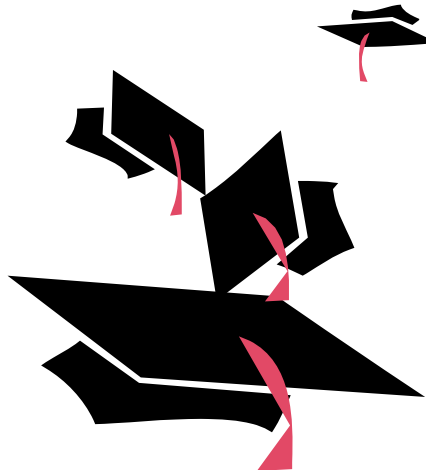


Albert Einstein High School
Counseling Services Department



*LIFE AFTER
HIGH SCHOOL*



Information for seniors applying to college
and/or scholarships!



Einstein High School Code (or CEEB): 210677

Senior Timeline and Checklist

Summer (heading into senior year)

- ___ Continue with college searches.
- ___ Create a resume.
- ___ August, start filling out applications and working on essays.
- ___ Start visiting perspective colleges.
- ___ Complete *"College/Scholarship Recommendation Self-Evaluation"* in Naviance.

Semester 1 (August-December)

- ___ Finalize your college list and know your deadlines!
- ___ Deadlines are approaching! Make decisions on early action and ask teachers for recommendation letters.
- ___ Your last chance to take the SAT, ACT, or SAT subject tests!
- ___ Complete your college applications! Add schools to your common application.
- ___ Check college websites for scholarship information and deadlines.
- ___ Make an appointment with your counselor to ensure all your colleges receive what they need.
- ___ Finish your personal essay, one of the most crucial parts of your college application.
- ___ Complete your FAFSA beginning on October 1st to ensure you get the most money for college.

Semester 2 (January-May)

- ___ Make your final college decision!
- ___ Verify your financial aid is in order before you set foot on campus.
- ___ Send final transcripts and apply for housing (refer to your school for dates and timeframes).

Summer (before college)

- ___ Get the lay of the land by attending your college's summer orientation.
- ___ Finalize student housing and get matched with a great roommate.



COLLEGE ADMISSION OPTIONS

There are several college admission options. Please become familiar with each of them prior to submitting your college application. Regardless of the option you choose, it's best to submit your application(s) by Thanksgiving. This will give you the best chance for admissions and the most opportunities for getting scholarships and other financial aid.

1. **EARLY DECISION**: A plan in which a student applies in November and learns of the decision in December or January. This is suggested only for students who are academically very strong, know positively which college they want to attend, and agree to matriculate to the school that accepts them early. This is a **BINDING AGREEMENT**. You may only apply to **ONE** school Early Decision.
2. **EARLY ACTION**: This differs from early decision in that students are not required to accept admission or withdraw other applications if accepted by the college early. Students may apply to more than one college early action.
3. **ROLLING ADMISSION**: A program in which applications are evaluated upon receipt and applicants are notified quickly of the admission decision (3-4 weeks). Applications are considered until spaces are filled. Submitting your college application early is encouraged.
4. **REGULAR ADMISSION**: *The process by which students apply by published deadlines, with promise of receiving an admissions decision no later than April 1 of their senior year.*
5. *Other Options: Some schools have deadlines specific to their school (ED 1, ED 2, Priority Etc...) Please check with your school.*



COLLEGE TRANSCRIPT REQUEST PROCEDURES

Before requesting a transcript:

- Complete the College/Scholarship Recommendation Self-Evaluation in Family Connections by June 15, 2019. Your counselor will use this self-evaluation to write your recommendation letters.
- Complete the steps on the Applying to College Electronically (next page).
- Send SAT scores (www.collegeboard.com) and ACT scores (www.actstudent.org) directly from the testing websites.

Einstein's high school code is: 210677

- Einstein does not send test scores

Submit at least 4 weeks before college application deadline:

- Request transcripts by completing the Student Transcript Request Form and give it to the Counseling Secretary.

Transcript fees: THERE IS NO CHARGE FOR TRANSCRIPTS SENT ELECTRONICALLY THROUGH NAVIANCE. For official/mailed transcripts: students are required to provide a stamped, 10 X 11 envelope. Most mailed transcripts require three 1st class stamps. **

- Request recommendations from your teachers in person and through Naviance.
 - If your transcripts are mailed, your teacher will also need to mail your letter of recommendation. It's a courtesy to provide a self-addressed envelope with the correct postage.
 - Follow up with a thank you note after the letter is written.

Other important information:

*** For any school you apply to that requires mid-year and final transcripts mailed, you MUST provide a 4 x 9 envelope with one 1st class stamp in order for the counseling office to send.*

- MID-YEAR transcripts will be sent in mid-February.
- FINAL transcripts will be mailed mid-July.
- If you took college level courses at Montgomery College while in high school, ask MC to mail your college transcript to the school you plan to attend.

APPLYING TO COLLEGE ELECTRONICALLY

www.connection.naviance.com/einstein

We will be sending transcripts, recommendations (both counselor and teacher), school reports and the school profile electronically. We will continue to mail the same information to colleges that do not accept electronic files. **Students must first add schools to the common application before forms can be sent.**

Naviance is a great place to research colleges, sign up for college visits, look for scholarships and view how Einstein graduates fared at getting accepted into specific colleges.

Follow the steps below so that we can process your transcript requests:

1. **Log into Naviance/Family Connections:** There is a direct link to Naviance Family Connections on the *Counseling Services home page*. At the far right of the *Counseling Services* web page, look under the heading; *College/Scholarship Information*. Naviance Family Connections is the last link listed. Your log in and password are your student ID.

- ❖ Students (and parents) will receive important information, via email, concerning college open house dates, scholarship opportunities and other important senior year information via Family Connections. It is VERY important that we have your most updated email address (students and parents).

2. **Match Common App and Naviance accounts.** *Even if your college is not a Common App school, you still **MUST** complete this step! We cannot send any transcripts or recommendations until you have completed this step.*

- ❖ You **MUST** have a Common Application, (whether the school you are applying to uses the Common Application or not) username and password.
(If you do not have one yet, visit www.commonapp.org to create an account.)
- ❖ In Naviance, under “colleges I’m applying to”, add the email address you used for common app and click match.
- ❖ The email address in Naviance **MUST** match the email address used to create your Common App Account in order to complete the matching step.

3. **Complete the FERPA Waiver.** See page 6 for instructions.

4. **Adding Colleges to your “List of Colleges I’m Applying To” in Naviance:** Ms. Malner is the **ONLY** person who can populate this list. You cannot add or delete colleges from this list. If you decided to apply to additional colleges once you have submitted your initial list, you must see Ms. Malner.

Common App vs. College App:

- ❖ When you have added your colleges to the “colleges I’m thinking about” section you will notice some colleges have a computer next to their name, if there is a “?” inside the computer, that means the school accepts common app and their own application. You must let the counseling secretary know how you are applying so we can send your transcripts correctly. If you are applying directly through the college, documents will need to be mailed.

This Page Left Blank

You will only need to submit this form to the Counseling Secretary one time. You can add or delete schools even after you have submitted your request. Please see the counseling secretary to do so. No records will be sent without the completion of this form. Detach from packet and submit to Counseling Secretary with other required items.

Student Transcript Request Form

Allow 4 weeks for your transcript request to be processed.

Name:	Last	First	Middle
-------	------	-------	--------

Address:

Home Phone #:	Parent/Guardian Name:
---------------	-----------------------

****SAT and ACT scores must be sent directly to colleges from College Board or ACT**

Public law 93-380 requires parent or guardian's signature (or student's if 18 years of age) before records can be released. We are not permitted to release any information without written authority.

I hereby authorize release of this information:

Parent/ Guardian Signature (REQUIRED)	Print Name	Date
---------------------------------------	------------	------

There is no fee for transcripts submitted electronically.

For official/mailed transcripts: students are required to provide a stamped envelope. Most mailed transcripts require three, 1st class stamps.

OFFICIAL TRANSCRIPTS TO COLLEGES MUST BE MAILED BY THE SCHOOL

Waiver of Right to Review Counselor Recommendation:

I hereby waive my right to review the secondary school report and counselor recommendation.

Student Signature _____ Parent Signature _____

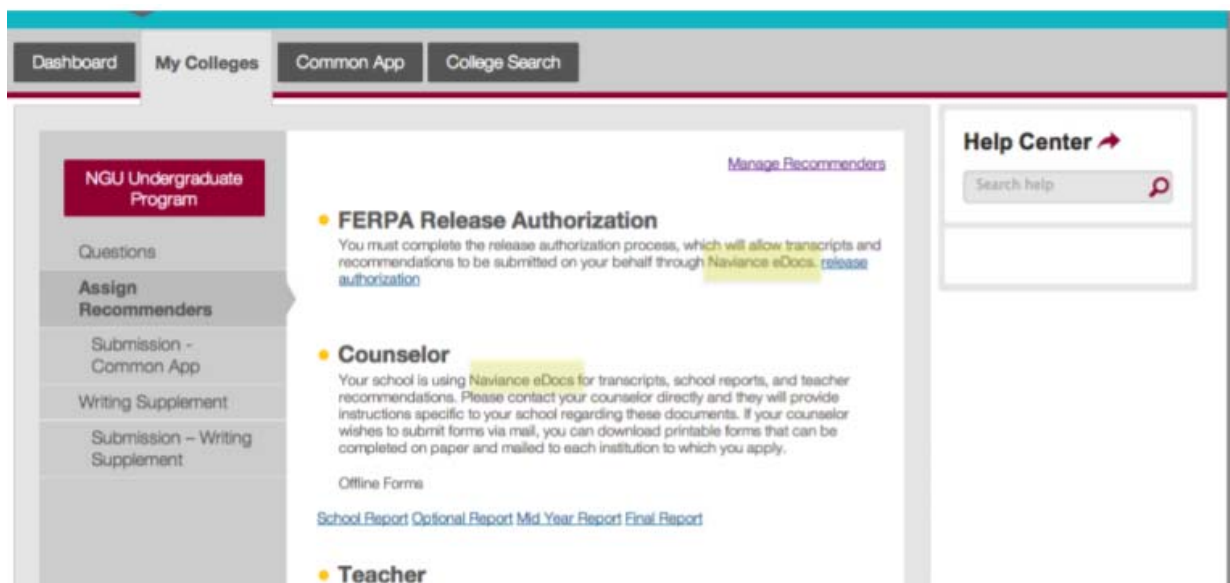
Senior Bulletin Board Permission:

I give permission for the Counseling Department to display my child's senior picture and the college they are attending on the Counseling Services bulletin board on Main Street.

Student Signature _____ Parent Signature _____

HOW TO COMPLETE THE FERPA WAIVER

1. Create a common application account at www.commonapp.org (*whether the school you are applying to uses the Common Application or not*) and click on the “College Search” tab to add your colleges to the common application.
2. Next, on the common application, click on the “My College” tab, then on the left hand side click “Assign Recommenders” then the FERPA Release Authorization will show as the first item on that page. Click the blue text under the FERPA RELEASE AUTHORIZATION to complete the FERPA Waiver.



The screenshot shows the "Release Authorization" form. At the top, there is a progress bar with two steps: "1 Instructions" (completed) and "2 Form" (current). The form contains the following text:

I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf.

Please select one:

- I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I understand that my decision pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I invite a recommender.**

Signature Date

You must check here!

This Page Left Blank

STUDENT NAME & ID#: _____

- Student is to fill out the first two columns and return to Ms. Malner along with Student Transcript Request Form.
- Fill in the full name of the college and do not forget to include the City and State.
- Are you applying Common App or Coalition? () CA () Coalition
- Will you be requesting, or have you requested a Common App Fee Waiver? () YES () NO

College, City, State	Deadline Date ED, EA, Reg, Rolling	Are you applying by Mail?	Date Given to Counselor	Date Initial was sent	Date Mid Yr was sent	Date Final was sent

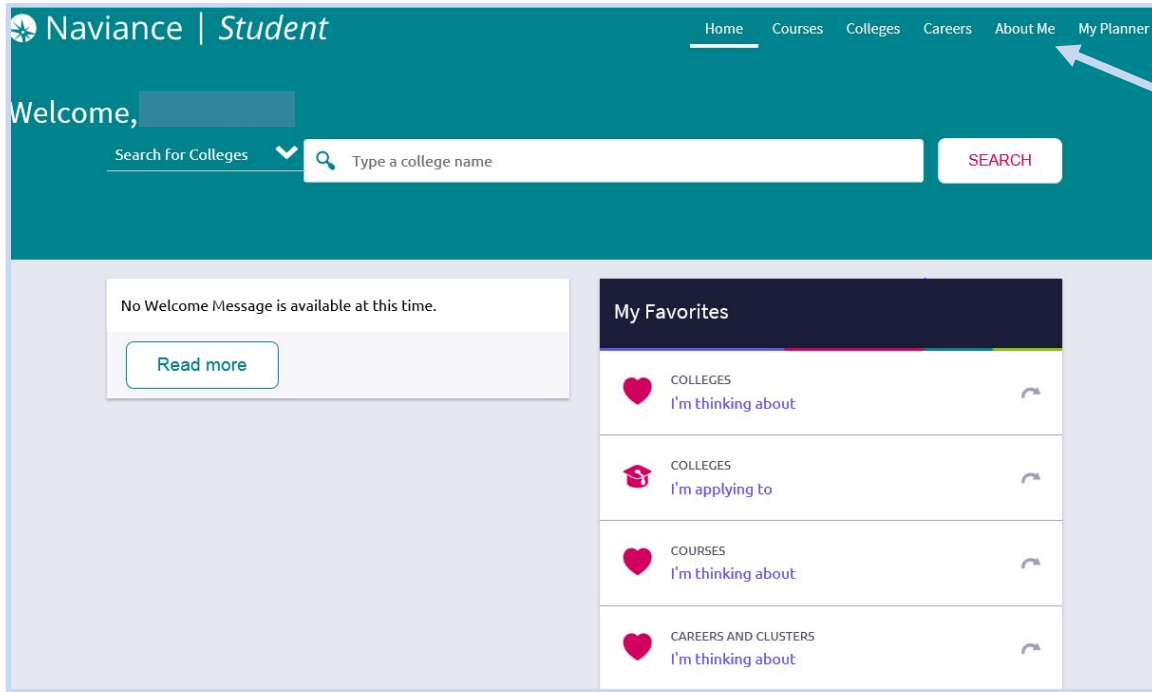
COLLEGE/SCHOLARSHIP RECOMMENDATION SELF-EVALUATION

– for counselor recommendation
*(Requests for teacher recommendations **MUST be done in Naviance ONLY!!**)*

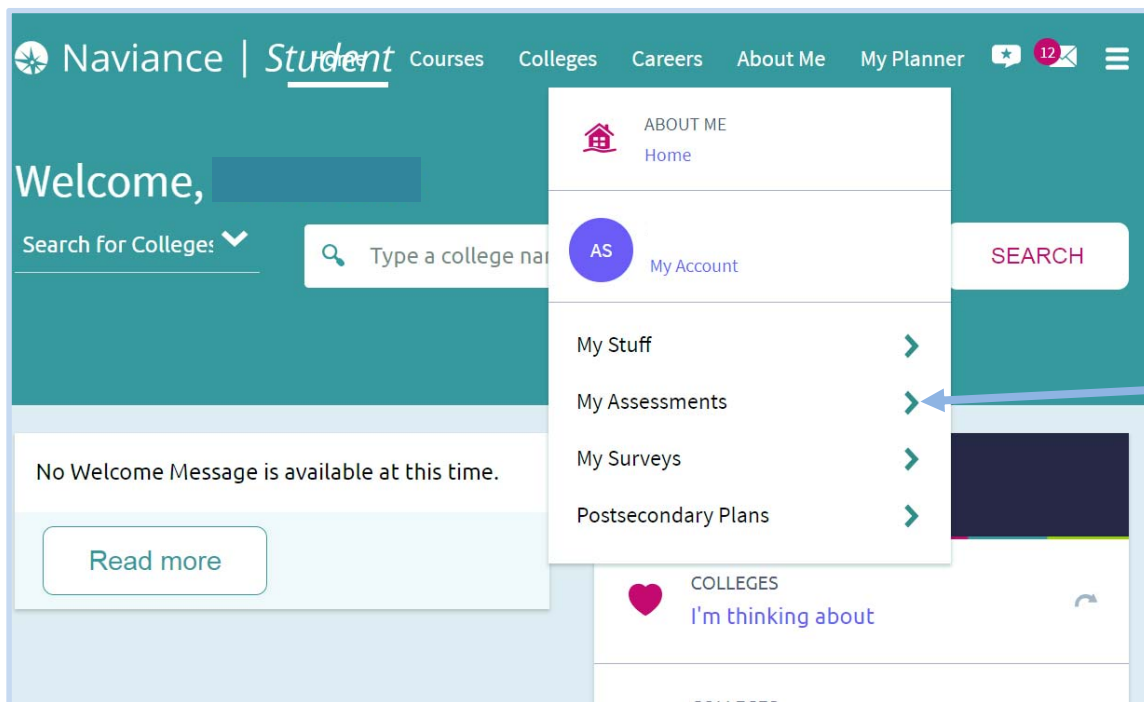
It is important that you answer each question fully and completely. The more information you provide, the more complete your recommendation will be. Directions to locate the College/Scholarship

Recommendation Self-Evaluation are below:

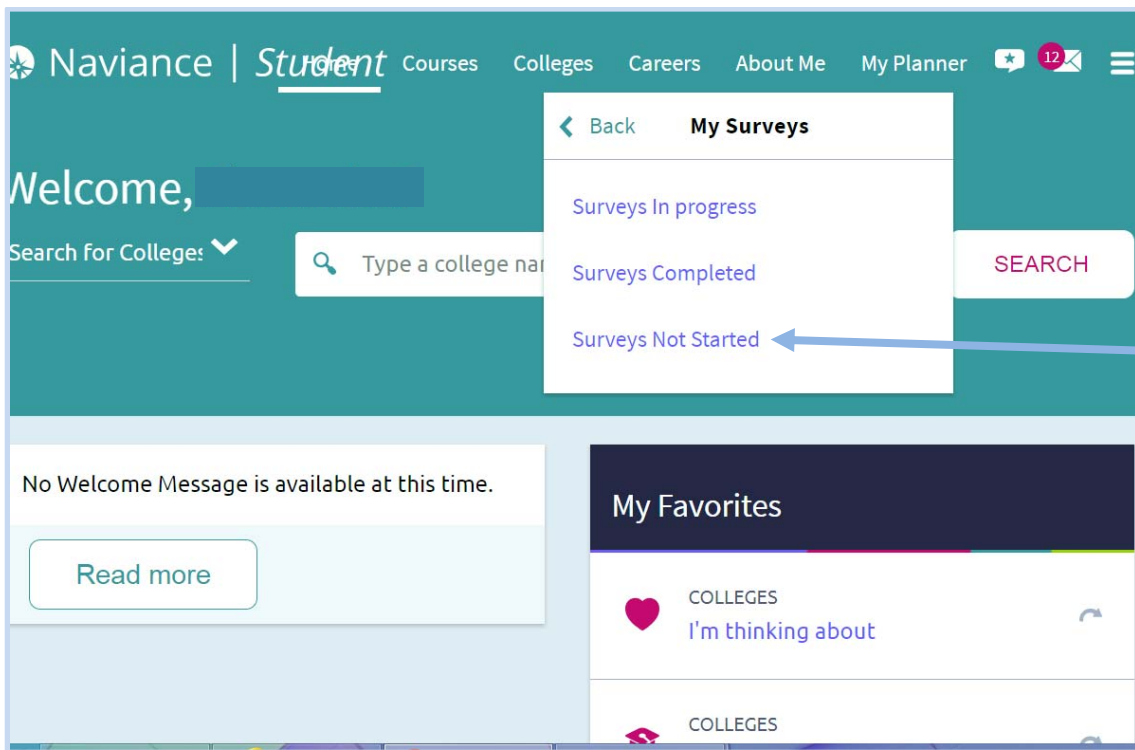
Once you log into Naviance, your page will look like this:



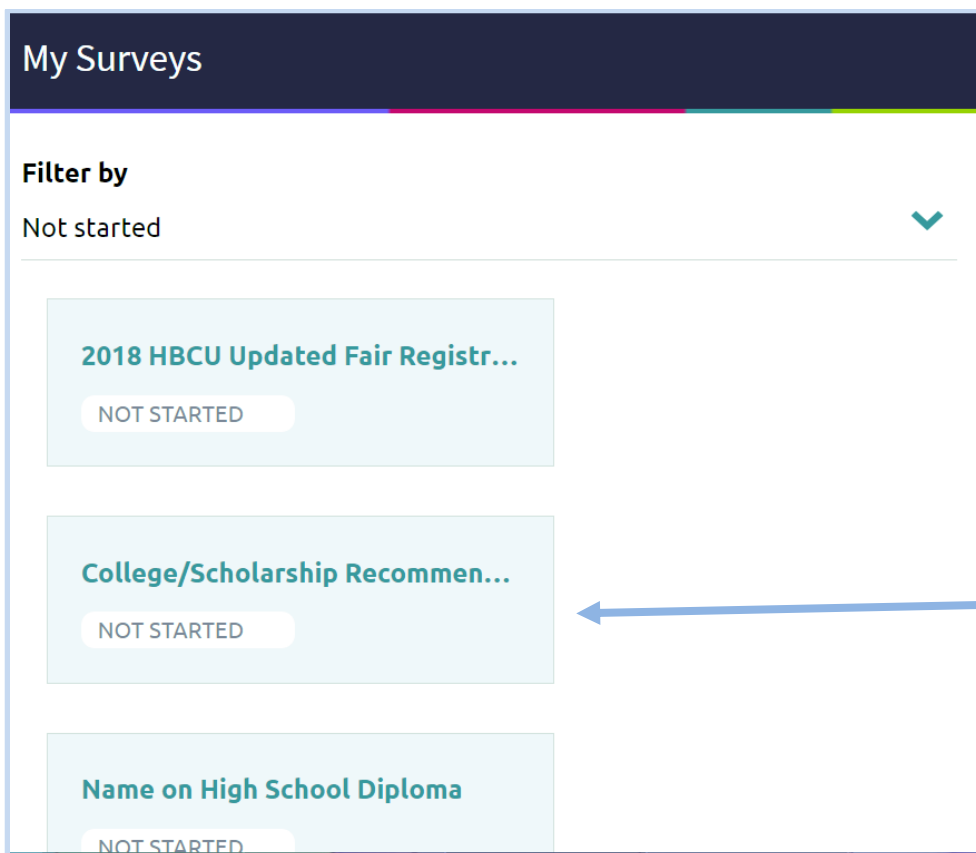
Select
"About Me"



Select "My
Surveys"



Select "Surveys Not Started"



Select "College/Scholarship Recommendation Self Evaluation"

COLLEGE/SCHOLARSHIP RECOMMENDATION SELF-EVALUATION

Below are the questions you need to answer in the self-evaluation:

1. Describe specific extracurricular activities (including jobs) in which you have participated (in the US or another country). Include positions held, leadership, service, sports, arts, etc. What role did you play and how were others influenced by you?
2. Describe awards/honors received, academic, athletic, etc.
3. Tell about an important aspect of high school; SSL Hours/project, a specific teacher, class, moment, something that has positively or negatively impacted you and what you learned.
4. What three qualities would you use to describe yourself and why? For example, (but not limited to): hard working, persistent, good listener, patient.
5. What are you passionate about and how does it relate to what you want to study in college?
6. In reviewing your transcript (grades), is it a fair evaluation of you as a student? Why or why not? Is there anything you would like to explain to colleges in order for them to put your grades in appropriate context?
7. Tell about an event that has shaped your life, or tell about an obstacle you have overcome.
8. Did your parents receive a diploma from a college in the United States?