for meeting the graduation requirements rests with the student and the family.

Student Name (Please PRINT)

Student School ID #

Student Signature

Date

Parent/Guardian Signature

Date

DIPLOMA ORDER FORM - CLASS OF 2010

First Name

Middle Name or Initial

Last Name

Student School ID #

Social Security Number

Phone Number

Street Address

Apt. #

City

Zip Code

*****RETURN THIS FORM TO THE REGISTRAR BY OCTOBER 15, 2009*****

TRANSCRIPT RELEASE FORM

Transcripts should be requested at the time applications have been made to colleges/universities. List below the **name** for all the colleges/universities or scholarships to which you are sending applications. (Additional colleges/universities may be added later.) **Return this form along with the NACAC form (which was given to you in your senior packet) to the registrar, Ms. Geisler, in the Counseling Services Department.**

You will need to bring THREE first-class stamps for each application.

TRANSCRIPTS AND/OR RECOMMENDATIONS MAY TAKE AT LEAST THREE WEEKS TO PROCESS. PLEASE SUBMIT MATERIALS WELL IN ADVANCE OF ANY DEADLINES.

Complete the following student information:

Student Name: _____

Student ID #: _____ Soc. Sec. No: _____ Phone
No: _____

Address:

Name of Counselor: _____

I give Clarksburg High School permission to release transcript information on the above named student.

Parent/Guardian Signature _____

Please list the name of each college/university to which you want your transcript sent. The first three transcripts and the mid-year reports will be provided free of charge. The next three will cost \$3.00 each. Additional transcripts after that will cost \$5.00 each.

Complete Name of College/University	Date Due to College	Fee Paid At Time of Request	Date Mailed	Stamps Provided
		Free		
		Free		
		Free		
		\$3		
		\$3		
		\$3		

See reverse side for additional transcript requests.

****** RETURN FORM TO REGISTRAR******

