

COLD SPRING HARBOR HIGH SCHOOL

Counseling Center

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Gregory W. Sloan
Assistant Principal for Counseling

Laurie Conlon • Heather Friedland • Mary-Jo Hannity • Lori Messina • Jennifer Pickering
School Counselors

Dear Class of 2019:

We cordially invite Juniors and their families to meet with their school counselor to discuss postsecondary plans. Counselors wish to see all Junior families even if the student is unsure about directions for the years after high school.

Juniors must submit the Junior Biography to The Counseling Center in order to schedule a Junior College Planning Family Conference so that the counselor can prepare appropriately for the meeting and write a comprehensive letter of recommendation on behalf of the student. Please be as detailed and thorough as possible in completing this packet. Please come for a meeting even if you employ a private counselor; we have much to tell you!

In addition to completing the Junior Biography, students must create a Common Application account and complete the following sections:

1. Profile
2. Family
3. Activities

Submit the completed Junior Biography and the printed out copies of the three completed Common Application sections listed above to Ms. Groeninger or Ms. McCloskey in the Counseling Center as soon as they are complete.

Giving us as much advance notice as you can increases the likelihood of securing the conference time and date your family prefers.

Gregory W. Sloan
Laurie Conlon, Heather Friedland,
Mary-Jo Hannity, Lori Messina

Student's last name

Student's first name

Student's email address – Please make sure it is appropriate for colleges to see

Answers to the following questions are very helpful for the counselor to determine admission and scholarship opportunities, as well as to match college options with college match family preferences. All information is confidential.

What is your religious preference, if any? _____

Degree of religious observance, if any? _____

What is your ethnic background? _____

Will you apply for financial aid? _____ Yes _____ No _____ Undecided

Some students are considering other plans after high school. Please circle any of the options you are considering:

Post graduate year (prep school)

Military service

Gap year

Enter the work force

Vocational training school

Other, please specify:

Which campus setting(s) will you consider:

_____Urban

_____Suburban

_____Rural

Preferred enrollment at your college:

_____no preference

Very small
Under 1,000

Small
1,000-2,000

Medium
2,000-5,000

Large
5,000-8,000

Very large
8,000 +

Type(s) of institution you will consider:

_____ 4 year college _____ 2 year college _____ 2 year technical college _____ private
_____ public _____ SUNY _____ CUNY _____ Nursing college
_____ out-of-state _____ in NY _____ Co-ed _____ single-sex
_____ religiously affiliated: If so, please specify: _____

Please check which region(s) of the United States you will consider for college. Please be specific. If there are several states within each region you will consider, please circle them.

_____ **New England**
(Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island)

_____ **Mid-Atlantic**
(New York, New Jersey, Pennsylvania, Washington, D.C., Maryland, Delaware)

_____ **South**
(Virginia, Tennessee, North Carolina, South Carolina, Georgia, Louisiana, Florida)

_____ **Mid-West**
(Illinois, Indiana, Ohio, Michigan, Wisconsin, Minnesota, Iowa, Missouri, Kansas, North Dakota, South Dakota)

_____ **West**
(Texas, Colorado, Arizona, Nevada, Montana, California, Washington, Oregon)

Are there any special programs in college that are important to you? (ROTC, performing arts, athletics, writing, robotics, etc.)

_____	_____
_____	_____

Under which categories might you apply to college? You may check more than one:

_____Agriculture

_____Architecture

_____Business

_____Computer

Education:

_____Elementary

_____Secondary Education (specify):_____

_____Engineering (General)

_____Engineering (specify):_____

Fine Arts:

_____Fine Art

_____Dance

_____Design

_____Music

_____Theatre

_____Hospitality

_____Liberal Arts

_____Undecided

_____Nursing

_____Other (specify):_____

Please describe your career goals. Describe the subjects, majors or interests you have if your career goals are not specific. Although your major may be undecided, the answer to this question should not be "undecided."

Please list the colleges you are considering at this time:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Honors – list any academic honors you have received since the beginning of grade 9. Attach an additional sheet if necessary.

Description	Grade level(s)

Work Experience – list any part-time jobs or summer employment since September of grade 9. Attach an additional sheet if necessary.

Nature of work	Employer	Dates	Hours weekly

Additional Programs – list any summer, school year or college programs you have attended since the beginning of grade 9. These may have been for enrichment or for academic credit.

Name of program	What did you study or observe?	Dates

Travel experiences – since September of grade 9.

Dates	Destination(s)	Purpose of trip(s)

Do you plan to highlight a particular area of special talent when applying to colleges? If yes:

Sport or Activity	Position and Division	Are you being recruited? By which college(s)?

Performing Arts	Which area?	Are you preparing a tape/CD?

Visual Arts	Which medium/media?	Are you preparing a portfolio?

Reading – outside of school requirements, what do you read?

_____	_____
_____	_____
_____	_____

*****Students with disabilities:** Please indicate which level services

_____testing accommodations only _____a formal learning disabilities services program

*******Your disability or learning difference is a private matter and information about it may not be revealed without your permission and that of a parent. If you wish your counselor to reflect on your disability in the letter of recommendation that will accompany your school records, please provide the appropriate electronic signatures below:

*****My counselor has permission to discuss my disability in the letter of recommendation for college or in conversations with college admissions personnel.**

Student signature

Parent/Guardian signature

Date

Dear Student,

This is your opportunity to provide me with information that you would like a college admissions counselor to know about you. Please answer each of the following questions. Most students typically write between 250 and 500 words, but feel free to write as much as you like.

1. What are you most proud of (personal or academic)?
2. What is the biggest challenge or obstacle you have overcome and how has it impacted you? These might include any factor that has affected your life or your performance in school. Examples might be your own or family illness, financial hardship, family difficulties, etc. Please explain and add additional sheet if necessary.
3. What sets you apart from other applicants?
4. What extracurricular activity/community activity has been most meaningful to you and why? Have you assumed a leadership position?
5. What are three adjectives that best describe you and why?
6. Your responses below will help me to see another side of you:
 - a. Something that always makes me laugh is

 - b. My favorite musical artist/song
is _____
 - c. My favorite television show/movie is

 - d. A good day in my life includes

 - e. My best memory from high school is

 - f. My favorite place in the world is

Teacher recommendations

Teacher recommendations are an important part of any college application. Teachers are asked by colleges to write narratives and complete check-off tables that consider the criteria listed below.

Please consider **all** the categories carefully and think about which of your teachers may be best able to represent you. Understand that the course in which you earned an "A" is not always the best choice – if you had difficulty with a course and worked through it with your teacher and by seeking extra help, **that** teacher might be a very good choice.

While it is not mandatory that your recommenders be chosen from among your junior year teachers, know that **colleges are trying to gauge your current abilities and work habits.**

Teachers are asked to rate students on the following scale: below average, average, above average, well above average, excellent, outstanding, of the top few I've encountered.

The rating categories are:

Academic achievement	Intellectual promise
Quality of writing	Creative, original thought
Productive class discussion	Respect accorded by faculty
Disciplined work habits	Maturity
Motivation	Leadership
Integrity	Reaction to setbacks
Concern for others	Self-confidence
Initiative, independence	Overall

Now that you have considered this information, list the names of three teachers you might ask to write on your behalf:

List any other people who know you well that you might ask to write a recommendation letter:

The Parent Statement

Dear Parents,

The Parent Statement you write for your son or daughter will help us to write a thorough and positive college recommendation letter. Please think about your son or daughter's personal attributes and qualities and give us **concrete examples**, not just adjectives. You may describe your son or daughter's achievements, creativity, maturity, motivation, leadership, integrity, reaction to setbacks, concern for others, self-confidence, initiative, intellectual promise, discipline, hobbies, or any other factor that might be helpful to colleges in making an admission decision. Please focus your comments to experiences and accomplishments during the high school years. You may use these questions as prompts:

- What would you most like a college admission officer to know about your son or daughter?
- What qualities do you most admire about your son or daughter?
- Describe specific events that have made you particularly proud of your son or daughter.
- Describe areas of the most growth and personal development.

If your son or daughter had any personal hardships or difficult circumstances, (death, illness, family issues, medication adjustments) the counselors should be reminded of these things and will, of course, use discretion when writing the recommendation letter. Please remind us if there were scheduling difficulties or if your son or daughter had to take a lower level class to make the schedule work.

This is your chance to brag. We ask that you be truthful, but this is not the time to be modest.

We could never hope to know your children as well as you. Please help us do the best possible job of advocating for them. You may submit a handwritten or typed statement.

Be sure to complete the Appointment Availability Form on the next page. ***One last thing*** – be sure **not** to use your student's Naviance account; **you must use your own**. Contact the Counseling Center if you need to set one up for either parent.

Regards,

Gregory W. Sloan, Assistant Principal for Counseling

Laurie Conlon, Heather Friedland, Mary-Jo Hannity, Lori Messina

Appointment Availability

Your counselor will make every effort to schedule your Junior Conference at a time that is most convenient for you. Plan to meet for at least 45 minutes.

Name and email address of family member responsible for coordinating the appointment
The email address will be used to create and confirm the appointment.

Parent/Guardian: Please circle the day(s) of the week that you are available:

Monday

Tuesday

Wednesday

Thursday

Friday

Students: Circle the periods you prefer to meet. Try to avoid missing major classes.

1

2

3

4

5

6

7

8

9

Parent/Guardian: Circle which starting time is/are best for you:

7:45 am

8:35 am

9:20 am

10:00 am

10:45 am

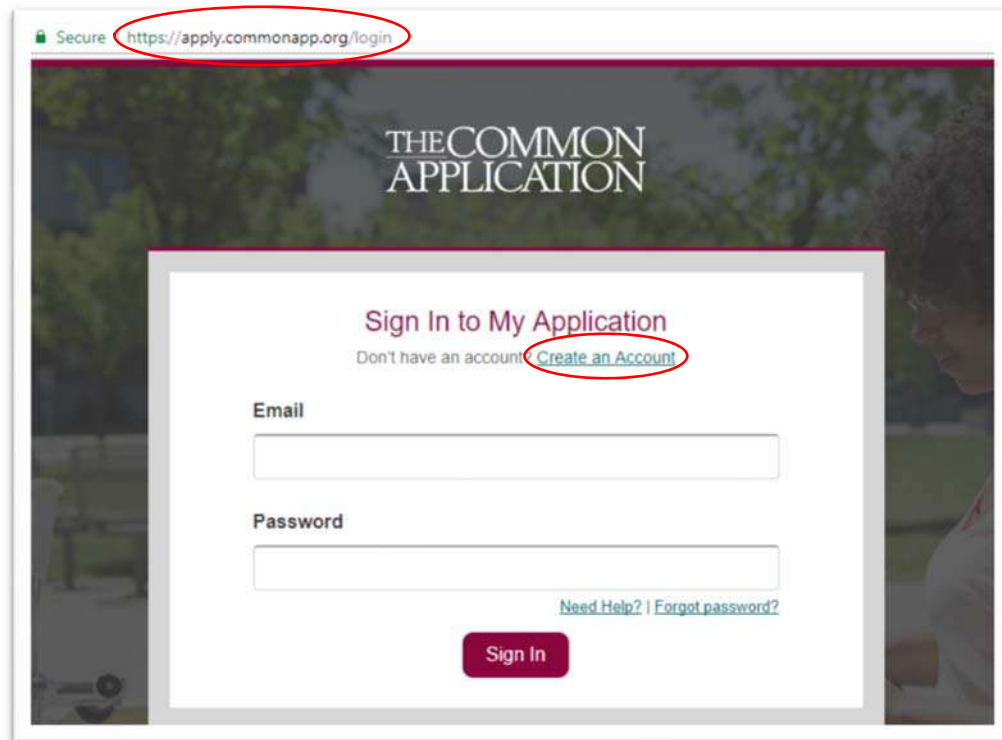
11:30 am

12:15 am

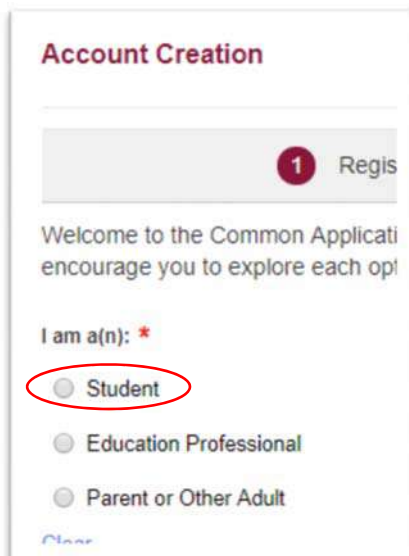
1:00 pm

1:45 pm

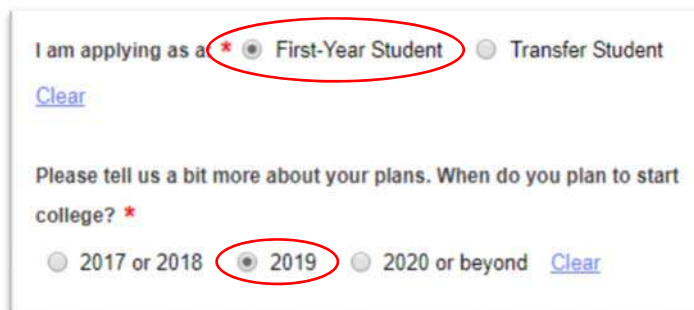
1. Create your Common App Account



The screenshot shows the login page for The Common Application. The browser's address bar displays "Secure https://apply.commonapp.org/login". The page features the "THE COMMON APPLICATION" logo at the top. Below the logo is a "Sign In to My Application" section. It includes a link "Don't have an account? [Create an Account!](#)". There are input fields for "Email" and "Password". Below these fields are links for "Need Help?" and "Forgot password?". A "Sign In" button is located at the bottom of the sign-in section.

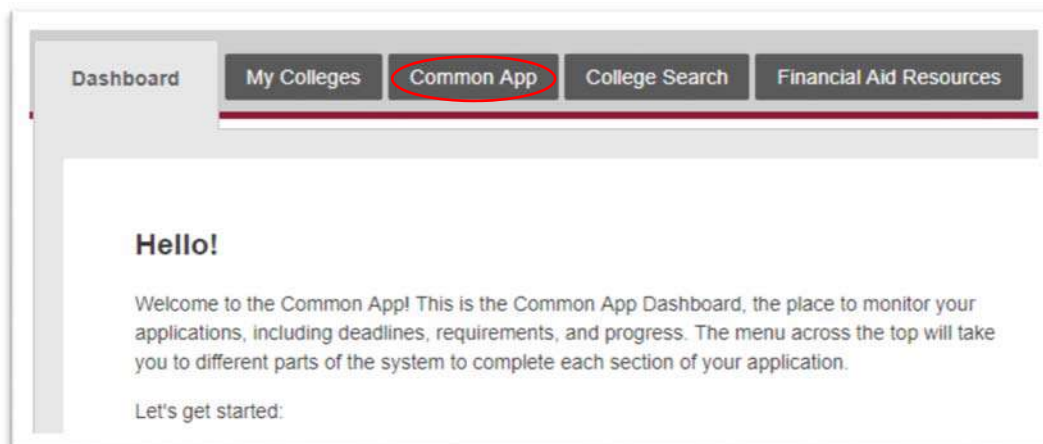


The screenshot shows the "Account Creation" page. It has a progress indicator with a red circle containing the number "1" and the text "Regis". Below this is a welcome message: "Welcome to the Common App! We encourage you to explore each option." The "I am a(n):" section has a red asterisk and four radio button options: "Student" (which is selected and circled in red), "Education Professional", "Parent or Other Adult", and "Transfer Student". There is a "Clear" link at the bottom.



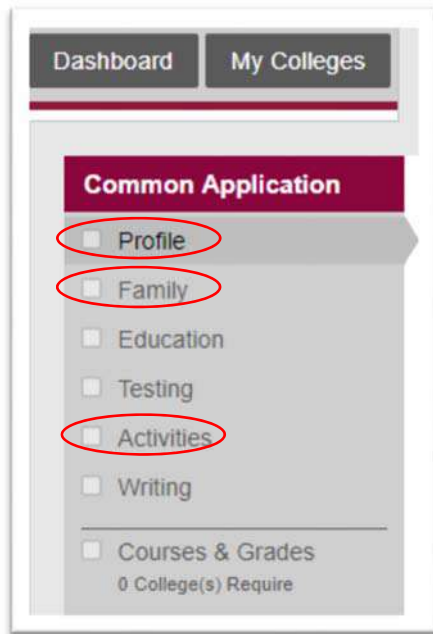
This screenshot shows the "I am applying as a" section of the account creation page. It has a red asterisk and two radio button options: "First-Year Student" (which is selected and circled in red) and "Transfer Student". There is a "Clear" link below. The next section, "Please tell us a bit more about your plans. When do you plan to start college?", has a red asterisk and three radio button options: "2017 or 2018", "2019" (which is selected and circled in red), and "2020 or beyond". There is a "Clear" link at the bottom.

2. Once your account has been created, click on the Common App Tab.



The screenshot shows the Common App dashboard. At the top is a navigation bar with five tabs: "Dashboard", "My Colleges", "Common App" (which is selected and circled in red), "College Search", and "Financial Aid Resources". Below the navigation bar is a "Hello!" greeting. The main content area contains a welcome message: "Welcome to the Common App! This is the Common App Dashboard, the place to monitor your applications, including deadlines, requirements, and progress. The menu across the top will take you to different parts of the system to complete each section of your application." It ends with the text "Let's get started:".

3. Complete the following three sections: 1. Profile, 2. Family, 3. Activities. Click on the links below to view video tutorials on how to complete each section.



Completing the Profile Section Video Tutorial

<https://www.youtube.com/watch?v=1FUff0iweEE&list=PL8KEAorkN10CzbZnllkklg4N-JZ9IVVGC&index=1>

Completing the Family Section Video Tutorial

https://www.youtube.com/watch?v=TyvR2b_FdFE&list=PL8KEAorkN10CzbZnllkklg4N-JZ9IVVGC&index=2

Completing the Activities Section Video Tutorial

<https://www.youtube.com/watch?v=STsKWsmLMMY&list=PL8KEAorkN10CzbZnllkklg4N-JZ9IVVGC&index=5>

The green check mark will indicate that all required parts of each section is complete. Once complete, click on Preview and then Print. Submit the printed out copy of each of these three sections to the Counseling Center along with your completed Junior Biography.

