



WELCOME,
B-CC
PARENTS

COUNSELORS

A – Bel

Tammy Mayo-Blake

Bem – Ea

Rina Palchick

Eb – Hur

Brett DeMunter

Hus – Mari

Richard Gordon

Marj – Pan

Colleen Desmond

Pao – Sin

Mia Hemmer

Sio – Z

Nancy Keller-Klothe

AGENDA

- ◆ **Ways our counseling staff can help you with the college process**
- ◆ **College/Career Center services**
- ◆ **College application procedures**

Current and Upcoming Attractions

- ◆ Classroom presentations
- ◆ College meetings with students, parents and counselor
- ◆ Accuplacer test for Montgomery College (October 14)
- ◆ Triumph SAT Prep practice (October 14)

CAREER CENTER SERVICES

- ◆ Internet-based college searches
- ◆ College advising
- ◆ College representative visits to B-CC
- ◆ College catalogs, College/Career Crier, and other print materials
- ◆ Scholarship information
- ◆ Internet-based career searches
- ◆ College Tracks program

Family Connection

(<http://connection.naviance.com/bcc>)

- ◆ Scattergrams
- ◆ College comparisons
- ◆ College visit schedule
- ◆ Links to college websites
- ◆ Student's college application list
- ◆ Student's GPA's and test scores
- ◆ Record of student's transcript requests

Getting those college applications *out the door!*

Forms Tour (these forms are in Chapter 6 of the Passport to Success binder):

- ◆ **Self-assessment**
- ◆ **Steps for Processing Your College App**
- ◆ **Release of Records**
- ◆ **Request for Transcript**
- ◆ **www.montgomeryschoolsmd.org/schools/bcchs**

Sample Self- Assessment Form

**Helps counselor
write student
recommendation**

SELF-ASSESSMENT

Student Name _____ Counselor _____
Student ID# _____ Social Security # _____

Please complete the questions and statements below to help your counselor write a letter of recommendation for you that truly reflects your best qualities and accomplishments. You may type your self-assessment. Please type the questions as well.

1. What adjectives would you use to describe yourself? _____

2. What do you think is your strongest characteristic? Why? _____

3. What do you consider your academic strengths? _____

4. What is your most important accomplishment and why are you proud of it? _____

5. What do you consider your most rewarding academic experience in high school? Why? _____

6. What extracurricular activity has meant the most to you? Why? _____

7. Describe your leisure time activities and interests. _____

**This form is found
in Passport to
Success
binder and
explains the
process for
requesting
a transcript.**

Bethesda-Chevy Chase High School's Passport to Success – Class of 2010

Steps for Processing Your Transcript Requests

1. Authorization for Release of Records

Fill out and have your parents sign the yellow Authorization for Release of B-CC Records form. This form, which allows B-CC to release your school records to the school or program you indicate, is filled out only once and kept on file in your senior folder.

2. Secondary School Reports

a. Fill out B-CC's white Secondary School Report. This form is filled out only once and kept on file in your senior folder.

b. Fill out the individual college's Secondary School Report if it is required by the college to which you are applying.

3. Transcript Requests

a. Fill out a blue Request for B-CC Transcript for each school to which you are applying.

b. Create (paper clip) a packet for each school that includes the following:

- Blue Request for B-CC Transcript
- 9x12 envelope (self-adhesive preferred) addressed to the college admissions office with your name in the upper left-hand corner of the envelope and three first class stamps, or equivalent postage, affixed to the envelope. (See Sample Envelope on following page.)
- College's individual Secondary School Report, when required. (Otherwise, indicate on the blue Request for B-CC Transcript that B-CC's white Secondary School Report should be sent.)
- A check, attached to the first packet, payable to B-CC HS for the full amount of all requests being handed in together. **The first three transcripts are free; additional transcripts are \$5.00 each.**

4. Sign-in Clipboard

Sign in each packet on the clipboard in the Counseling Department reception area. **Your Sign-in # is the next in the sequence.** Enter the Sign-in # on the corresponding blue Request for B-CC Transcript. Enter all other requested information on the clipboard and leave the packet(s) in the tray. In order to track the progress of your transcript request, enter the relevant information in the Transcript Request section of the College Application Checklist form found later in this section.

5. Mid-Year Reports

Submit a stamped and addressed white business-sized envelope by the end of the first semester for each college that you wish to receive a mid-year report. Be sure to write your name in the upper left-hand corner of the envelope. (See the Sample Envelope on following page.)

6. Final Transcript

Submit one stamped and addressed white business-sized envelope by graduation to the college you plan to attend. Be sure to write your name in the upper left-hand corner of the envelope. (See the Sample Envelope on following page.)

PLEASE NOTE: B-CC requires **ONE FULL MONTH** to process requests for transcripts for October, November, and December college application deadlines and **SIX WEEKS** for January and February application deadlines.

Secondary School Report Form

This is a copy of
B-CC's
Secondary School
Report form.
This can be used
in place of the
college's form.
Students can
complete this
once and we will
copy and send to
colleges.

*Bethesda-Chevy Chase High School
Counseling Department*

*4301 East West Highway Bethesda, Maryland 20814
Phone: 240-497-6320 FAX: 240-497-6325*



Secondary School Report

Student: Please provide the information in this section only.

Legal Name: _____
Last First Middle Jr., etc.

Male ___ Female ___ Social Security Number (optional): _____

Birth Date: _____ Email Address _____
mm/dd/yyyy

Address: _____
Number and Street Apt# City or Town State ZIP Code

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

Student's Signature _____ Date _____

School Counselor Report:

Counselor Name: _____

E-mail address: _____ CEEB Code: **210250**

Counselor's Signature _____ Date _____

Please see enclosed school profile for the following information:

- Graduation requirements
- Grading system and grading scales
- Distribution of cumulative grade point averages
- List of AP, Advanced Level, Honors, and IB courses
- Standardized testing information

Ranking:

MCPS does not rank its students. Please see the enclosed school profile for the distribution of cumulative grade point averages for this graduating class.

**AUTHORIZATION FOR RELEASE OF RECORDS TO
COLLEGES**

STUDENT NAME _____
LAST FIRST Grade

I authorize the Guidance Department of Bethesda-Chevy Chase High School to release the records of my child to requested colleges, universities, summer programs, schools, scholarship nominations, and award nominations.

Signature: _____ Date _____
Parent/Guardian

BETHESDA-CHEVY CHASE HIGH SCHOOL
4301 East West Highway
Bethesda, Maryland 20814

TRANSCRIPT SIGN-IN

SIGN -IN #	DATE	COUNSELOR	STUDENT NAME	COLLEGE UNIV.	DEADLINE DATE	B-CC MAILED
27	9-13	Keller	Charles Wallace	U of MD,CP	11-1	
28	9-13	Gordon	Angelina Jolie	Vassar	11-15	
29	9-14	DeMunter	Megan Fox	Elon	11-30	
30	9-14	Palchick	Stephen Colbert	Tulane	12-15	
31						
32						
33						

Place in the request tray all of these forms, paper clipped together:

- ◆ **Yellow Authorization for Release of B-CC Records** (only once)
- ◆ **Blue Request for B-CC Transcript** (one for each college)
- ◆ **B-CC's Secondary School Report** form (only once) or the **college's form** if it's mandatory
- ◆ **9 x 12 envelope addressed to the college**, with three first class stamps, and **your full name in the top left hand corner**

Sign in all transcript requests (on clipboard next to tray)

- ◆ Write **sign-in #** on the blue form
- ◆ Transcript costs: First 3 are free, **\$5 per transcript thereafter**
- ◆ **Transcript fees may be paid with cash or by check, payable to B-CC H.S.**
- ◆ Needed later: stamped addressed envelopes for midyear and final grades



**ALLOW ONE
FULL MONTH
FOR
PROCESSING
TRANSCRIPT
REQUESTS**

Important Dates

◆ **FAFSA Night—October 14th**
Chorus Room 7:00-9:00 PM

◆ **MD Financial Aid Night—**
November 11th Auditorium
7:00—9:00 PM

REMINDER!

THE UNIVERSITY OF

MARYLAND

DEADLINE IS

NOVEMBER 1

for all parts of the application

***Please Remember....**

Review each college's individual course and test requirements.

For example, some colleges require 3 lab sciences; some colleges require 4 math credits including Pre-Calculus, some schools require SAT Subject Tests....



**WE'RE
HERE TO
HELP.**