



**CLARKSBURG HIGH SCHOOL
School Counseling Services**

22500 WIMS ROAD

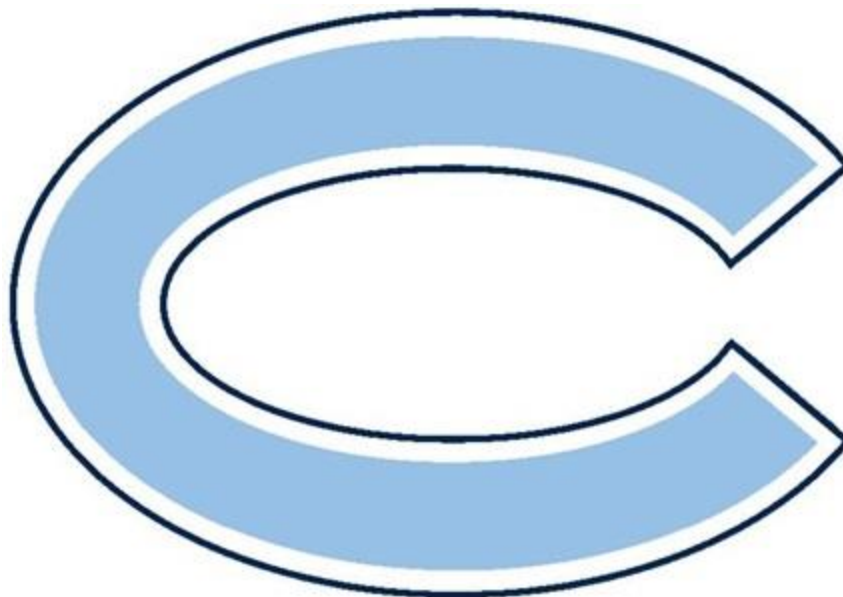
CLARKSBURG, MARYLAND 20871

301-444-3020

FAX 301-444-3594

SENIOR PACKET

2019 - 2020



HIGH SCHOOL CODE: 210381

CHECKLIST

Please be sure to hand in the completed forms below to the Registrar at the same time.

_____ STUDENT BRAG SHEET -- Use this form to provide information about yourself to aid the counselor in writing your letter of recommendation.

_____ PARENT/GUARDIAN BRAG SHEET – Have a parent/guardian complete this form; also to be used to assist the counselor in writing your letter of recommendation.

_____ EXTRACURRICULAR ACTIVITIES CHECKLIST – Complete all pertinent information.

_____ RESUME -- Complete and attach a resume.

_____ TEACHER RECOMMENDATION REQUEST FORM – Use this form to provide information about yourself to aid your teacher in writing your letter of recommendation. Some teachers may have developed their own teacher recommendation request form.

_____ GRADUATION/DIPLOMA ORDER – Use this form to provide diploma information. Submit to the registrar by October 16, 2019.

_____ TRANSCRIPT RELEASE FORM – Use this form to record all college applications.

Note that this requires a parent/guardian signature. It should be submitted with your first transcript request to the registrar. Please remember your stamps and fees.

NAVIANCE QUESTION – Have you entered your colleges into Naviance Student (previously known as Family Connection): __ Yes __ No

COALITION APPLICATION – Please indicate on your transcript release form if you have applied to a college/university using the coalition application.

FERPA/COMMON APPLICATION – Once you have started you must complete. Please indicate on your transcript release form if you have applied to a college/university using the common application.

*****Please refer to FERPA instruction on matching common application with Naviance Student*****


CLARKSBURG HIGH SCHOOL

Students' Guide to Naviance Student

Applying to college? Applying for scholarships? Be sure to follow these steps for success!

- 1. COMPLETE "The Senior Packet"** - Available in Counseling Services or on school website, "**Senior Packet.**" Submit to **REGISTRAR.**
- 2. SIGN IN TO YOUR NAVIANCE STUDENT ACCOUNT** - Go to the Clarksburg H.S homepage, <http://www.montgomeryschoolsmd.org/schools/clarksburghs/>. Under "quick links" on the left, select "College and Career Center", select "Naviance" on left, and click on link to access sign on page.
- 3. SEARCH FOR COLLEGES THAT MATCH YOUR INTERESTS**
 - Click "Colleges" at the top right
 - Choose a search tool from the menu (Advance College Search, SuperMatch College Search, or College Lookup)
 - Add schools of interest to "Colleges I'm thinking about"
- 4. MOVE COLLEGES TO "COLLEGES I AM APPLYING TO"**
 - Review choices under "Colleges I'm thinking about" tab and move the appropriate ones to "Colleges I'm applying to"
- 5. NOTE THE SYMBOLS**
 - Under "Colleges I'm applying to"
Make sure you click on the "EDIT" button and under "**I'LL SUBMIT MY APPLICATION**" indicate the type of application you will be using to apply.

If a college accepts the Common Application you will see a 

If a college does NOT accept the Common Application, you will see a  (empty box)

If a college accepts the Common Application or Coalition you will see a 

If a college does NOT accept electronic submission, you will see a box with a stamp, 

- 6. COMPLETE "OFFICIAL TRANSCRIPT REQUEST" FORM** - This PAPER form is required for EVERY college or scholarship for which you are applying. It must be submitted to the REGISTRAR regardless of whether your documents are sent electronically or through the mail.
- 7. SEEK HELP** - If you have questions or need more information, visit the College and Career Center or see your counselor.
- 8. VISIT WITH COLLEGE REPRESENTATIVES AT CHS** - On the Naviance Student homepage, click "Colleges" at the top right corner and go to "Colleges Home". Scroll down to "College Visits". Find the college visit you wish to attend and click "Sign up". Print the pass for your teachers, attendance will be taken.
- 9. VISITING SCHOOLS** - If you plan to visit a college, it is suggested that you make an appointment for an interview. Montgomery County Public Schools (MCPS) will allow three excused school days for seniors to visit colleges providing permission has been granted from teachers and the principal in advance.

Matching Common Application with Naviance Student

1. First, create a Common Application account using your email address and a password (per Common Application directions)
2. Complete the personal information on the Common App
3. In the education section, please enter Clarksburg High School
4. Add at least **one** college to your common application
5. From within “my colleges”, click on “assign recommender”
 - a. You will see the word FERPA in the first section. Click on the word FERPA and answer the questions.
6. Go back to your Naviance Student account and go into “colleges I am applying to” and enter your **Common Application Email Address** and **make sure your Date of Birth is correct**. Once entered click on the match button.

colleges I'm applying to

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- Step 1 - Create a Common App account on [Common App Online](#)
- Step 2 - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address:	Date of Birth:	
<input type="text"/>	<input type="text" value="03/10/1997"/>	<input type="button" value="Match"/>

⚠ Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.

Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Family Connection profile matches the date of birth on your Common App account.

[Not Needed](#)

[+ add to this list](#) | [view detailed status](#) | [compare me](#)

7. If you see **matched** you can proceed with the application process.
8. If you get a red banner stating that your **information can not be matched**, please try the process again making sure you are using the same email used for the common application and your date of birth is correct.

Students not using common application

9. If you are not using the common application please go into your family connection account. Click on “colleges I am applying to” and click the red **Not Needed**

UNDERSTANDING TYPES OF APPLICATION DEADLINES

EARLY DECISION	<ul style="list-style-type: none">• Binding contract
EARLY ACTION	<ul style="list-style-type: none">• Non-binding, but still provides benefits of applying early
PRIORITY	<ul style="list-style-type: none">• Non-binding, but still provides benefits of applying early
REGULAR DECISION	<ul style="list-style-type: none">• Final deadline. No special benefits or extra consideration
ROLLING	<ul style="list-style-type: none">• No fixed deadline, notifications come depending on school policies

IMPORTANT

To ensure that your applications are postmarked to meet college/university deadlines, you need to submit your requests to the registrar three (3) weeks prior.

(see reverse side for dates)

YOUR HIGH SCHOOL CODE IS 210381

DEADLINES FOR COLLEGE APPLICATIONS

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

Counseling Deadlines for College Deadlines

September 22 for October 13

October 11 for November 1

October 25 for November 15

November 10 for December 1

November 24 for December 15

December 1 for December 22

December 13 for January 3

December 25 for January 15

January 11 for February 1

January 25 for February 15

February 8 for March 1

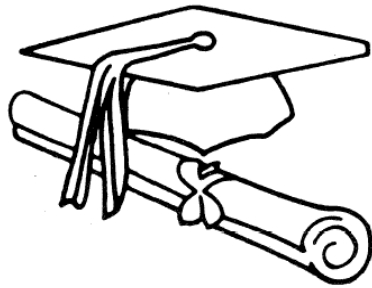
February 23 for March 9

YOUR HIGH SCHOOL CODE IS 210381

DIPLOMA ORDER FORM – CLASS 2020

Congratulations on becoming a SENIOR!! Complete all information below:

<hr/>		<hr/>	
Student Name (Please PRINT)		Student School ID#	
<hr/>		<hr/>	
Student Signature		Date	
<hr/>		<hr/>	
Parent/Guardian Signature		Phone Number	
<hr/>			
Street Address	Apt #	City	Zip Code



****IMPORTANT****

Print Name (clearly) as you wish it to appear on your diploma. *

<hr/>		
First Name	Middle Name or Initial	Last Name

*First and Last Name as it appears on student's birth certificate or passport. Please indicate if you want to include your middle name or initial.

*****RETURN THIS FORM TO THE REGISTRAR BY OCTOBER 16, 2019*****

STUDENT BRAG SHEET

NAME: _____

DATE: _____

It is important that you respond to all of these questions. The information will help your counselor write a letter of recommendation for your applications.

1. Are you a first generation college students? Yes No

2. Describe your academic and personal strengths.

3. What is your anticipated major? What is your career goal? Why?

4. What contribution can you make to the college that would make them want to accept your application?

5. Describe a rewarding high school experience: academic, extra-curricular, or personal.

6. If you were to write your own recommendation letter, what would you say in the first paragraph to grab the reader's attention? WRITE the paragraph.

7. Is your academic record an accurate measure of your ability? Why or why not? Have there been any unique issues which may have affected your school performance that you would like our counselor to share with your college?

8. Circle three adjectives from the list below that best describes you then explain WHY you feel these adjectives BEST describe you as an individual.

- | | | | | | |
|---------------|-------------|-------------------|---------------|-----------|-------------|
| Hardworking | Moral | Determined | Positive | Focused | Humorous |
| Optimistic | Analytical | Organized | Responsible | Visionary | Animated |
| Mature | Flexible | Imaginative | Goal-oriented | Active | Ingenious |
| Witty | Dedicated | Artistic | Multitalented | Ambitious | Intelligent |
| Meticulous | Independent | Original | Professional | Motivated | Amiable |
| Well-educated | Athletic | Detailed-oriented | Honest | Creative | |

_____ Write your own

9. Describe SSL or other volunteer experiences. What did you learn about yourself?

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

PARENT/GUARDIAN BRAG SHEET

NAME OF STUDENT: _____ Date: _____

NAME OF PARENT(S)/GUARDIAN COMPLETING THE FORM: _____

Please respond to the following questions. (Attach additional sheet if you wish.)

- 1. What do you consider to be the personality and character traits that makes your child special? (e.g. leadership style, communication skills, social skills, etc)**

- 2. List what you consider to be your child's major strengths and weaknesses. What can he/she contribute to his/her future college?**

- 3. Does your child's academic achievement reflect his/her true ability? Why or why not?**

- 4. Are there any unique personal or family circumstances which have affected your child's educational experience?**

- 5. Is there anything else you would like for us or a college admissions director to know about your child?**

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

Clarksburg High School

Activities & Awards Brag Sheet for Recommendation Letters

Student Name: _____

ID #: _____

1. In School Activities (with example answer)

Name of Activity	Role (i.e. member, leadership role)	Description of Activity (i.e. how much time do you spend and what do you do)	Dates of Participation
<i>Marching Band</i>	<i>Drumline Member- 2nd bass drum</i>	<i>Practiced every day after school and Saturdays during football season. Participated in 2 parades and performed at all home football games.</i>	<i>Fall 2017 Fall 2018</i>

2. Out of School Activities (with example answer)

Name of Activity	Role (i.e. member, leadership role)	Description of Activity (i.e. how much time do you spend and what do you do)	Dates of Participation
<i>Employed at Rockville Swim Center</i>	<i>Lifeguard</i>	<i>Lifeguard and CPR certified. Work 40 hours a week during the summer months; maintain pool cleanliness, check water chemical levels, work at snack bar.</i>	<i>Summer 2017 Summer 2018</i>

-CONTINUED-

3. Awards & Honors (with example answer)

Name of Award / Honor	Date Received	Description of Award
<i>Eagle Scout</i>	<i>May 2017</i>	<i>Eagle Scout status is the highest achievable rank in Boy Scouts of America. For my project I built a playground structure for my church's preschool center.</i>

4. Talents & Hobbies (with example answer)

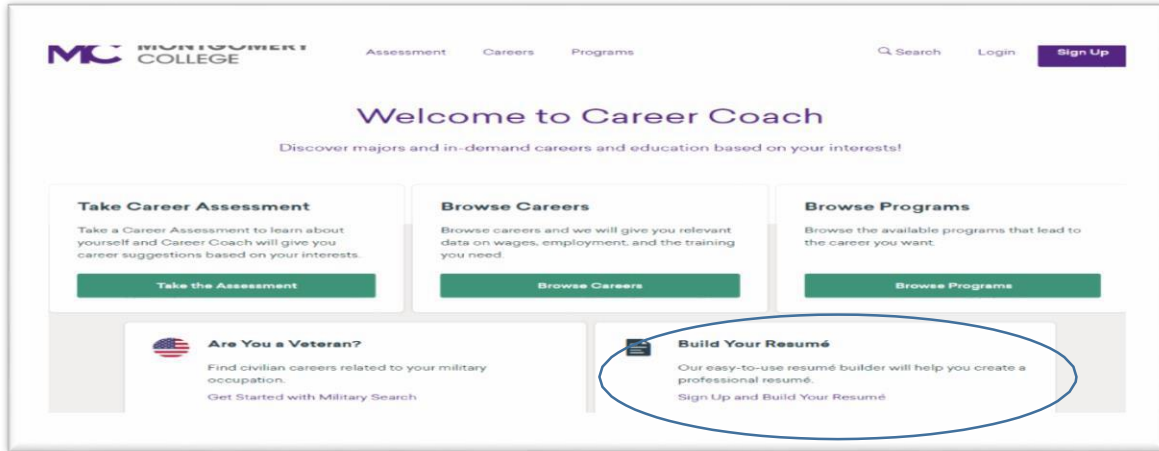
List Talents, Hobbies, Skills, or Strengths	Give an example or explanation of each.
<i>Mountain Biking</i>	<i>I mountain bike every weekend at Schaeffer Farms and can complete every trail. I have been mountain biking since I was 10-years-old.</i>

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

Build Your Resume Montgomery College Resume Builder

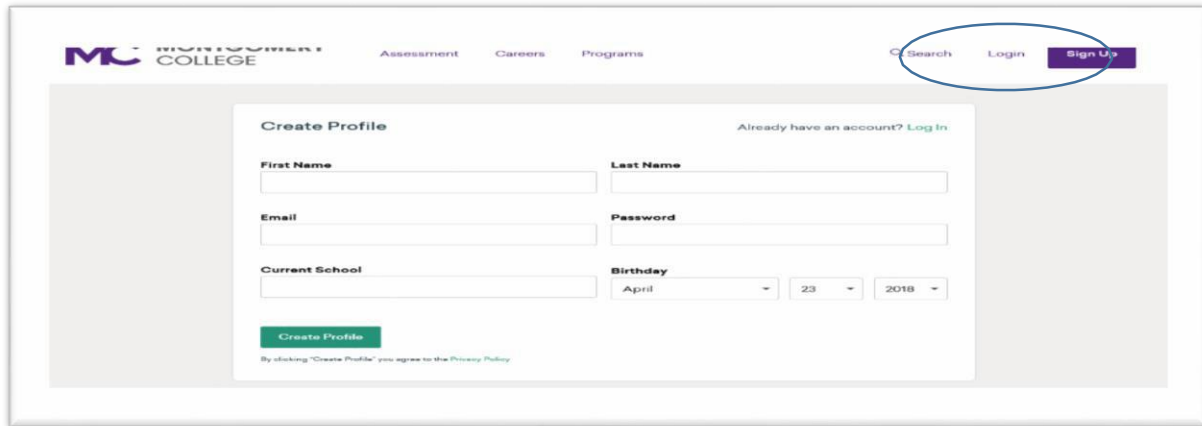
Montgomery College Career Coach Resume Builder Online Instructions: Step 1:

Go to <https://montgomerycollege.emsicc.com/>

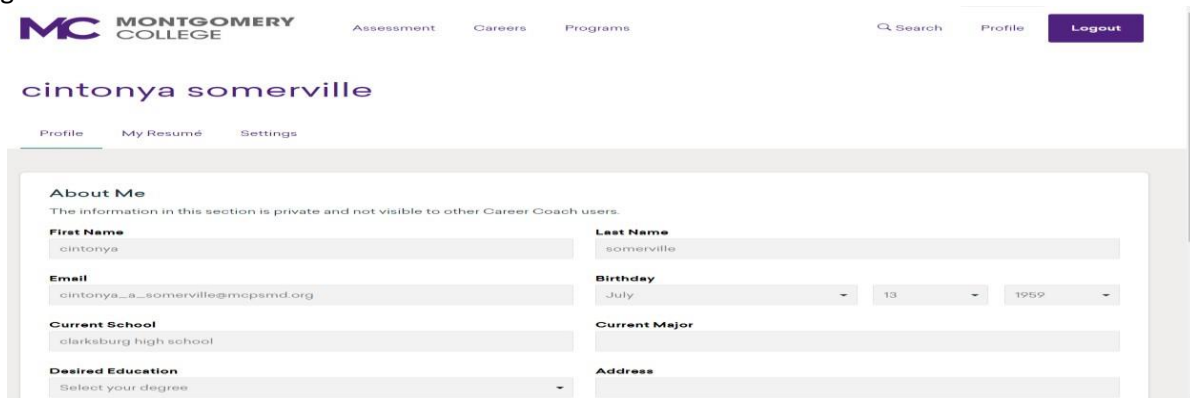


Step 2: Select "Build Your Resume"

Step 3: Create a Profile



Step 4: Login



Build Your Resume

Montgomery College Resume Builder

Step 5: Complete all fields with correct capitalization and punctuation.

MC MONTGOMERY COLLEGE Assessment Careers Programs Search Profile Logout

cintonya somerville

Profile My Resumé Settings

About Me

The information in this section is private and not visible to other Career Coach users.

First Name cintonya	Last Name somerville
Email cintonya_a_somerville@mcpmsmd.org	Birthday July 13 1959
Current School clarksburg high school	Current Major
Desired Education Select your degree	Address

Step 6: Insert job title and complete all fields. Do not select more than three Work Tasks from this category. Add three jobs to complete your resume.

Add Work Experience

Enter past work experience and tasks to show your previous training and experience. Add Education History >

Recreation Worker [Change](#)

Preferred Title (as you want it to be seen on your resumé)
Recreation Worker

Employer
City of Gaithersburg

City and State
Gaithersburg, MD

Start Date
May 2017

End Date
May 2018

I currently work here.

Previously Added
Your previously added work experience will appear here.

Select Work Tasks

- + Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety.
- + Assess the needs and interests of individuals and groups and plan activities accordingly, given the available equipment or facilities.
- + Organize, lead, and promote interest in recreational activities, such as arts, crafts, sports, games, camping, and hobbies.
- + Manage the daily operations of recreational facilities.
- + Administer first aid according to prescribed procedures and notify emergency medical personnel when necessary.
- + Explain principles, techniques, and safety procedures to participants in recreational activities and demonstrate use of materials and equipment.
- + Complete and maintain time and attendance forms and inventory lists.
- + Evaluate recreation areas, facilities, and services to determine if they are producing desired results.
- + Supervise and coordinate the work activities of personnel, such as

Step 7: Under "Resume Options", Select "Download to Word"

Cintonya Somerville

Profile My Resumé Settings

Contact Information

Name cintonya somerville	Address
Email cintonya_a_somerville@mcpmsmd.org	City
Phone Number	State
	Postal Code

[Edit](#)

Resume Options

- [Download to Word](#)
- [Upload to CareerBuilder](#)

Work Experience

Step 8: Final Review

Congratulations

TRANSCRIPT RELEASE FORM

Transcripts should be requested at the time applications have been made to colleges/universities. List below the **name** for all the colleges/universities or scholarships to which you are sending applications. (Additional colleges/universities may be added later.) First 3 are Free, Next 3 are \$3 each, after that they are \$5 each.

Return all forms to Ms. Geisler, Registrar, in the Counseling Department.

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

Complete the following student information:

Student Name: _____

Student ID #: _____ Phone No: _____

Address: _____

Name of Counselor: _____

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

Parent/Guardian Signature _____

Please list the name of each college/university to which you want your transcript sent. There is no transcript fee for the class of 2019.

Complete Name of College/University	Amount	Date Due to College	Common Application		Coalition Application		Date Mailed
			Yes	No	Yes	No	
	FREE						
	FREE						
	FREE						
	\$3						
	\$3						
	\$3						

Complete Name of College/University	Amount	Date Due to College	Common Application		Coalition Application		Date Mailed
			Yes	No	Yes	No	
	\$5						
	\$5						
	\$5						
	\$5						
	\$5						
	\$5						
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	\$5						

*****Return Form to Registrar*****