

GHS FAMILY HANDBOOK 2007 - 2008

Gaithersburg High School

314 South Frederick Avenue
Gaithersburg, Maryland 20877
301-840-4700

Vision

Gaithersburg High School expects academic excellence, embraces diversity, and fosters respect and responsibility for all students.

Mission

In a mutually respectful and productive environment, we will encourage effort and support students as they pursue rigorous academic opportunities.

<http://montgomeryschoolsmd.org/schools/gaithsbghs/>



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GAITHERSBURG HIGH SCHOOL CALENDAR

2007

Aug. 27		First Day of School
Sept. 3	Holiday – Labor Day	Offices & schools closed
Sept. 6		Back-To-School Night 7:00 p.m.
Sept. 13	Rosh Hashana	No school for students & teachers
TBA		Senior Meeting/College Planning Day (Scheduled with English classes)
Sept. 28		Early Release Day; dismissal after lunch
TBA		<i>Interims Window</i>
Oct. 12		Homecoming Game
Oct. 17	PSAT	Offered once a year – Grades 9, 10 & 11
Oct. 19	MSTA Convention	No school for students & teachers
Oct. 31		First marking period ends
Nov. 1	Professional Day	No school for students
Nov. 9		Report cards distributed
Nov. 14		ASVAB 7:30 a.m.
Nov. 22 – 23	Holiday – Thanksgiving	Offices & schools closed
TBA		<i>Interims Window</i>
Dec. 19		GHS Alumni Day
Dec. 24 – 25	Holiday – Christmas	Offices & schools closed
Dec. 26 – 31	Winter Break	No school for students & teachers

2008

Jan. 1	Holiday – New Year's Day	Offices & schools closed
Jan. 3		Preparing for College Night & Financial Aid Workshop 6:30 p.m.
Jan. 18		Second marking period ends
Jan. 21	Holiday – ML King Jr., Day	Offices & schools closed
Jan. 22	Professional Day	No school for students
Jan. 30		Report cards distributed
Feb. 12	Holiday – Presidential Primary	Office & schools closed
Feb. 18	Holiday – Presidents' Day	Offices & schools closed
Feb. 27		Early release day
TBA		<i>Interims Window</i>
Mar. 21 & 24	Holiday – Easter	Offices & schools closed
Mar. 25-28	Spring Break	No school for students & teachers
Apr. 4		Third marking period ends
Apr. 7	Professional Day	No school for students
Apr. 11		ASVAB; 7:30 a.m.
Apr. 15		Report cards distributed
Apr. 16 – 17	National College Fair	Montgomery County Fairgrounds
TBA		<i>Senior Interims Window</i>
TBA		<i>Interims Window</i>
May 5 – 16		AP Exams
May 26	Memorial Day	Holiday – Offices & schools closed
TBA		Graduation
Jun. 12		Last day of school for students, dismissal after lunch
Jun. 13	Professional Day	No school for students
Jun. 19		Report cards mailed home



PLEASE NOTE: SAT & ACT REGISTRATION INFORMATION IS AVAILABLE ON THE SCHOOL ONLINE CALENDAR (via the website) & THE MCPS COUNSELING CALENDAR.

GENERAL INFORMATION BELL SCHEDULES



REGULAR BELL SCHEDULE		
PERIOD	TIME	
Warning Bell		7:20
1	7:25 -	8:15
2	8:20 -	9:07
3	9:12 -	9:59
4	10:04 -	10:51
Lunch	10:51 -	11:34
5	11:39 -	12:26
6	12:31 -	1:18
7	1:23 -	2:10
TWO-HOUR DELAY		
PERIOD	TIME	
Warning Bell		9:20
1	9:25 -	10:01
2	10:06 -	10:36
3	10:41 -	11:11
4	11:16 -	11:46
Lunch	11:46 -	12:25
5	12:30 -	1:00
6	1:05 -	1:35
7	1:40 -	2:10
EARLY RELEASE DAY (Sept. 28)		
PERIOD	TIME	
Warning Bell		7:20
1	7:25 -	8:15
2	8:20 -	9:15
3	9:20 -	10:15
4	10:20 -	11:15
Lunch	11:15 -	11:40
EARLY RELEASE DAY (Feb. 27)		
PERIOD	TIME	
Warning Bell		7:20
1	7:25 -	8:15
5	8:20 -	9:15
6	9:20 -	10:15
7	10:20 -	11:15
Lunch	11:15 -	11:40
REGULAR HALF DAY SCHEDULE		
PERIOD	TIME	
Warning Bell		7:20
1	7:25 -	7:57
2	8:02 -	8:30
3	8:35 -	9:03
4	9:08 -	9:36
5	9:41 -	10:09
6	10:14 -	10:42
7	10:47 -	11:15
Lunch	11:15 -	11:40

INFORMATION ON DELAYED
OPENINGS WILL BE AVAILABLE
ON THE MCPS WEB SITE AT
www.montgomeryschoolsmd.org.
(Click on Emergency Information)
OR ON YOUR LOCAL TV &
RADIO STATIONS

GENERAL INFORMATION

BACK-TO-SCHOOL NIGHT

Back-To-School Night is Thursday, Sept. 6, 2007, 7:00 pm.

CLASS SPONSORS

9th Grade – Danielle Stancil & Lauren McDougal

10th Grade – Cindy Lotto

11th Grade – Michele Staymates

12th Grade – Jennifer Alvarez

GRADUATION



Graduation will be held at DAR Constitution Hall. The date will be announced when it is determined.

ID BADGES

All students will receive photo identification badges that they must carry with them each day. Students will need their ID badges to purchase lunch, to provide identification when using computers, to borrow materials from the media center, and for many other school transactions. Students must use the ID badges when entering athletic and other extracurricular events in order to receive the student rate.

LUNCH

Grade 9 (Closed)*

Grade 11 (Open)*

Grade 10 (Open)*

Grade 12 (Open)*

**subject to change*

The one lunch period will be 10:51 a.m. until 11:34 a.m.

1. Open lunch for grades 10, 11, 12 is a privilege, not a right. Misuse will result in individual suspension of this privilege. Parents may request their student stay on campus during lunch.
2. Students who leave school grounds must do so safely; overcrowding of cars will not be permitted. STUDENTS MUST ADHERE TO ALL TRAFFIC LAWS, INCLUDING THOSE PERTAINING TO CROSSWALKS.
3. The media center will be open during lunch as space permits for study only.
4. Tutoring is available.
5. Through written request to counselor, 9th grade parents may request open lunch privileges for their student.

MEDIA CENTER

The Gaithersburg High School Media Center is an integral part of the instructional program. The media specialists work with classes to develop research skills, and the media staff provides individual assistance to students. Instruction focuses on

the research process, and familiarizing students with the print and non-print resources best suited to their research, including many specialized reference sources.

Over 17,000 books, magazines, and other materials are available for staff and student use. GHS students have access to 38 computers and over 40 online database subscriptions, rich in information for all areas of the curriculum, and specializing in general reference, current events, history, primary source documents, government, geography, health, science, literature, and biography. They also provide easy access to full-text articles from hundreds of magazines, journals, and newspapers. These online subscription services are available to our students and their families for use at home. A packet describing the various databases and giving the address (URL), username, and password for each is available at the media center.

As part of the media center staff, our Media Services Technician manages the television studio and produces a morning program on Trojan TV. GHS offers a TV Production class as an elective course for students to become literate in moving image technology. Additionally, teachers use the television studio to develop class projects requiring video and multimedia instruction or assistance.

The media center is open to classes and to students with signed passes during instructional hours; passes are not required before or after school, or during lunch. Hours are weekdays from 6:30 a.m. to 3:00 p.m.

NATIONAL HONOR SOCIETY

In order to be considered for membership in the National Honor Society (NHS) at GHS, a junior or senior must have a 3.5 grade point average (weighted or unweighted) in all subjects. In addition to the GPA, leadership, service and character must be demonstrated. Further, there must be no evidence of loss of credit, suspension, or discipline referrals. Students will need teacher/sponsor recommendations in regard to leadership and character qualifications. Service qualifications will be documented by recommendations from community and non-profit organizations. An essay testifying to the reasons for seeking NHS membership will be required. In October, application forms are available from the sponsor, Ms. Lee Ann Turner. The GHS National Honor Society Faculty Committee, who determines the final membership list, reads only completed and returned forms. Students who are invited to become NHS members will be notified before winter break. For further information, contact the NHS sponsor, Ms. Lee Ann Turner.

NATIONAL HONOR SOCIETY TUTORIAL PROGRAMS

The National Honor Society holds lunchtime tutoring at GHS and is available to all students Mondays and Tuesdays.

PARENT ORGANIZATIONS

The Parent Teacher Student Association is the chief means of parent support for the school. The PTSA is concerned with all facets of school life. One of the

group's primary goals is to reach out to the community through its newsletter and e-mail list serve (GHSPTSA@yahogroups.com) to share information about school activities. The PTSA has been instrumental in improving school facilities and in supporting school needs at the local and county levels. The PTSA also sponsors the volunteer program, which is extremely active at Gaithersburg High School. Parents and other community members are encouraged to help the school in a variety of ways. PTSA meetings are held on the third Tuesday of each month in the Choir Room (J-107). The president of the PTSA is Ms. Laurie Augustino, 301-869-0084 or lauggiedog@comcast.net.

The Trojan Booster Club assists athletic programs at GHS in a number of ways, ranging from fundraising to athletic recognition and academic assistance for our athletes. The club has been especially active in encouraging good study habits and stressing the importance of scholarships for athletes. Visit the GHS website at <http://montgomeryschoolsmd.org/schools/gaithsbghs/> and click on Athletics for information on the Booster Club.

The Instrumental Music Parents Association (IMPA) promotes the activities of the band, orchestra, jazz band, and symphonic band. The group's primary focus is fundraising which helps defray the costs of trips, exchanges, and uniforms.

The mission of the Montgomery County Maryland Branch of the NAACP Parents' Council is to provide a forum through which interested citizens may offer assistance, guidance and support to minority parents and students of MCPS to pursue the highest quality education possible through encouragement, information sharing, positive motivation, critical evaluation and advocacy. The president of the NAACP Parent's Council is Ms. Angela Jones, 301-527-9111 or BOBO461022@aol.com.

RIGOROUS HIGH SCHOOL PROGRAM

The Maryland State Department of Education defines a Rigorous High School Program as:

Completion of four of the six performance indicators:

- 2 or more credits in Foreign Language with B or better
- 2 or more credits of approved advanced Technology with B or better
- Mathematics courses beyond Algebra II and Geometry with B or better
- Four credits of Science with a grade of B or better
- Score of 1,000 or higher on SAT, or 20 or higher on ACT, or both
- A cumulative grade point average of 3.0 or higher on a 4.0 scale

THE SIGNATURE ACADEMY PROGRAM

The Signature Academy program has been strategically organized into five academies that provide students with academic support as well as opportunities to choose a group of related courses in an area of high interest that may lead to future careers.

The Ninth Grade Academy assists students with the transition into high school and provides supports many ninth graders need to successfully complete high school level work. Gaithersburg High School also reorganized existing Career and Technology Education and other programs to develop four themed academies; Academy of Arts and Communication, Academy of Business Studies, Academy of

Leadership and Education and Academy of Science and Technology for grades 10-12. The academy structure promotes academic rigor, relevance and improves relationships within the Gaithersburg High School community.

For information on The Signature Academy Program, please contact the Dyan Harrison, Academy Coordinator at 301-840-4715 or Dyan.L.Harrison@mcpsmd.org

TEACHER AIDE PROGRAM

Program Goal:

Students in the student aide program will help to create and maintain a mutually respectful and productive environment through helping with the smooth and efficient functioning of instruction. Students will strengthen their academic skills, and develop increased responsibility, employability, and interpersonal communication skills. While student service hours are an outcome of the program, the program is not run solely for this purpose.

Eligible student criteria:

In order to participate as a student aide the student must meet the following criteria:

- Be an 11th or 12th grader
- Have a 2.0 GPA or higher
- Have no L/Cs from the previous semester
- Have a recommendation from their administrator
- **Student criteria may be individually modified based on a designated intervention plan designed by a team, and including the administrator, to individually support the student.**

Expectations of students:

Student aides will be expected to meet the following expectations in order to receive the Student Service Learning hours:

- Maintain a log of tasks with a weekly reflection
- Maintain consistent attendance
- Maintain a 2.0 GPA
- Follow teacher directions independently
- Comply with Gaithersburg High School behavioral expectations as stated in the GHS student handbook
- Wear student aide ID while serving as aide

Criteria for staff requesting a student aide:

When requesting the assistance of a student aide the requesting staff person agrees to accept the responsibility to keep the student engaged in school related activities. They also agree that the student aide will be under their direct supervision at all times, therefore serious consideration needs to be given before requesting an aide for a non-teaching period.

Expectation of staff utilizing a student aide:

It is expected that any staff person utilizing a student aide will meet the following expectations:

- Check and sign off on logs biweekly

- Provide students with meaningful and related activities
- Take daily attendance
- Provide a place for the student to work under said staff person's supervision
- Make provisions for the aide in your absence

Examples of tasks:

The Teacher Aide Program is designed to make available, to a teacher, department, administrator, etc. student assistance. Teachers/departments/administrators may employ students to assist them in various and sundry ways.

A few examples follow:

- Supporting individual students in a class
- A department may use an aide, located in a central area, to assist various department staff.
- Filing
- Passing out/preparation of classroom materials
- Research
- Running errands in the building
- Phone answering
- Counting inventory
- Help setup and break down labs
- Organizing storage areas
- Making copies of notes
- Keeping paperwork organized
- Keeping book info in order
- Taking collateral for loaned materials
- Work with student who have been absent to catch them up
- Help translate for ESOL students
- Support students with special needs
- Support physically challenged students
- Preparing / updating bulletin boards
- Arranging the room

TEACHER APPRENTICE PROGRAM

Program Goal:

Students in the teacher apprentice program will help to create and maintain a mutually respectful and productive environment through helping with the smooth and efficient functioning of instruction. Students will pursue rigorous academic opportunities in order to maximize their potential and become self-sustaining members of society through assisting teachers with the delivery of effective instructional programs.

Performance standards for apprentices are as follows:

- Standard I – Apprentices are committed to student learning
- Standard II – Apprentices demonstrate knowledge of their content area

- Standard III - Apprentices will contribute to the positive learning environment in the classroom
- Standard IV – Apprentices are committed to their own learning and continuous improvement

Eligible student criteria:

In order to participate as a teacher apprentice the student must meet the following criteria:

- Be an 11th or 12th grader
- Have a 2.0 GPA
- Have no L/Cs from the previous semester
- Have demonstrated knowledge in the content area
- Have a recommendation by the teacher for whom the student will be apprenticing

Expectations of students:

Students will be expected to meet the following expectations in order to receive the SSL hours, grade, and credit for the course. **NOTE: Some homework will be expected.**

- Maintain a log of tasks with a weekly reflection
- Complete a cumulative portfolio each quarter
- Maintain consistent attendance
- Follow teacher directions independently
- Comply with GHS behavioral expectations as stated in the student handbook
- Wear teacher apprentice ID.

Expectation of teacher agreeing to supervise a teacher apprentice:

It is expected that any teacher supervising an apprentice will meet the following expectations:

- Check and sign off on logs biweekly
- Post grades weekly
- Take daily attendance
- Meet weekly with the student to provide constructive feedback and plan together
- Provide guidance with the development of the portfolio
- Provide a place for the student to work under the teacher's supervision
- Make provisions for the apprentice in your absence

Examples of tasks:

The Teacher Apprentice Program is designed to make available to students the opportunity to increase the rigor and relevance of their educational experience. While the specifics of what the student will do must be worked out with the supervising teacher, tasks and designated responsibilities should support the student's personal goals.

Some examples follow:

- Helping with the planning and implementation of lessons
- Developing sets of examples for lessons

- Research and edit readings for class
 - Assisting in the writing and research of grants
 - Working with struggling students individually
 - Reviewing teacher materials for clarity
 - Researching internship / scholarship opportunities
 - Developing web sites
 - Developing technology based lessons such as Power Point or United Streaming
-

COUNSELING SERVICES INFORMATION

SERVICES

School guidance counselors help students make appropriate personal, career, and educational decisions. In either individual or in group sessions, they:

1. help students to achieve increased self-awareness and feeling of self-worth.
2. provide opportunities for students to discuss personal and/or social problems that may affect learning, motivation, and personal development.
3. assist students in acquiring decision-making skills to make appropriate educational, career, and personal decisions.
4. provide testing and test interpretation to help students analyze their interests, abilities and values with respect to career awareness.
5. meet annually with each student to plan an educational program consistent with his/her needs (Four-Year Plan).
6. provide information to students and parents about colleges, careers, and vocational schools.
7. take an active role in working with the administration to inform students and parents of guidance programs.
8. act as student advocates in any reasonable cause.
9. collect and interpret information needed for student conferences, e.g., Collaborative Action Process (CAP) meetings.
10. work with teachers and parents to help students achieve their potential in school.

COUNSELOR ASSIGNMENTS

A, B, C to CH – Ms. Sondra Mandell
 CI to GO – Mr. Andrew Eppeldauer
 GR to LA – Ms. Eileen Bernstein
 LE to O – Ms. Brenda Wilkins-Brown
 P to SK – Ms. Ivette Moss
 SL to TR & College Institute – Ms. Paula Marple
 TU to Z – Dr. James A. Distler, *Resource Counselor*
 9th GRADE Teams 14 & 17 – Ms. Marlis Carter
 9th GRADE Teams 15 & 16 – Ms. Mary Neale

Although the above assignments are made for administrative purposes, an "open door" policy exists: students may make an appointment to see a counselor of their preference. Students may make appointments in Counseling Services before or after school, between classes, or at lunch. Parents can make appointments by calling the Counseling Services Secretary, at 301-840-4727.

COUNSELING SERVICES SECRETARY

The Counseling Services secretary is the receptionist for all counseling services. The secretary makes all the appointments for counseling conferences, contacts teachers for homework when a student is ill, and assists the home instruction teachers. Students who have changes of address or phone number should call 301-840-4727.

COLLEGE INSTITUTE

The Montgomery College Institute is an innovative partnership between Montgomery College, Gaithersburg High School and Wootton High School. The College Institute provides an opportunity for identified high-achieving seniors to earn college credits on a high school campus during the regular school day. The Montgomery College courses enhance and supplement the high school's current advanced placement courses. During their first semester in the College Institute, students will be concurrently enrolled in DS 107, College Survival. College Survival is a one-credit course that deals with important academic and social issues involved in the transition to college, and meets one period per week. All other courses are three-credit courses that meet either two or three times per week. (Exception: New Course: Multivariable Calculus which meets three times per week. Four Credits)

Questions?

Joanne Allen, College Institute Coordinator, (301) 840-4737

Email: Joanne_F_Allen@mcpsmd.org

Paula S. Marple, College Institute Counselor, (301) 840-4727

Email: Paula_S_Marple@mcpsmd.org

For student eligibility requirements, visit:

<http://montgomeryschoolsmd.org/schools/gaithsbghs>

Click on COLLEGE INSTITUTE

DROPPING A COURSE AND SCHEDULE CHANGES

Because staff members spend a great deal of time and energy developing an individual student's schedule during the registration and scheduling processes, they expect students to stay with their assigned schedules. Students, parents, or staff may request an adjustment in a student's schedule with a valid reason. Forms must be obtained in the guidance office to request course or level changes. Changes will only be made with approval from administration, counselor, teachers, and parents.

A student must have the course dropped teacher sign off before going to the new course. The "NEW" TEACHER SHOULD NOT PERMIT THE STUDENT TO

ATTEND THE "NEW" COURSE IF THE DROPPED COURSE TEACHER HAS NOT AUTHORIZED THE CHANGE.

GUIDANCE ADVISORY COMMITTEE

The Guidance Advisory Committee (established by MCPS policy) serves as an avenue for communication, for support, and for the improvement of guidance programs and service. The committee is composed of parents, teachers, guidance counselors, and students. Meetings are held monthly, following an agenda determined by the chairman and committee. Interested parents who are not members of the committee are welcome to attend any of the monthly meetings. Meetings typically explore topics of concern to the GHS community.



HONORS/ADVANCED PLACEMENT PROGRAM

The Honors/Advanced Placement (H/AP) program at GHS offers courses in English, foreign language, math, science, social studies, computer science, art, and statistics. All students are encouraged to register for a challenging academic program. Parents, teachers, guidance counselors, and administrators identify and encourage students to enroll in H/AP. Students are also encouraged to nominate themselves. Participation in AP classes gives students a sample of college-level work while they are still in high school. Students who elect Honors/AP sign a contract that states that they will remain in the class for a minimum of one semester. Students who score high grades on AP exams may receive college credit from the colleges they decide to attend or may be able to begin college at an advanced level.

Students who achieve a grade of B or above in an Honors/AP class are awarded an extra quality point when their weighted GPA's are calculated.

REGISTRAR

Ms. Melissa Chase, registrar, enrolls new students and sends for their records. She is responsible for keeping records accurate and up-to-date and for sending all graduate and undergraduate transcripts.

GRADUATION CREDIT REQUIREMENTS

English		4
Social Studies	US/ NSL / Modern World History	3
Science	Biology / Physical	3
Math	Algebra / Geometry	4
Physical Education		1
Health		.5
Fine Arts		1
Technologies Education		1
	Program Completer	
Foreign Language OR		2
Advanced Technologies OR		
Career Development		2 - 9
	TOTAL MINIMUM	22
Student Service Learning		60 hours

High School Testing Requirements for Graduation:
High School Assessments (*English, Biology, Algebra, Government*)

CLASS RANK AND GRADE POINT AVERAGE (GPA)

Montgomery County Public Schools eliminated the policy of providing class rank for students in 1994. A distribution of cumulative grade point averages and weighted grade point averages of the graduating class will be printed in the school profile. The profile is sent to postsecondary institutions with the student's application and will be used by admissions staffs in lieu of class rank.

COLLEGE INFORMATION



The College Application Process:

These steps are the responsibility of the students and parents. Counselors are ready and willing to assist in the process.

- ❑ **Obtain college applications.** Most applications are available online. Some applications are on file in the College/Career Information Center.
- ❑ **Be certain that you have either an ACT or SAT score on file in the registrar's office.**
If you have not yet taken the SAT/ACT, you need to get signed up for the earliest available date. Most colleges require one of these scores as part of their application process. Registration materials for all tests are available online or in the College/Career Center. If financial help is needed, see the College/Career Center staff for details.
- ❑ **Be certain your "Senior Packet" is complete and handed in to the registrar.**
At the senior meeting, your counselor will give you a transcript release form. Fill it out and have your parents sign it. List colleges and addresses where transcripts are to be sent, listing only those colleges whose applications you have completed. There should also be a self addressed envelope 9 1/2 x 12 1/2 with affixed postage for each transcript to be sent. Please turn in all forms in your senior packet; remember that the information you provide helps your counselor to compose a letter of recommendation that is personally tailored to you. If the college provides a form for a counselor recommendation, give that form to the registrar along with the transcript release form. Ms. Chase will prepare a transcript package with all information available and send it along with the counselor recommendation to the colleges you list.
*Please note that some colleges do not accept our SAT scores as official.
- ❑ **Transcript requests require a 21-day turn around time for processing.**
Note: No request will be accepted until the new yellow "Authorization to Release Records" form is signed and on file in the registrar's office. Turn in **only the Secondary School Report** and envelope (business size) addressed to the college with two stamps for postage when submitting a request; we do not handle entire applications or checks for college application fees. This form should be returned directly to the registrar during the following times: 7:00 – 7:20 am, 10:50 am – 11:30 am, and 2:10 – 3:10 pm.

- ❑ **Transcript Fees are due at the time of transcript requests:**
 - First 3 are free (one will be given at your senior meeting)
 - 4-5 are \$3.00 each
 - 5+ are \$5.00 each
- ❑ **Teacher Recommendations are requested by many colleges.** Find out the requirements for each college to which you are applying and then:
 - Make your request personally. Talk to the teacher at least 20 days before the recommendation is due.
 - Provide your resume, brag sheet and/or any other pertinent information about yourself.
 - Provide the teacher with a stamped, addressed envelope for each recommendation.
 - Follow up with a thank-you note after the letter is written.
- ❑ **Counselor Recommendation Requests.** Forms are available in the registrar's office. Fill out according to directions; allow a 20-day turnaround for processing.
- ❑ **Mailing the applications and application fees is the responsibility of the student.** The counseling department is responsible for mailing the transcript, counselor recommendations, and school profile only.
- ❑ **Some colleges require mid-year reports.** Give a business-sized pre-addressed, stamped envelope and any required form to the Registrar in the first week of February. One mid-year will be mailed free of charge any additional mid-year transcripts will be \$3.00.

TIME TABLE FOR TRANSCRIPTS AND RECOMMENDATIONS



<u>College Due Date By:</u>	<u>Request By:</u>
Nov. 1	Oct. 4
Dec. 1	Nov. 1
Dec. 15	Nov. 15
Jan. 1	Nov. 19
Jan. 15	Nov. 22
Feb. 1	Dec. 20
Feb. 15	Jan. 17
Mar. 1 and later	Feb. 7

- ❑ **Scholarship applications frequently require a transcript.** Students must give the registrar **three days** notice. Students mail the transcript(s) themselves. The fee is \$3.00 for each transcript.
- ❑ **A Final Transcript.** A Senior Survey will be given to you in English class. Please make sure it is completed correctly. This form tells the registrar where to send your final transcript.
- ❑ **After graduation, if you need a transcript for any reason the fee is \$5.00.**

COLLEGE BOARD SCHOOL CODE – 210560
 This code is used on ACT and SAT registration forms as well as on financial aid forms and college applications.
SAT TEST CENTER CODE – 21295

COLLEGE/CAREER INFORMATION CENTER

The College/Career Information Center is located next to the cafeteria. The center is open from 7:10 a.m. to 3:10 p.m., and is staffed by Ms. Rochelle Davis, College/Career Information Coordinator.

In the College/Career Information Center, students may meet with representatives from colleges, vocational schools, the military, and various career fields. Students have access to print material such as college catalogs, view books, and applications; career references; and college entrance test brochures. Students may use the computers for college, interest inventories, career, and scholarship searches. Students who are looking for part-time jobs can find current job listings. Ms. Davis is available to assist students with all aspects of their research for post-secondary planning. Parents are also welcome to use the resources of the College/Career Information Center.

For the latest information on scholarships, college & career visits, job listings and more, visit:

<http://montgomeryschoolsmd.org/schools/gaithsbghs/>

Click on COLLEGE & CAREER

ALUMNI DAY

Members of last year's graduating class will be here on Dec. 19, 2007, to talk about their college experiences. This program is held during the school day and is open to our present juniors and seniors. Students must obtain an official permission form available in the College/Career Information Center. This program is very informative and popular.

COLLEGE VISITS (in-house)

Throughout the school year many college representatives visit GHS. This is an excellent way for students to learn more about a college. Students must sign up in the College/Career Information Center at least a day in advance and receive a pass to meet with admissions representatives. Students must ask the teacher(s) for permission to be out of class. Researching the college before meeting the representative to make the meeting more productive is encouraged.

College admissions visits are:

- Announced each morning on the public address system
- Listed on TCCi Family Connection under *scheduled visits* (TCCi: see **College & Career Planning Information** section)
- Available on the high school ONLINE CALENDAR

COLLEGE VISITS (on campus)

A student should visit the college he/she is seriously interested in attending. The visit should take place preferably when classes are in session. A student is allowed three days of excused absences to visit colleges. A note from parents should be brought to the Attendance Office prior to the college visit. Call the Admissions

Office at the college and make an appointment for a guided tour, overnight stay, and interview with an admissions counselor.

FINANCIAL AID INFORMATION NIGHT

On Jan. 3, 2008, a financial aid expert will conduct a seminar on financial aid at GHS. The seminar will cover general financial aid information and the specifics of completing the Free Application for Federal Student Aid (FAFSA). The FAFSA will be available in the College/Career Information Center in December. It is to your advantage to file the FAFSA as soon after Jan. 1 as possible. The financial aid workshop is part of the PLANNING FOR COLLEGE EVENT hosted by the Counseling Office.

MONTGOMERY COUNTY sponsored NATIONAL COLLEGE FAIR

Montgomery County will sponsor a National College Fair at the Montgomery County Fairgrounds, in Gaithersburg, on Apr. 16 and 17, 2008. This fair provides an opportunity for juniors to prepare to make the right college decision. Last year approximately 300 colleges participated in the National College Fair. All juniors who return a completed permission slip, signed by a parent or guardian, will be bused to the fair (date to be determined). There is a \$5.00 fee for transportation. There will be one evening session (date TBD) and it is highly recommended that parents attend the fair with their students during that session. A list of participating schools will be available on the National College Fair website. Visit www.nacacnet.org. Click on the Events Calendar link. Select College Fairs.

ATHLETIC ELIGIBILITY INFORMATION **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)**

The National Collegiate Athletic Association (NCAA) Initial-Eligibility Clearinghouse, located in Iowa City, Iowa, handles registration to determine a student's initial eligibility to play sports at a Division I or Division II college or university. Seniors are encouraged to register with the Clearinghouse online at: www.ncaaclearinghouse.net. From the home page, the student should click on "Prospective Student-Athletes" which will link the student-athlete to the necessary information. To obtain a paper copy, click [The Guide for College-Bound Student-Athletes](#) which includes the paper form. You must then request that your transcripts be sent to the Clearinghouse directly by your high school. There is a fee for registering with the Clearinghouse. Fee waivers are available to all students who have received a SAT or ACT fee waiver. The Clearinghouse customer service telephone number is 877-262-1492; representatives are available from 8 a.m. to 5 p.m., Central time, Monday through Friday.

Students must provide **1 copy** of the application to the Registrar in order for the paperwork to be processed.



ADMISSIONS REQUIREMENTS, NOMINATIONS AND ACADEMY APPOINTMENTS

MARYLAND STATE UNIVERSITIES ADMISSIONS REQUIREMENTS

As prescribed by the Board of Regents, the university expects all University of Maryland applicants, at a minimum, to have completed by high school graduation the following course work:

- **4 years of English**
- **3 years of Mathematics** including Algebra I or Applied Math I & II, Formal Logic or Geometry, and Algebra II (**a fourth year of math is highly recommended**)
- **3 years of History or Social Science**
- **3 years of Science** including 2 years of laboratory science
- **2 years of a Foreign Language**

The above criteria represent the minimum requirements to be considered for admission. Successful applicants typically present academic credentials that exceed the minimum, including a fourth year of mathematics, several honors and/or advanced Placement or International Baccalaureate courses, and additional academic electives.

Applications must be submitted by the deadlines with any required essays and recommendations. Any required tests such as the SAT, SAT Subject Tests, and/or the ACT **must** be taken. Official test scores must be sent **directly** from the testing service, not from the high school. Course selection and grade point average must be attained.

US SERVICE ACADEMY APPOINTMENTS/NOMINATIONS

United States Air Force Academy HQ
USAFA/RRS
2304 Cadet Drive, Suite 200
USAF Academy
Colorado Springs, CO 80840-5025
www.academyadmissions.com or call
1-800-443-9266

United States Military Academy
646 Swift Road
West Point, NY 10996-1797
www.admissions.usma.edu
or call 1-845-938-4041

United States Merchant Marine Academy
300 Steamboat Road
Kings Point, NY 11024-1699
www.usmma.edu or call 1-866-546-4778

United States Naval Academy
117 Decatur Road
Annapolis, MD 21402-5018
www.usna.edu or call 1-410-293-4361

Students may also want to consider the United States Coast Guard Academy. The **Coast Guard Academy** does not require a congressional nomination for appointment.

United States Coast Guard Academy
15 Mohegan Avenue – New London, CT 06320-4195
www.cga.edu or call 1-800-883-8724

Start the process **NO LATER THAN** the beginning of your junior year.

- In the spring take the SAT.
- File a pre-candidate questionnaire with the Academy of interest to you. (Websites are listed).
- Obtain nomination packet from Congressional Representative or U. S. Senator. (Applications may be downloaded using the websites listed and a limited number of packets are available in the College/Career Center).
- Complete and return the "Application for Nomination" packet by early fall of your senior year.

To maximize your chances of receiving a nomination, apply in writing to your U.S. Senators and Representative. Each will submit a number of competitive nominations for each available vacancy. **U.S. Senators and Representatives only nominate candidates for admission consideration.** The final selection decisions are made by each academy.

Senator Barbara Mikulski

Application deadline:

October 26, 2007 by 5:00 pm

Office of Senator Barbara Mikulski
1629 Thames St., Suite 400
Baltimore, MD 21231

Telephone inquiries may be directed to
Molly Rogers at 410-962-0046

Congressman Chris Van Hollen (8th CD)

Application deadline:

postmarked by October 19, 2007

Congressman Chris Van Hollen
51 Monroe Street, Suite 507
Rockville, MD 20850

Telephone inquiries may be directed to
Char Rosnick or Miti Figueredo at
301-424-3501

Char.Rosnick@mail.house.gov or
Miti.Figueredo@mail.house.gov

Senator Benjamin Cardin

Application deadline:

postmarked by November 2, 2007

Tower One, Suite 1710
100 S. Charles Street
Baltimore, Maryland 21201

Telephone inquiries may be directed to
410-962-4436

Congressman Albert Wynn (4th CD)

Application deadline:

November 1, 2007

U. S. House of Representatives
2470 Rayburn House Office Building
Washington, DC 20515-2004

Telephone inquiries may be directed to
Elena Keydel at 202-225-8699

The Vice President may also serve as a source of nomination although the Vice President is authorized to nominate individuals to the United States Air Force, Military and Naval Academies but does not nominate to either the U.S. Coast Guard Academy or the U.S. Merchant Marine Academy. In order to be entered into competition for a Vice Presidential nomination, applicants must write personally to the Vice President during the Application period **March 1 to October 31** preceding the year of entrance to the academies. Applications postmarked after October 31 will not be considered. The Vice President has authorized the academies to evaluate all applications and rank them according to qualifications.

Office of the Vice President
Eisenhower Executive Office Building
Room 290
Washington, DC 20501

SCHOLARSHIPS AND FINANCIAL AID

APPLYING FOR FINANCIAL AID

Financial aid is any money that helps a student pay for his/her postsecondary education. Merit-based aid is offered to students with special talents, skills, or abilities, while need-based aid is available to those students who can demonstrate financial need. Grants and scholarships are gifts of money that do not have to be paid back, while loans must be repaid, usually with interest, after the student graduates or stops going to school.

Eligibility for financial aid from institutions is determined by a financial analysis of family income and assets. All colleges require the Free Application for Federal Student Aid (FAFSA). Some colleges also require students to file the "Financial Aid PROFILE" sponsored by CSS. Sometimes a student must also complete an institutional aid application. Filing a FAFSA form and having a student aid report sent to designated colleges does not necessarily make the student eligible for financial aid.

Seniors should submit Free Application for Federal Student Aid (FAFSA) no later than March 1st to apply for need-based aid from the federal or state government. Students can complete the FAFSA by mail or online at www.fafsa.ed.gov. The CSS Profile form is made available in the fall and the FAFSA form will be available to seniors in the College-Career Center in December. Early filing is important, but the FAFSA cannot be submitted or received before January 1. Students must check with each institution for a FAFSA deadline applying. Many schools have set their own deadline for the FAFSA. **APPLY FOR FINANCIAL AID EVEN IF YOU THINK YOU MIGHT NOT QUALIFY.**

Students can search for scholarships through links to the major scholarship databases on the web by accessing the MCPS College and Career Center Website at www.mcps.k12.md.us/curriculum/careercenter. Students should also check with their prospective colleges for additional institutional scholarship money.

ACADEMIC & LOCAL SCHOLARSHIPS

Throughout the school year various educational institutions, industries, and organizations offer scholarships based on academic achievement. Many times financial need is not a consideration in the awarding of these scholarships. Gaithersburg High School is fortunate to have scholarships available from local organizations and donors that are exclusively for our seniors. Further information may be obtained by using resources in the College/Career Information Center.

Scholarship information is available:

- Each morning on the public address system
- On the College/Career Center webpage.
- On TCCi Family Connection under *scholarship listing* (TCCi: see **College & Career Planning Information** section)

MARYLAND STATE SCHOLARSHIPS AND GRANTS

Seniors can obtain information about the various state scholarships through filing the FAFSA. The board of Election Supervisors, 240-777-8500, will tell students the names of the state senators and delegates and their district numbers.

The Maryland Higher Education Commission (MHEC) provides information about scholarship and grant programs available for Maryland residents such as the Guaranteed Access Grant and the Educational Assistance Grant. Information is also available about the Academic Common Market that affords Maryland students the opportunity to enroll in certain out-of-state institutions at the in-state tuition rate to pursue majors unavailable at Maryland colleges and universities.

The Maryland Distinguished Scholar Program was enacted to honor a select group of Maryland high school students and to encourage them to attend a Maryland college or university. Students in their junior year must have a least a 3.70 G.P.A. (unweighted) in ACADEMIC subjects. Five students are also nominated yearly (in their junior year) for the Talent in the Arts Scholarship Program (art, dance, drama, vocal music and instrumental music). Scholarship finalists receive \$3,000 annually if they enroll in a Maryland college.

For more information about Maryland Higher Education Commission programs, visit: <http://www.mhec.state.md.us/financialAid/descriptions.asp>

Most post-secondary schools offer a package consisting of:

Scholarships	Scholarships offered by the college or a sponsor are normally based on merit. Some scholarships require students to have demonstrated financial need.
Grants	Grants are financial awards that do not have to be repaid. Eligibility is normally based on need.
Loans	Various loan programs are administered by local banks or by the college's financial aid office. The amount of money that can be borrowed is based on financial need. Loan programs have specific requirements, which must be understood before borrowing money. In addition, parents may qualify for PLUS (Parent Loans for Undergraduate Students). Information about these loans is available through local banks or the college's financial aid office. Need is not a factor for these loans but the amount that can be borrowed depends on the cost of the college and amount of aid that has been granted.
Work Study	Federal Work-Study program provides a job on campus which is generally limited to 10-15 hours a week while the student is in school.

ROTC SCHOLARSHIPS

The ROTC scholarships are awarded on a competitive basis. Each branch offers ROTC scholarships to eligible students. Eligibility criteria are listed by branch below. The table lists the different scholarship levels.

Note: ROTC Scholarships do not pay room and board. Check with the campus you want to attend to see if the campus will pay for room and board. You will find that some do.

Scholarship Type	Pays	Stipend	When Do I Apply
4 Year National	Full Tuition Books, Fees	Varies*	Junior/Senior year of High School
2 or 3 Year Scholarships	Full Tuition Books, Fees	Varies	Freshman/Sophomore year of College
College Program	N/A	Varies	Freshman/Sophomore year of College
Unit Scholarships**	Full Tuition Books, Fees	Varies	Freshman/Sophomore year of College

*Stipends vary between branches of service and years of participation. For example a cadet in the Army ROTC program receives a \$300 stipend year one up to a \$500 stipend year four while a Navy ROTC cadet receives stipend amounts from \$250 to \$400 a month depending on how long they have been participating in the ROTC program.

**Each commanding officer of an ROTC can select one student a year for a merit scholarship. You normally have to spend at least one semester on campus.

ROTC Scholarship Comparison Table

Branch	Can I choose my school?	Can I choose my Major?	Minimum Test Requirements
Army	Students applying for Army ROTC scholarships can choose up to three schools. Scholarships are awarded based upon availability at the school of your choice. The Army does try to match the needs of the student in most cases, but the Army does have final say to which school you attend.	Yes, within limits	920 SAT/19 ACT
Navy & Marines	Naval ROTC grants the student the most flexibility in selecting schools. Students can attend any one of 67 host NROTC universities once they obtain a scholarship.	Yes, but you must complete 1 yr of calculus & 1 yr of calculus based physics.	520 M 530 V SAT 22 Math/22 English ACT (Navy) 1000 SAT or 22 ACT (USMC)

Air Force	Air Force ROTC scholarships are distributed by major. You are free to choose any school as long as the school you want to attend offers AFROTC & has the approved scholarship major.	Must be approved by the USAF	550 M 550 V SAT 24 ACT (These scores are the minimum values)
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Note: U. S. Coast Guard does not have ROTC programs.

In addition, for NJROTC cadets, there are other scholarships available.

To learn more please visit the websites listed below:

Army - <http://www.goarmy.com/rotc/>

Navy/Marines - <https://www.nrotc.navy.mil/index.cfm>

Air Force - <http://www.afrotc.com/>

CAREER/VOCATIONAL & EMPLOYMENT INFORMATION

APPRENTICESHIP PROGRAMS

Apprenticeship is a voluntary, industry-driven program that is sponsored by employers, employer associations, and jointly by management and labor. An apprentice, as an employee, receives supervised, structured, on-the-job training combined with related technical instruction in a specific occupation.

Apprenticeship is open to anyone age 16 or older; however, an employer may set a higher entry age. Individuals must be age 18 to apprentice in specified hazardous occupations.

The Maryland Apprenticeship and Training Council is the registration agency for apprenticeship programs. Since its inception, the Apprenticeship and Training Council has approved and registered [227 occupations](#), and more than 25,852 apprentices have completed training.

On-the-job training for apprentices takes place at the work site under the direction of a highly skilled journeyman(s). An approved training plan outlines the work process in which the apprentice will be trained and specifies an approximate length of time to be spent in each major process. A training program must be at least 2,000 hours in duration to be considered as an apprenticeable occupation. Because of the growing importance of advancing technology, many trades have lengthened both on-the-job and related instruction hours to encompass the changes taking place throughout industry. Most apprenticeships take three or four years to complete. Successful completion of a **registered** apprenticeship leads to a nationally recognized *Certificate of Completion of Apprenticeship* attesting to the individual's skills and knowledge of a journeyman.

A list of Apprenticeship & Training links, Occupations, Frequently Asked Questions, Contacts and Forms can be found at: <http://www.dlir.state.md.us/>. Select Workforce Development. Select Apprenticeship & Training.

MCPS DIVISION OF CAREER AND TECHNOLOGY EDUCATION



The Division of Career and Technology Education develops and coordinates programs that prepare students for lifelong learning and earning. **The vision** of Division of Career and Technology Education (CTE) is to provide students with an education that combines rigorous academic and technical study with the excitement of discovery through small learning communities and career-theme programs. With the support of the business and higher education communities, students will apply their acquired skills and knowledge to make informed decisions concerning education, careers, and a path toward lifelong learning.

A Career Pathway Program combines academic and technical knowledge with skills that lead to college and careers. There are certain courses that a student must take to complete a career pathway.

Career Pathway Programs include:

- Arts & Communication
- Biosciences & Medicine
- Business
- Construction & Development
- Education & Training
- Engineering & Manufacturing
- Environmental Resources
- Hospitality
- Information Technology
- Law & Government
- Transportation

For more information on these programs, their locations and contact information, visit: <http://www.mcps.k12.md.us/departments/cte/> or call the Division of Career & Technology at (240) 632-6945.

CO-OP EDUCATION

Cooperative education is a structured educational strategy integrating classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. Co-op is a partnership among students, educational institutions and employers, with specified responsibilities for each party. These include: For detailed information about college Co-Op Programs visit <http://www.co-op.edu/>

ESSENTIAL CHARACTERISTICS

Anticipated Outcomes

Student Outcomes

EMPLOYER OUTCOMES

COLLEGE AND UNIVERSITY OUTCOMES

SOCIETAL OUTCOMES

For detailed information about college Co-Op Programs visit <http://www.co-op.edu/>. Also check out this great guide that lists the growing number of schools who participate in CO-OP Education. <http://www.co-op.edu/bocguide.htm> The guide is very large so for your convenience it has been put into smaller sections.

MILITARY TRAINING

A student can learn about his/her possible success in the military by taking the Armed Services Vocational Aptitude Battery (ASVAB). The ASVAB was developed by the U.S. Department of Defense. The ASVAB Career Exploration Program is a comprehensive career exploration and planning program that includes a multiple aptitude test battery, an interest inventory, and various career planning tools designed to help students explore the world of work. **The test will be given at Gaithersburg High School on November 14 and April 9.**

The ASVAB Career Exploration Program is intended for use with students in the 10th, 11th, and 12th grades, as well as students in post-secondary schools. The Program provides tools, including the test battery and interest inventory, developed by the Department of Defense to help high school and post-secondary students across the nation learn more about career exploration and planning. Results of the aptitude test and the interest inventory enable students to evaluate their skills, estimate performance in academic and vocational endeavors, and identify potentially satisfying careers. These results are integrated with work values to help students identify and prioritize possible career choices. Students are encouraged to consider their own work-related values and other important personal preferences as they explore the world of work and learn career exploration skills that will benefit them throughout their work lives.

The ASVAB Program recently was re-designed to be helpful to virtually all students, whether they are planning on immediate employment after high school in civilian or military occupations, or further education at a university, community college, or vocational institution.

More information about the ASVAB Career Exploration Program is available at: <http://www.asvabprogram.com>.

Men and women may enlist in all branches of the armed forces. Visit <http://usmilitary.about.com>.

TRADE AND TECHNICAL TRAINING

- **Thomas Edison High School of Technology (MCPS)** offers a variety of programs for students to obtain vocational and professional training as well as college credits during high school. Each senior high school also offers a limited number of programs. Program information is available at: <http://www.mcps.k12.md.us/schools/edison/> or call 301.929.2175.
- Adult Education Classes are no longer offered through Montgomery County Public Schools. Please visit the links below to find classes offered in Montgomery County. Most programs are moving to either Montgomery

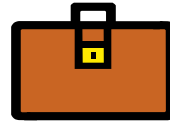
College Workforce Development & Continuing Education or to the Montgomery County Recreation Department.

- **Montgomery County Recreation Department.** The Montgomery County Recreation Department will be offering courses in art, music, culinary arts, and health and personal growth. Visit: <http://www.montgomerycountymd.gov/rec> for program information. General Information (recording): (240) 777-6804. Registration: (240) 777-6840.
- **Montgomery College Workforce Development & Continuing Education.** Montgomery College will be offering courses in SAT Preparation, business, finance, communication arts, computers, languages, and parent education. Visit: <http://www.montgomerycollege.edu/wdce> for program information or call (240) 567-5188.
- In addition, community colleges, private trade & technical provide a variety of training programs.

WORK/STUDY PROGRAMS

Work/Study programs at GHS provide an opportunity for students to learn about the world of work and various career fields while earning credit. The program offered at GHS is Cooperative Work Experience (CWE). Program Coordinator: Beryl Bell (Beryl_F_Bell@mcpsmd.org) or (301) 840-4753.

EMPLOYMENT INFORMATION



EMPLOYMENT

If a student decides to get a job immediately after high school he/she will need to:

- Find out what kinds of jobs are available
- Develop job-finding and job-keeping skills
- Talk to a counselor and the College/Career Information Center about job possibilities.

JOB INTERVIEW

The student must contact the employer for an appointment for an interview. The employer will request information from Gaithersburg High School. Employers attach a great deal of importance to the attendance records of students.

REFERENCES

Applicants should take the addresses and phone number of three references when applying for a job. Students should always ask permission to list someone as a reference and should inform the reference each time his/her name is given.

Former employers, teachers, counselors, and neighbors are good references; relatives are not.

RESUME

A resume is a brief description of education, work experience, and qualifications for a job. Samples of resumes and web sites for resume preparation are available in the College/Career Information Center.

SOCIAL SECURITY NUMBER

Obtain a Social Security card if you do not already have one. Everyone should have a Social Security Number in order to apply for jobs, to apply for the GED, to apply for college and financial aid, and to register for national tests. YOU SHOULD BRING PROOF OF AGE (BIRTH CERTIFICATE, ORIGINAL, NOT PHOTOCOPY), PROOF OF IDENTITY, PROOF OF CITIZENSHIP OR ALIEN STATUS to your local Social Security Office.

SOCIAL SECURITY

315 N. Washington Street, Rockville, Maryland 20850

Toll-Free: 1-800-772-1213

TTY: 1-800-325-0778

Office Hours: Monday thru Friday from 9:00 AM until 4:00 PM (Except Federal Holidays)

WORK PERMIT

The law requires that a work permit be obtained for each job held by a person under 18 years of age. Work permits are available from the secretary in the Counseling Services Suite. MAKE SURE THE FORM IS SIGNED BY A PARENT AND THE EMPLOYER BEFORE RETURNING TO SCHOOL FOR AGE VERIFICATION AND THE ISSUING OF THE WORK PERMIT.

FEDERAL GOVERNMENT EMPLOYMENT

HOW FEDERAL JOBS ARE FILLED - Most Federal agencies fill their jobs by advertising all openings on their web site: <http://www.usajobs.opm.gov/>

The web site lists over 16,000 jobs daily which will allow you to apply directly to the agency. Today very few positions require a written test. Applications can be submitted in a variety of formats: online, paper form, or the OF-612 form. All information on federal jobs is free to the applicant(s). While the process is now very similar to that in private industry, there are still significant differences due to the many laws, executive orders, and regulations that govern federal employment.

INTERNSHIPS, WORK-STUDY, SCHOLARSHIPS & SUMMER JOB OPPORTUNITIES - Students may check the following web site which provides access to many federal sources for internships, work study, scholarships, and summer job opportunities which may lead to job offers after college graduation: www.studentjobs.gov. There are federal agencies located all over the entire country as well as overseas.

MARYLAND STATE EMPLOYMENT

Information and job openings for Maryland State Employment can be found on this web site: <http://www.DBM.Maryland.gov>. (The State of Maryland Employment Application (MS-100) is available to be downloaded from this website)

State Personnel Management System recruitment opportunities take place throughout the year and are announced through newspaper ads, job bulletins and other recruiting activities. The most up-to-date job information is available through the website noted above.

Questions on the application process should be directed to (by phone or mail):

Maryland Department of Budget & Management
Office of Personnel Services & Benefits
301 West Preston Street
Baltimore, Maryland 21201
1.800.705.3493
Email: marylandgov@dbm.state.md.us

CITY OF GAITHERSBURG EMPLOYMENT

Phone: (301) 258-6327

Fax: (301) 258-6414

Email: hr@gaitHERSBURGMD.GOV

The City of Gaithersburg hires part-time employees in the summer and on a limited basis year-round. Positions include camp counselors, pool staff, and other seasonal jobs within the Recreation Department.

Applications may be obtained from the second floor receptionist at City Hall, 31 S. Summit Avenue, from 8:00 a.m. to 5:00 p.m., or at the Bohrer Activity Center, 506 S. Frederick Avenue from 8:00 a.m. to 9:00 p.m., Monday through Saturday, and from 8:00 a.m. to 5:00 p.m., on Sunday. Applications can also be downloaded directly from the City website at: <http://www.gaitHERSBURGMD.GOV>. Click on the Employment link.

COLLEGE & CAREER PLANNING INFORMATION

The College/Career Center provides extensive testing and financial aid information and assistance with researching careers and colleges. This information is available in various forms including books, CDs and computer on-line and software programs.

COMPUTER SEARCH SYSTEMS

The Bridges.com Company provides comprehensive programs in MCPS schools to assist students in college and career decision-making. These programs also include several different college search engines and portfolio sections, where a student can save career and college exploration and planning information, and develop a resume.

- ❑ The software component for high schools is **Choices**.
- ❑ Internet components are: **Choices Explorer** and **Choices Planner**
- ❑ **Internet access:** <https://access.bridges.com>

CHOICES EXPLORER

Students find this site exciting and informative with articles about careers, recreation, education and skills. *Career Finder* is a quick and easy self-assessment of interests and skills and *Major Finder* is designed to identify suitable program options. Colorful graphics compare students' self-ratings of skills and interests to suggested occupations. In *Zones*, hundreds of occupations are arranged by career cluster. *Career Research Tool* guides students through Skills, Values, Interest and Personality Inventories to generate career research leads. The site license for **Choices Explorer** allows for career exploration to be accessed both at school and at home on the Internet. Each suggested career can be explored in detail, and there are web links to professional associations, colleges that offer the required courses, and related articles. Check with the College/Career Center at your high school for the "SITE ID" and "PASSWORD". Internet access: <https://access.bridges.com>

NOTE: Sign in under "Site ID" NOT Portfolio name.

COLLEGE SEARCH SELECTIONS

The **Choices** program allows students to investigate post-secondary education as well. Over 6,000 2- and 4-year college profiles are included. This program is used to develop an individualized list of colleges and universities according to personally selected criteria, such as location, size, majors, athletic and other special programs, and financial aid availability. There are also direct links to the web pages for numerous colleges and universities listed and to online applications where these are available. Vocational/technical schools can also be explored. Financial aid applications and scholarships are available as well. **Choices** is available on each high school's network. An internet-based version called **Choices Planner** is available through the same access ID and password used for **Choices Explorer**. It helps further plan for a student's future by connecting careers to programs and schools. Contact your College/Career Center for access information.

Naviance (formerly called TCCi) is an internet-based program designed to help counseling departments, students and parents navigate through the college application process. The **Family Connection** component allows students to perform college searches, compare institutions, make contact with colleges in which they are interested, and view scatter gram data showing acceptance statistics of previous graduating classes of their own high school. Students can also use **Naviance** to build a resume, summarize post-secondary goals, and keep track of their college and scholarship applications. Students can obtain the web address for **Naviance** and their individual registration codes from the College/Career Center. **Family Connections** contains information "About Me" (the student)

About Me :: my inbox:: my profile:: my resume:: my game plan:: my test scores:: my colleges:: my scholarships:: my journal:: my documents.

CAREER INTEREST & APTITUDE TESTS

The **ASVAB (ARMED SERVICES VOCATIONAL APTITUDE BATTERY)** is administered free to interested tenth, eleventh, and twelfth grade students. The ASVAB will be administered at Gaithersburg High School on November 14 & April 9. The test helps identify the student's interests and aptitude in the following areas: verbal, math, science & technical skills. When the individual scores are interpreted, students learn how their interests & skills relate to the demands of more than 400 occupations, helping them to identify suitable career options. The ASVAB is an excellent career exploration tool. Taking the ASVAB in no way involves a commitment to the military. **Parental consent will be required for a student's ASVAB scores to be released to military recruiters.**

GENERAL TESTING INFORMATION



COUNTYWIDE TESTING

MCPS countywide testing takes place during school hours. The High School Assessment schedule for 2007 – 2008 is as follows:

MARYLAND HIGH SCHOOL ASSESSMENTS (HSA)*

	<u>FALL 2007</u>	<u>SPRING 2008</u>
Government	January 7, 2008	May 19, 2008
English	January 8, 2008	May 20, 2008
Biology	January 9, 2008	May 21, 2008
Algebra	January 11, 2008	May 22, 2008

**Students must take all HSA's in order to be eligible for graduation.*

GED (GENERAL EDUCATIONAL DEVELOPMENT TEST)

The GED Program is part of Montgomery College Workforce Development & Continuing Education. All of the information provided regarding the GED Program is available at <http://montgomerycollege.edu/wdce/> (click on Community Education) or call 240.567.8950.

The GED Tests measure your knowledge and academic skills against those of today's traditional high school graduates. It is a standardized high school equivalency examination taken for a Maryland High School diploma. After you have passed the GED Tests, you will be awarded a Maryland High School Diploma by the State Board of Education.

To be eligible to take the GED Tests the candidate must be:

- at least 16 years old.
- not a high school graduate.
- a Maryland resident for at least three months at the time of testing
- officially withdrawn from high school for at least three months.

At the time of testing, the applicant **must** present one of the following current, valid identification cards: A Maryland driver's license, Maryland learner's permit, official Maryland Motor Vehicle Administration Identification Card or an official active duty

military ID card. **You will not be admitted to the Test Center without the proper ID.** The tests of General Educational Development (GED) consist of five tests and require 7 hours and 5 minutes to complete.

Step 1: Community Information Sessions are offered before you apply for the GED. You will learn about the classes, how long it takes, what you need to do, and the GED test. Students are urged to take a **PRACTICE** test before registering to take the actual test. For a list of the Community Information Sessions visit: www.montgomerycollege.edu/wdce/aelg/schedule/gedorientation.

Step 2: Apply for the program and take a placement test. Class schedules are available at the website noted above.

Step 3: Take the classes.

Step 4: Take the GED Practice Test. The Practice Test will help you find out if you are ready to take the Maryland State GED Exam. You **MUST** pre-register for the Practice Test. Send your name, address, phone number, and the date of the test with a money order for \$20.00, payable to Montgomery College. The mailing address is Montgomery College, WDCE-AELG Dept. 11002 Viers Mill Road, Suite 210, Wheaton, Maryland 20902. The deadline for the Practice Test registration is one week before the test. The practice test takes about 6 hours to complete. Register early! Space is limited.

Step 5: Download the Maryland State GED Exam application from the website: www.umbc.edu/alrc/ or for a hard copy, call 1.410.767.0538.

In Montgomery County the **ACTUAL OFFICIAL** test is offered on two Saturday's each month at Montgomery College, 51 Manakee Street, 2nd Floor, Rockville, Maryland. The test fee is \$45.00. Students must **pre-register** by the 15th of the month prior to the date of the test. In order to test in Montgomery County, you must be a Montgomery County resident. If you have questions about the exam, call the Adult ESOL & Literacy – GED Program at 240.567.8950. The office is located at 11002 Viers Mill Road, Suite 210, Wheaton, MD 20902.

E-Mail: ged@montgomerycollege.edu

For more information about the GED, visit these websites:

www.gedpractice.com (FREE service)

www.gedtest.org (American Council on Education)

COLLEGE TESTING

There are two college entrance exams, the **ACT** (American College Test) and the **SAT** (Scholastic Assessment Test), which are used for admission, placement, and scholarships. Students should decide which Test to take based on the requirements of the institution to which they are applying. Check directly with each institution being considered for the requirements, or ask your high school counselor which test option to take for admission. Registration materials are available in the College/Career Center and online. Students who require testing on a Sunday for religious reasons should check online or pick up a Registration Bulletin for more information, documentation, locations and exam dates offered.

ACT (AMERICAN COLLEGE TESTING PROGRAM)

The ACT (No Writing) is a set of four-multiple choice tests that covers English, mathematics, reading and science. The ACT Plus Writing Test includes the four multiple-choice tests plus the Writing Test.

Test			Content
English	75 questions	45 minutes	The test consists of five prose passages, each one followed by multiple-choice test questions. Different passage types are included to provide variety.
Mathematics	60 questions	60 minutes	The test measures the mathematical skills students have typically acquired in courses taken by the end of 11th grade.
Reading	40 questions	35 minutes	The test measures reading comprehension. Several texts are read followed by answering questions that shows your understanding.
Science	40 questions	35 minutes	The test measures the skills required in the natural sciences: interpretation, analysis, evaluation, reasoning, and problem-solving.
Optional Writing	1 prompt	30 minutes	The test is an essay test that measures writing skills—specifically those writing skills emphasized in high school English classes and in entry-level college composition courses.

The ACT registration fee for the Assessment Plus Writing is \$44.50 (includes the extra \$14.50). To find out if the Writing Test is required, visit the website or call the admissions office of each college or university to which you plan to apply. Most scores are available online within 2 1/2 weeks after each national test date for an \$8 fee. The service allows students to view their scores before the official score report arrives by mail. Score are based on the number of correct answers; there is no penalty for guessing. Students must mail their registration form and fee in the pre-addressed envelope available in the College/Career Center. Registration is also available online at www.actstudent.org. Deadlines not met will require an additional \$19.00 late or a \$39.50 stand-by fee.

ACT 2007-2008 Test Centers							
Location	School	Sept 15	Oct 27	Dec 08	Feb 09	Apr 12	Jun 14
Beltsville	High Point HS		*				*
Bethesda	Walter Johnson HS		*				
College Park	U. of Maryland	*	*		*		*
Clarksburg	Clarksburg HS						
Frederick	Frederick HS	*	*	*	*	*	*
Gaithersburg	Quince Orchard HS		*	*		*	
Gaithersburg	Watkins Mill HS			*		*	
Olney	Good Counsel HS	*			*		
Rockville	Univ. of MD System	*	*	*	*	*	*

For Sunday testing centers visit the ACT website www.actstudent.org

CEEB (COLLEGE ENTRANCE EXAMINATION BOARD)

The CEEB offers the following tests: SAT Reasoning, Subject Test, AP (Advanced Placement), TOEFL (Test of English as a Foreign Language), and CLEP (College-Level Examination Program) Tests. Contact your College/Career Center or counselor for fee waiver information.

- **The Reasoning Test:** better known as the SAT I, is a three-hour and forty-five-minute test that measures critical reading, writing, and mathematical reasoning skills students have developed over time and the skills needed to be successful academically. This test is administered seven times a year and is typically taken by high school juniors for the first time in the spring and again as a senior in the Fall or Winter. Each section is scored on a 200–800 scale as well as two sub scores for the writing section.

<p><u>Critical Reading</u> Length: 70 minutes total; two 25 minute sections and one 20-minute section Content: Reading comprehension & sentence completion Questions: Multiple choice</p> <p><u>Math</u> Length: 70 minutes total; two 25-minute sections and one 20-minute section Content: Arithmetic, Algebra I, Algebra II, Geometry Questions: Multiple choice & grid-ins (student-produced responses)</p> <p><u>Writing</u> Length: 60 minutes total; one 25-minute multiple choice section, one 10-minute multiple choice section and one 25-minute essay Content: Grammar usage, word choice and organization and clear expression of ideas Questions: Multiple choice, persuasive essay</p> <p>For sample questions or prep materials, visit www.collegeboard.com. → Select “For Students”</p>

Students may register for Reasoning Test by mail or online. If done online as highly recommended, the \$43.00 registration fee can only be paid by credit. Students registering by mail may pay the fee by credit card or by a check made out to the College Board. Students who miss the Regular Deadlines place themselves open to a penalty of an additional \$22.00 **late** or \$37.00 **standby fee**. Information and Registration materials are available in all College/Career Information Centers.

- **SAT Subject Tests:** are designed to measure knowledge and skills in particular subject areas, as well as the ability to apply that knowledge. Subject tests are also used by **some** colleges for admission and placement purposes. Students may take up to three tests in one session, but may not take the Reasoning and the Subject Tests on the same day. It is recommended that a Subject Test is taken following the completion of the highest level of the course. The Registration Fee includes a Basic Fee of \$20.00 plus an additional \$20.00 fee for a Language Test with Listening or an additional \$8.00 for all other Subject Tests. Students are penalized for missing the Regular deadlines and must pay an additional \$22.00 Late or \$37.00 Standby fee.

* **NOTE:** most colleges do not require Subject Tests.

SAT 2007-2008 Test Centers								
CENTER #	SCHOOL LOCATION	Oct 6	Nov 3	Dec 1	Jan 26	Mar 1	May 3	June 7
21-180	BCC – Bethesda					*	*	
21-195	Walt Whitman HS	*	*	*	*	*	*	*
21-200	Walter Johnson		*			*		*
21-225	Paint Branch HS	*			*			*
21-264	Damascus HS	*				*	*	
21-294	Quince Orchard	*		*			*	*
21-295	Gaithersburg		*	*			*	
21-296	Watkins Mill		*		*			*
21-298	Northwest				*			*
21-305	Seneca Valley		*		*			*
21-335	Einstein		*		*			*
21-403	MC – Rockville	*	*		*	*	*	*
21-415	Rockville	*		*		*	*	
21-420	Wootton	*		*		*	*	
21-440	Montgomery Blair	*	*	*	*	*	*	*
21-447	JF Kennedy		*					*
21-450	Springbrook	*		*				*
21-500	Wheaton	*		*		*		*
March 1 – The Reasoning Test Only is given								
For Sunday testing centers visit the SAT website www.collegeboard.com								

- **TOEFL (Test of English as a Foreign Language):** The TOEFL is an **Internet-based Test (iBT)** required by almost all U.S. colleges and universities for students whose principal language is not English. The test is made up of three multiple choice sections: listening comprehension, structure and written expression, and reading comprehension and takes approximately four hours to administer. The \$150.00 registration fee includes: 1 examinee score record

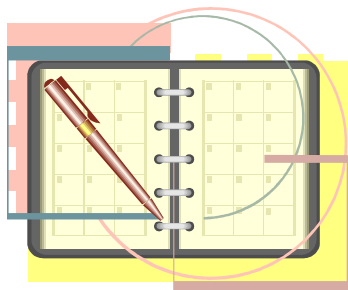
and 4 score reports sent to your designated institutions. The TOEFL should be taken in addition to the SAT Reasoning Test or ACT. The registration forms are found online on the website www.ets.org/toefl in the TOEFL Bulletin available in the College/Career Information Center or. Students may e-mail toefl@ets.org or call 1-877-863-3546 for more information.

- **AP (Advanced Placement) Tests:** There are thirty-seven courses across 22 subject areas offered to test in. Students, who are successful, have an opportunity to earn credit or advanced standing at most of the nation's colleges and universities. Each test is graded/scored on a five-point scale: **5** extremely well qualified; **4** well qualified; **3** qualified; **2** possibly qualified; and **1** no recommendation. The colleges which subscribe to the AP Program recognize grade 5 for credit in a subject; nearly all colleges recognize grade 4; most colleges recognize grade 3; and some colleges recognize grade 2. Check with individual colleges to see what scores are acceptable. The 2007 the per exam fee was \$83.00 Students can Learn more about AP Exam Fees, including information about fee reductions by visiting their website http://www.collegeboard.com/student/testing/ap/cal_fees.html or by calling 1-888-225-5427.

Remember to Plan Well Ahead

When you start thinking about what AP courses to take, discuss your AP plans with your parents, teachers, counselor, and AP Coordinator long before adding it to your fall schedule. Explore information about each of the courses you might want to take on the College Board Web site. Use the schedule below to help with your planning.

2008 Exam Calendar – Week 1		
	Morning – 8 a.m.	Afternoon – 12 noon
Monday, May 5	Government & Politics; United States	Government & Politics: Comparative French Language
Tuesday, May 6	Computer Science A Computer Science AB Spanish Language**	Statistics
Wednesday, May 7	Calculus AB Calculus BC	Chinese Lang. & Culture
Thursday, May 8	English Literature German Language	Japanese Language & Culture French Literature
Friday, May 9	United States History	European History Studio Art (portfolios due)



2008 Exam Calendar – Week 2			
	Morning – 8 a.m.	Afternoon – 12 noon	Afternoon – 2 p.m.
Monday, May 12	Biology Music Theory	Physics B	Physics C: Electricity & Magnetism
Tuesday, May 13	Environmental Science Chemistry	Psychology	
Wed., May 14	Italian Language & Culture English Language	Art History	
Thursday, May 15	Macroeconomics	Microeconomics	
Friday, May 16	Human Geography Spanish Literature	Latin Literature Latin: Vergil	

□ **CLEP (College-Level Examination Program):** provide students of any age with the opportunity to demonstrate college-level achievement through a program of exams in college-level introductory subjects. All exams are scored on a scale of 20 to 80 with the recommended credit-granting score of 50, which equals a grade of C and are kept on file for 20 years. By taking one or more of the 34 available CLEP exams in your strong subjects, you'll...

- **Save time.** Get college credit for what you already know.
- **Save money.** Compare the cost of a CLEP exam (\$65.00) to the hundreds, or even thousands of dollars paid in tuition to take the class.
- **Make college more interesting.** By allowing students to swiftly move into advanced courses.
- **Graduate on time.** When it is a matter of a few credits shy of graduating taking a CLEP can help you to graduate early or on time,.
- **Satisfy a proficiency requirement.** Demonstrate you've already mastered the content of, for example, a basic math or language course. This program is also great for students who are dual-degree candidates who are just a few credits shy of graduation.

There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams and 1,300 test centers locations. Use the College Board website <http://collegeboard.com/clep> to locate a CLEP testing center. Then contact the testing center for its service fees and registration procedure.

PSAT/NMSQT (PRELIMINARY SCHOLASTIC ASSESSMENT TEST/ NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST)

The PSAT is a two hour and ten minute exam that measures academic abilities important in college work. It is administered only once during the school year and consists of two 25-minute math sections, two 25-minute verbal sections, and one writing skills section. This test is a practice for students preparing for their first SAT. Scores are used to help predict how well one may do on the SAT. **Only students who take the PSAT in their JUNIOR year** will be considered for the *National*

Merit Scholarship Program, the National Achievement Scholarship Program, or the National Hispanic Scholar Awards Program.

This year, the PSAT will be administered on Wednesday, October 17 at all Montgomery County High Schools. While ninth and tenth grade students take the PSAT at **no cost** through a partnership between MCPS and Montgomery College, juniors must pay a \$12.00 fee to register through their individual high schools. **Note:** Schools administering the PSAT on Saturday charge an additional fee to cover administrative costs. Contact your College/Career Information Center or Counseling Office for additional registration information.

TESTING FOR SPECIAL NEEDS STUDENTS

Students with a documented disability may be eligible for accommodations on SAT, SAT Subject Tests, AP, PSAT and ACT. To receive accommodations for testing, students must submit a written request *eligibility form* and be approved before testing. When testing at a center on a national date, students normally receive up to 50 percent extended time and can use a regular or large type test book. Students receiving accommodations more than 50 percent extended time or who CAN NOT test at a national center will be assigned to the appropriate Testing Center, check with your Counseling Office. Both types of accommodations are offered on each national test date. **REMINDER:** It is the student's responsibility to meet with his/her counselor in early September to discuss testing arrangements. When the student receives his/her admissions ticket with the notation "See your counselor for test date and time" please do that immediately to find out where to report. Listed below are the 2007-08 Special Needs locations. ETS Special Needs Hotline is 1-(609) 771-7137. The website is: <http://www.collegeboard.com/ssd>. The ACT website is: <http://www.act.org/aap/disab/>.

2007-08 SAT Special Needs Locations

Most testing accommodations are available at the sites listed below, however, a student who requires the use of a reader and/or writer, will test at his/her home school.

2007			
10/06/07	Walter Johnson HS	Sue Hartung	301-571-6920
11/03/07	Walter Johnson HS	Sue Hartung	301-571-6920
12/01/07	Northwest HS	Maryann Bullion	301-601-4635
2008			
01/26/08	Walter Johnson HS	Sue Hartung	301-571-6920
03/01/08	Northwest HS	Maryann Bullion	301-601-4635
05/03/08	Northwest HS	Maryann Bullion	301-601-4635
06/07/08	Walter Johnson HS	Sue Hartung	301-571-6920



SAT PREPARATION COURSE INFORMATION

The Montgomery College Workforce Development & Continuing Education office administers an SAT Prep Course which is offered in various MCPS schools. Students take a 32-hour course which meets either after school, in the evening, or on Saturday mornings. The six-week course (seven weeks on Saturday) is designed to help students achieve a score that better reflects their

knowledge and abilities by practicing with REAL SATs, teaching test format, proven test taking strategies, reviewing content, and raising test taking confidence.

The cost of the course is \$260 + the cost of textbook for Maryland residents and \$400 + the cost of textbook for non-Maryland residents. Information on dates, locations and registration are available at www.montgomerycollege.edu/wdce or pick up a brochure from a MCPS College/Career Information Center or the School Counseling Office. Flyers advertising courses to prepare students for the October, November and December SATs are mailed directly at the end of June to all incoming juniors and seniors. A second mailing, advertising classes to prepare for the spring administration of the SAT will occur in early December.

Textbooks: You “Must” Purchase this prior to the first class! The primary textbook used in this course is "The Official SAT Study Guide for the New SAT", published by the College Board, ISBN #0-87447-718-2. You must purchase this book prior to your first class! It will be used immediately in your classroom activities. It is available at commercial bookstores, online vendors, and at www.collegeboard.com.

Late Registration: Students who register for MC SAT Prep Courses AFTER the scheduled start of class MUST have authorization from the MC SAT Prep Course Program Director. Registration forms along with payment information should be faxed to 240-567-5615.

NOTE: Many MCPS high schools offer SAT Prep classes for credit during the school day. The curriculum for the in-school semester course is more in-depth and gives a teacher the opportunity to work more closely with individual students to focus on content, polish math skills and develop critical reading and writing skills.

COLLEGEBOARD SAT PREP **Free Online Practice for MCPS High School Students**

The College Board offers a FREE online SAT Prep site for Montgomery County public high schools. Go to: www.collegeboard.com/satonlinecourseschool/ . In the "**Students**" box located on the upper right, click on "**Register Now.**" Enter your high school's CEEB code. Sign in with your collegeboard.com account or create a new one. This free, online SAT Prep Course offers in-depth test coverage to help students fully understand the SAT's math, critical reading and writing sections through interactive instruction, personalized score reports, practice tests and explanations of answers.

NOTE: “Registration” for the SAT “exam” is a “separate process”. SAT Prep courses do not include registration for the official SAT test. Registration forms are available at any high school counseling office or career center. The best and quickest way to register for the SAT test is online at www.collegeboard.com. The registration fee can be charged to a credit card and the admission ticket printed immediately. Students with limited family incomes should see their College/Career Information Coordinator regarding SAT fee waiver eligibility.



GAITHERSBURG HIGH SCHOOL COUNSELING SERVICES
FALL CHECKLIST FOR SENIORS – CLASS OF 2008

Visit the department website:

<http://www.montgomeryschoolsmd.org/schools/gaithsbghs> CLICK on COUNSELING

Register for the SAT online at www.collegeboard.com

Register for the ACT online at www.actstudent.org

SEPTEMBER

- Early SEND OFF for college applications
- Complete Application for Graduation
- Athletes register for the NCAA Clearinghouse @ www.ncaaclearinghouse.net
- Review credits necessary for graduation with parents and counselor
- Attend college visits in the College/Career Center. College visits are published on the GHS Online Calendar and on TCCi Family Connection.
- Check the College/Career Center web page daily for scholarships
- Make sure you are registered for TCCi Family Connections. Registration information is available in the Counseling Office and College/Career Center
- September 10 **DEADLINE TO REGISTER** for the **OCTOBER 6 SAT**.
- September 21 **Senior Meeting for College Planning** through English classes.
- DEADLINE TO REGISTER** for the **OCTOBER 27 ACT**

OCTOBER

- October 2 **DEADLINE TO REGISTER** for the **NOVEMBER 3 SAT** scheduled to be @ GHS.
- October 10 **COLLEGE EXPOS College Fair** – location to be announced
- October 12 **DEADLINE** to return all forms in Senior Packet to Counseling
- October 30 **DEADLINE TO REGISTER** for the **DECEMBER 1 SAT** scheduled to be @ GHS.

NOVEMBER

- Tour campuses you are seriously considering (Prior approval required for campus visits)
- Write college essays. Prepare a resume.
- Carefully and completely fill out all college applications. Follow Counseling procedures for sending transcripts and requesting recommendations. (Visit the department website and click on REGISTRAR for procedures)
- November 1 **DEADLINE TO SUBMIT** to the REGISTRAR Part I of UMCP applications and all other December 1 deadline college applications
- November 2 **DEADLINE TO REGISTER** for the **DECEMBER 8 ACT**
- November 3 **SAT ADMINISTRATION AT GAITHERSBURG HIGH SCHOOL**
- November 6 **HISPANIC COLLEGE FAIR** – Universities @ Shady Grove
- November 8 Greater Washington DC National College Fair @ the Washington Convention Ctr. (6:30 to 8:30 pm)
- November 14 **ASVAB** (Armed Services Vocational Aptitude Battery) given at GHS

DECEMBER

- December 1 **DEADLINE** for **PRIORITY application UMCP**
- December 1 **SAT ADMINISTRATION AT GAITHERSBURG HIGH SCHOOL**
- December 8 **ACT ADMINISTRATION**
- December 19 **GHS Alumni Day**. Periods 3 & 4 in the GHS Auditorium. GHS Alumni Day permission forms avail. in the College/Career Center.
- December 26 **DEADLINE TO REGISTER** for the **JANUARY 26 SAT** (Seniors applying to Montgomery College should consider taking this SAT)

GAITHERSBURG HIGH SCHOOL COUNSELING SERVICES SPRING CHECKLIST FOR SENIORS – CLASS OF 2008

Visit the department website:

<http://www.montgomeryschoolsmd.org/schools/gaithsbghs> CLICK on COUNSELING

Register for the SAT online at www.collegeboard.com

Register for the ACT online at www.actstudent.org

<u>JANUARY</u>	<ul style="list-style-type: none"> <input type="radio"/> Make sure the REGISTRAR'S Office has addresses for colleges where you want first semester grades sent. You should submit stamped, addressed envelopes to the Registrar. <input type="radio"/> Apply for local scholarships. Check the College/Career Center webpage daily! January 1 <input type="radio"/> Complete the FAFSA. Visit www.FAFSA.ed.gov to apply online. January 3 <input type="radio"/> Attend PREPARING FOR COLLEGE NIGHT. Preparing for College Night includes a Financial Aid Workshop, PSAT Score Interpretations workshop, Understanding the SAT and information on AP & Honors Courses January 4 <input type="radio"/> DEADLINE TO REGISTER for the FEBRUARY 9 ACT January 26 <input type="radio"/> SAT ADMINISTRATION (Seniors applying to Montgomery College should consider taking this SAT) January 29 <input type="radio"/> DEADLINE TO REGISTER for the MARCH 1 SAT
<u>FEBRUARY</u> February 9	<ul style="list-style-type: none"> <input type="radio"/> ACT ADMINISTRATION <input type="radio"/> COLLEGE GOAL SUNDAY. Look for information on this important date. Students & parents who attend this FREE event will have the opportunity to have the FAFSA completed at no charge. Location: Wheaton HS – Date To Be Determined.
<u>MARCH</u> March 1	<ul style="list-style-type: none"> <input type="radio"/> SAT ADMINISTRATION <input type="radio"/> MD State Deadline for FAFSA to qualify for Maryland State Scholarships & Grants <input type="radio"/> DEADLINE to submit the Montgomery College application and be eligible for the FEE WAIVER program. Applications should be returned to the College/Career Center.
March 7	<ul style="list-style-type: none"> <input type="radio"/> APRIL ACT Registration Deadline
<u>APRIL</u>	<ul style="list-style-type: none"> <input type="radio"/> COLLEGE ACCEPTANCES mailed. Visit schools again to be certain of your choice. April 1 <input type="radio"/> DEADLINE TO REGISTER for the MAY 3 SAT scheduled to be @ GHS April 9 <input type="radio"/> ASVAB (Armed Services Vocational Aptitude Battery) given at GHS April 12 <input type="radio"/> ACT ADMINISTRATION
<u>MAY</u>	<ul style="list-style-type: none"> <input type="radio"/> Register for AP Exams! The AP Exam schedule will be available on the GHS website. <input type="radio"/> Complete Post-Secondary Graduate Information Form and return it to the College/Career Information Center. <input type="radio"/> Request a final transcript to be sent to the post-secondary institution you will be attending. May 1 <input type="radio"/> DEADLINE FOR DEPOSITS to secure your post-secondary housing. May 3 <input type="radio"/> SAT ADMINISTRATION AT GAITHERSBURG HIGH SCHOOL
<u>JUNE</u>	GRADUATION – date to be announced



**GAITHERSBURG HIGH SCHOOL COUNSELING
CHECKLIST FOR JUNIORS – CLASS OF 2009**

<p><u>SEPTEMBER</u> September 6</p>	<ul style="list-style-type: none"> ○ Back-To-School-Night, 7:00 p.m. ○ Meet with college reps who visit GHS. Continue to develop in-depth extra-curricular activities & leadership positions.
<p><u>OCTOBER</u> October 17</p>	<ul style="list-style-type: none"> ○ PSAT ADMINISTRATION. Register for the PSAT/NMSQT, which will be at GHS on Wednesday, October 17, 2007. The PSAT in the junior year makes some high scorers eligible for National and State scholarships. The cost is \$12.00.
<p><u>NOVEMBER</u> November 14</p>	<ul style="list-style-type: none"> ○ Register for the ASVAB (Armed Services Vocational Aptitude Battery) given at GHS. Registration will be held in the College/Career Center
<p><u>DECEMBER</u> December 19</p>	<ul style="list-style-type: none"> ○ GHS Alumni Day. Periods 3 & 4 in the GHS Auditorium. Permission slips will be available in the College/Career Center.
<p><u>JANUARY</u> January 3</p>	<ul style="list-style-type: none"> ○ Study for first semester exams. ○ Attend PREPARING FOR COLLEGE NIGHT. Preparing for College Night includes a Financial Aid Workshop, PSAT Score Interpretations workshop, Understanding the SAT and information on AP & Honors Courses
<p><u>FEBRUARY</u></p>	<ul style="list-style-type: none"> ○ Discuss next year's schedule with your parents, counselor, and teachers. Fill out your registration for next year, closely checking graduation requirements. ○ Register for your TCCi Family Connection account. TCCi Family Connection is an online research for college planning.
<p><u>MARCH</u></p>	<ul style="list-style-type: none"> ○ Begin to look for a summer job. Updates are posted regularly to the College/Career Center web page. Click on Employment Opportunities.
<p><u>APRIL</u> April 1 April 16 – 17 <u>MAY</u></p>	<ul style="list-style-type: none"> ○ Do advance research on college decision making. Make good use of the resources in the College/Career Center. ○ DEADLINE TO REGISTER for the MAY 3 SAT sched. @ GHS. ○ National College Fair, Montgomery County Fairgrounds ○ Register for AP Exams! The AP Exam schedule will be available on the GHS website. ○ Non college-bound students should look into post-secondary options, such as apprenticeships, technical schools and full-time jobs.
<p>May 3 May 6 <u>JUNE</u> June 7 June 12</p>	<ul style="list-style-type: none"> ○ SAT ADMINISTRATION @ GHS ○ DEADLINE TO REGISTER for the JUNE 7 SAT ○ Study for second semester exams. ○ SAT ADMINISTRATION (Last scheduled SAT for the school year) ○ Fourth Marking Period Ends; Last Day for Students; dismissal after lunch
<p><u>SUMMER</u></p>	<ul style="list-style-type: none"> ○ Visit college campuses. Make an appointment to research colleges in the College/Career Center. Organize record of grades, activities, honors, awards and standardized test scores. ○ Make an appointment to have an individual conference with your counselor to update career/educational plans.



GAITHERSBURG HIGH SCHOOL COUNSELING SERVICES CHECKLIST FOR SOPHOMORES - CLASS OF 2010	
<u>SEPTEMBER</u>	<input type="radio"/> Get involved/ continue extracurricular involvement, seeking leadership opportunities & depth rather than breadth. Visit the College/Career Center.
<u>OCTOBER</u> October 17	<input type="radio"/> Sophomores take the PSAT on Oct. 17, free of charge as practice to improve scores as juniors.
<u>NOVEMBER - APRIL</u> <u>DECEMBER</u>	<input type="radio"/> Take an interest inventory, available online using Bridges.com. Information on Bridges is available in the College/Career Center.
<u>JANUARY</u> January 3	<input type="radio"/> Attend PREPARING FOR COLLEGE NIGHT . Preparing for College Night includes a Financial Aid Workshop, PSAT Score Interpretations workshop, Understanding the SAT and information on AP & Honors Courses. Attend the Interpretation Session for PSAT results. <input type="radio"/> Study for first semester exams.
<u>FEBRUARY - APRIL</u>	<input type="radio"/> Discuss your selection of courses with your parents and counselor. Fill out necessary registration forms. <input type="radio"/> Visit the College/Career Center and begin to use the resources to research careers and assist with college planning.
<u>MAY - JUNE</u>	<input type="radio"/> Study for second semester exams. Investigate college and volunteer summer programs in the College/Career Center.
June 12	<input type="radio"/> Fourth Marking Period Ends; Last Day for Students ; dismissal after lunch

GAITHERSBURG HIGH SCHOOL COUNSELING SERVICES CHECKLIST FOR FRESHMEN - CLASS OF 2011	
<u>SEPTEMBER</u>	<input type="radio"/> Get involved in extracurricular and/or community activities. Visit the College/Career Center.
<u>OCTOBER</u> October 17	<input type="radio"/> Plan to take the PSAT. <input type="radio"/> Attend freshman meeting with your counselor.
<u>DECEMBER</u>	<input type="radio"/> Review your Four-Year Plan with your parents.
<u>JANUARY</u>	<input type="radio"/> Study for first semester exams.
<u>FEBRUARY - APRIL</u>	<input type="radio"/> Plan for next year with your parents, teachers, and counselor. Fill out your registration form for next year. Both student and parent must sign the form.
<u>MAY - JUNE</u>	<input type="radio"/> If you are not working at a paid job for the summer, look into volunteer opportunities or summer programs listed on the College/Career Center web page. Study for second semester exams.
June 12	<input type="radio"/> Fourth Marking Period Ends; Last Day for Students ; dismissal after lunch

IMPORTANT TELEPHONE NUMBERS

Main Office

(301) 840-4700

Main Office Fax Number: (301) 840-4707

Ms. Christine Handy Collins, Principal
Ms. Kathy Liapis, Administrative Secretary
Mr. Kevin Giles, Assistant Principal
Mr. Michael Ridge, Assistant Principal
Ms. Traci Townsend, Assistant Principal
Ms. Brenda Wilks, Assistant Principal

Departments

Academy Coordinator	<i>Ms. Dyan Harrison</i>	(301) 840-4715
Art	Mr. Stephen Walker, <i>Resource</i>	(301) 840-4756
Athletic Director	Mr. Jason Woodward	(301) 840-4747
Attendance	<i>To Be Determined</i>	(301) 840-4714
<input type="checkbox"/> Age of Majority	Ms. Myriam Fuentes	
Bridge Program	Mr. Thomas Christina, <i>Resource</i>	(301) 840-5314
Business/Computer Ed.	Mr. Tom Hipp, <i>Resource</i>	(301) 840-4757
Business Manager	Ms. Annie Stone	(301) 840-4710
Career Technology	Ms. Beryl Bell, <i>Resource</i>	(301) 840-4755
College/Career Information	Ms. Rochelle Davis	(301) 840-4723
College Institute	Ms. Joanne Allen	(301) 840-4737
Counseling Services	Dr. James Distler, <i>Resource</i>	(301) 840-4727
<input type="checkbox"/> Course Selection		
<input type="checkbox"/> Work Permits	Ms. Rhona Bortnick	(301) 840-4727
English	Ms. Rae White, <i>Resource</i>	(301) 840-4740
ESOL	Mr. Chris Dowell, <i>Resource</i>	(301) 840-4718
Financial Office	Ms. Debra Clouse	(301) 840-4709
<input type="checkbox"/> Parking Permits		
<input type="checkbox"/> Obligations		
Foreign Language	Ms. Heather Goldman, <i>Resource</i>	(301) 840-4746
Health Room	<i>To Be Determined</i>	(301) 840-4712
Mathematics	Mr. Jeremy Youngdale,	(301) 840-4754
	<i>Resource</i>	
Media Center	Ms. Catharine Chenoweth	(301) 840-4720
	<i>Ms. Paige Pagley</i>	
Music (Choral)	Ms. Sheryl Berlin, <i>Resource</i>	(301) 840-4745
Music (Instrumental)	Mr. Daniel Grande, <i>Resource</i>	(301) 840-4745
NJROTC	Capt. Jim Kelly, Jr.	(301) 840-4749
Physical Educ. & Health	Mr. Melvin David, <i>Resource</i>	(301) 840-4750
Registrar	Ms. Melissa Chase	(301) 840-4733
<input type="checkbox"/> Transcripts		
Science	Mr. Patrick O'Connor, <i>Resource</i>	(301) 840-4735
Security Office	Mr. Aaron Carter	(301) 840-4726
Social Studies	Mr. Kenneth Oseneek, <i>Resource</i>	(301) 840-4719
Special Education	Ms. Barbara Shamp, <i>Resource</i>	(301) 840-4748

If parents wish to discuss a problem with a teacher, they can contact the department directly and leave a message. This would facilitate an early response from a teacher.