

# **COLD SPRING HARBOR HIGH SCHOOL**

## **Counseling Center**

82 Turkey Lane, Cold Spring Harbor, NY 11724-1799  
Phone (631) 367-6840 • Fax (631) 692-7096  
[www.csh.k12.ny.us](http://www.csh.k12.ny.us)

Barbara A. Donnellan, Ed.D.  
Interim Director of Guidance

Mary-Jo Hannity, Heather Friedland, Lori Messina, Jonathan Woods  
School Counselors

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Dear Class of 2020:

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. The **Junior Biography** consists of two parts: The **Student Biography** and the **Parent Statement**.

Juniors must submit the **Junior Biography** to The Counseling Center in order to schedule a Junior College Planning Family Conference. These documents are needed 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 **2** completed portions of the **Junior Biography** and the **3** completed Common Application sections listed above to Ms. McCloskey or Ms. Groeninger in the Counseling Center as soon as they are complete. **The deadline to submit these materials is May 6, 2019**

The final part of the Parent Statement is an "Appointment Availability" page. Giving us as much advance notice as you can increases the likelihood of securing the conference time and date your family prefers. Thank you for your participation in this critical process!

Sincerely yours,

Dr. Donnellan, Ms. Hannity, Ms. Friedland, Ms. Messina and Mr. Woods

\_\_\_\_\_  
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.)**

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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.”**

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**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.**

| <b>Dates</b> | <b>Destination(s)</b> | <b>Purpose of trip(s)</b> |
|--------------|-----------------------|---------------------------|
|              |                       |                           |
|              |                       |                           |
|              |                       |                           |

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

| <b>Sport or Activity</b> | <b>Position and Division</b> | <b>Are you being recruited?<br/>By which college(s)?</b> |
|--------------------------|------------------------------|----------------------------------------------------------|
|                          |                              |                                                          |

| <b>Performing Arts</b> | <b>Which area?</b> | <b>Are you preparing a<br/>tape / CD?</b> |
|------------------------|--------------------|-------------------------------------------|
|                        |                    |                                           |

| <b>Visual Arts</b> | <b>Which medium / media?</b> | <b>Are you preparing a<br/>portfolio?</b> |
|--------------------|------------------------------|-------------------------------------------|
|                    |                              |                                           |

**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.**

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**Student signature**

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**Parent / Guardian signature**

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**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 on 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 as regards your child.

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 a schedule work.

This is your chance to brag. We ask that you be truthful, but 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,**

**Barbara A. Donnellan, Ed.D., Interim Director of Guidance**

**Heather Friedland, Mary-Jo Hannity, Lori Messina, Jonathan Woods**



### **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.

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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





**Resources:**

**1. Account Creation**

<https://www.youtube.com/watch?v=hK0DOEqEqBM>

**2. Profile Section**

[https://www.youtube.com/watch?v=6Ox\\_oDbAyhc](https://www.youtube.com/watch?v=6Ox_oDbAyhc)

**3. Family Section**

<https://www.youtube.com/watch?v=81rIUZG4PHI>

**4. Activities Section**

<https://www.youtube.com/watch?v=C6830smoMvM>

**All of these resources are available on the Common App website at this address:**

<https://www.youtube.com/user/CommonAppMedia>

**Contact the Counseling Center with further questions if needed.**