



Class of 2017 Planning Guide

This planning guide should be used as your resource of information on how to best navigate your senior year. All of the information in this guide is also posted on the LRHS Student Services Website.

<http://leesvillestudentservices.weebly.com/>

Please visit the website to view:

- Graduation Requirements,
- College Admission Requirements
- College Visits to LRHS
- Scholarship Information
- Testing Information
- Senior Personal Profile Form
- Release of Records Form

Mark your Calendar

September 8
Senior Class Meeting
for students
during 2nd period

September 15, 6:30
Senior Parent Night

Student Services Information			
Eric J. Greene Dean of Students egreene@wcpss.net	Frank Eaton Counselor Hi-Me featon2@wcpss.net	Dr. Jessica Huber Student Assistance Program Counselor jhuber@wcpss.net	Sallie Busby Financial Aid (October-April)
Nadara Albanese Counselor A-C nalbanese@wcpss.net	Vanta Rogers Counselor Mi-Sc vrogers2@wcpss.net	Anita Reeves School Registrar areeves@wcpss.net	Mary Kathryn Bryant Counselor Intern Mbryant2@wcpss.net
Pamela Saldanha Counselor D-He and ESL pleech-saldanha@wcpss.net	Sarah Oxendine Counselor Se-Z soxendine@wcpss.net	Julie Haunsperger Secretary jhaunsperger @wcpss.net	College/CEEB/SAT/ACT Code: 343214

TRANSCRIPTS/TEST SCORES/COMMON APP

Official Transcripts are not available until the 20th day of the school year, September 25. Don't request a transcript before this date or your class rank will be incorrect!

Official Transcripts cannot be given directly to students or parents.

Transcripts for Schools in North Carolina

1. Go to www.cfnc.org
2. You will need to create a CFNC account or retrieve your account
3. Click on Apply
4. Click on Transcript Manager
5. Follow the prompts
6. CFNC transcripts are free

Transcripts for Schools outside of North Carolina and for the NCAA

1. Go to : <https://wcpss.scribborder.com/>
2. Click the option for Current Students
3. Follow the Prompts
4. You will need to know the email address for the admissions office of the college to which you are applying.
5. The first three requests are free. After your third request, there is a \$5.00 charge.

Transcripts for Scholarships

1. Go To “Forms” on the LRHS website: www.wcpss.net/leesvillerdhs
2. Click on “Authorization for Release of Records”
3. Print the form (This form is also available in the Student Services Office)
4. In the “Documents Requested” column, write in the document you need from the suggested list
5. Bring the completed form to Student Services
6. Transcripts for scholarships are free

Common Application and Transcripts

- Several Colleges and Universities, both public and private, utilize the Common Application Program. If you are applying via the Common App, your transcript will be uploaded by your counselor and you will not need to request it.
- Schools in NC that use the Common Application Program are:
 - Davidson , Duke, Guilford, High Point, Johnson and Wales, Meredith, NC State, Queens, Salem, St. Andrews, UNC-Asheville, UNC-Chapel Hill, Wake Forest, Warren Wilson, UNC-Wilmington

Sending Test Scores

- Colleges and universities must receive SAT and ACT scores directly from www.collegeboard.org or www.actstudent.org . The Student Services Office does not send any test scores to colleges or universities.

Registering with the NCAA

- Go to www.eligibilitycenter.org. and follow the instructions. Student Services does not give transcripts to college recruiters who request one without student and parental permission on file.

THE COLLEGE APPLICATION PROCESS

- Most, if not all, college applications are on-line.
- Make sure to reference individual college websites for specific information regarding their admissions process.
- Deadlines vary! Be sure to check the dates for the colleges to which you are applying.

Common Application Program to Apply for College

- Many colleges now offer students the option of using the Common Application. The Common Application allows the student to complete one application online which then submits the same information to all the schools the student designates. Some colleges may require supplemental information in addition to the Common Application.
- For the Common Application website, go to www.commonapp.org.
- After the student completes their part of the application, the counselor will receive an email requesting that a counselor statement be completed and a transcript attached.
- Allow two weeks for the request to be processed and submitted electronically.
- An Authorization for Release of Records form is not required for the Common Application program.

College Admissions Options

- **Early Action** is an admissions procedure to notify student of early admissions to the college. Students are not obligated to accept the college's offer of admission.
- **Early Decision** is a plan under which candidates may submit credentials early to one college, usually by October 15 of the senior year. Applicants are notified of their status by December. As part of an early decision plan, students are required to sign a statement agreeing to accept the college's offer of admission and must only apply to one school as Early Decision. Students must withdraw applications from other colleges if accepted under early decision.
- **Regular Admission** is the plan under which candidates submit credentials during November to February, depending on school deadlines. Check the deadlines for each individual school.
- **Rolling Admission** is the plan under which candidates submit credentials at their convenience through a certain date, usually late in the year. They receive an offer of acceptance or denial within four to six weeks.
- **Onsite Admission** is an admissions option in which colleges visit students at the high school and make admissions determination during a scheduled appointment

College Admission Keywords

- **Offer of Conditional Acceptance** is acceptance to a college provided candidates maintain academic performance throughout the year. A college can withdraw its offer if grades fall significantly or if a student is involved in an activity that results in disciplinary action by the school or law enforcement.
- **Denial** is a final decision by the college to not offer admission. Students who are denied can apply again after completing at least a semester of college coursework.
- **Deferment** is a delay of admissions decision until a later time. Many competitive schools will defer fall applications to the spring in order to receive additional grades and other information.
- **Waitlisting** occurs after the regular admissions process is complete. There is no guarantee a college will go to the waitlist or where students rank on the waitlist. Students on a waitlist for one college should plan to attend another college and then reconsider if offered admission at a later time.



"OK, maybe it would be better if I interview Anne alone."

STANDARDIZED TESTING INFORMATION

- The **SAT Reasoning Test** (Scholastic Aptitude Test) measures critical reading, mathematics and writing ability and predicts college performance. Colleges select the best critical reasoning, math and writing score for admission criteria. The **SAT Subject test** measures performance in specific subjects. Some highly competitive colleges require SAT Subject tests for placement, and even admission into certain programs.
- The **ACT** (American College Test) measures educational achievement in english, math, reading, science, and writing. Colleges select the best scores from each area for admissions criteria. The ACT also predicts performance of the freshman year in college.
- The **Test of English as a Foreign Language** (TOEFL) is an admissions test administered by computer that focuses on listening, structure, reading, and writing. It is for students whose native language is not English. This includes English as Second Language (ESL) students and non-English speaking students who have been living in the United States for less than five years.
- Check with colleges to see which test they prefer, most schools take both tests.
- Students can register on-line or by completing and mailing a registration bulletin (located in Student Services). Scores can be automatically sent to four colleges that you indicate when registering for the test. If you decide to send scores to a college after the test date, you must notify the testing service to make the request.
- Test Scores **MUST** be sent to colleges/universities by the student through the testing organization, either the SAT or ACT.
- Student Services does not send testing scores.
- **LRHS test code or CEEB code is 343214**
- To register for the SAT go to www.collegeboard.org
- To register for the ACT go to www.act.org
- To register for the TOEFL go to www.toefl.org

SAT 2016-2017	
Test Date	Registration Deadline
October 1	September 1
November 5	October 7
December 3	November 3
January 21	December 21
March 11	February 10
May 6	April 7
June 3	May 9

ACT 2016-2017	
Test Date	Registration Deadline
September 10	August 5
October 22	September 16
December 10	November 4
February 11	January 13
April 8	March 3
June 10	May 5

RECOMMENDATIONS



"I want to show my colleges I'm well-rounded, so I wrote a poem in Spanish about how chess club has made me a better quarterback."

Counselor Statements

- Some college applications require the submission of a counselor statement. It is the student's responsibility to provide this information for the counselor.
- Students should complete an Authorization for Release of Records form.
- Students should make certain that all sections of the form are completed with correct identifying information at the top of the page as well as the names and addresses of the school that need the counselor statement.
- Students should attach the Counselor Statement page to the Authorization for Release of Records form.
- Students should make sure to complete all of the student section on the Counselor Statement before submitting the form.
- Submit the Authorization for Release of Records form and counselor statements to the Student Services Office.
- In order to best complete the counselors statement forms, or to write a letter of recommendation, students must provide their counselor with a resume and or completed Senior Personal Profile- included in this packet) The more information you can provide the better the recommendation!
- **Allow at least two weeks for the counselor to complete the form or letter.**

Teacher Recommendations

- Choose a teacher, coach, club sponsor etc. that knows you well and can supply specific details about what make you unique.
- Don't choose a teacher just because you made an A in their class.
- **Allow at least two weeks for the teacher to write the letter.**
- Provide the teacher with a copy of your resume, senior profile and any other information they need to write a comprehensive letter for you.
- Make sure you communicate to the teacher how they are to process the letter once it is completed. Do they give it back to you to mail? Do they mail it directly to the school?

- Often during the completion of your application, you will supply the college with a teacher's email address and the college will then email the teacher for their recommendation online. In these cases make sure you ask the teacher first if this is okay and then give them your resume and profile as mentioned above.
- Follow up with the teacher who wrote the recommendation to make sure it has been completed and mailed in order to meet all deadlines. The teacher may want to keep a copy.
- Thank them for their time and for their support!

Resumes/activity list

- A resume or activity list can often help your teacher or counselor write a letter of recommendation. Items you might include: sports, clubs, jobs, community service, leadership, awards, etc.

COLLEGE VISITS TO LRHS

Throughout the year, colleges and universities will visit the LRHS campus. These visits will take place during SMART lunch. A calendar and sign up program for these events is posted on the school's website under STUDNETS then CAREER SERVICES SIGN UP. Students can register online to attend these visits. See Ms.Canada in the Career Center, room 102, for more information or her email is gcanada@wcpss.net



"Yes, we have another question. We really like it here but we're concerned about how many APs we need. Also, when can we expect to hear about our scholarships? And where are good places for us to hang out on weekends?"

COMMUNITY COLLEGE INFORMATION

- Last June, over 125 of the 550 seniors that graduated from LRHS enrolled at a community college.
- Some of you may decide to begin your postsecondary education at a community college as well.
- Community colleges provide excellent opportunities for students to excel in a variety of careers.
- Community colleges have also established relationships with several universities for students who wish to transfer after receiving an Associate's degree or the required number of credit hours for transfer.
- There are 59 community colleges in North Carolina.
- Local community colleges include Wake Technical, Wilson, Vance-Granville, and Durham Technical College.
- Information for all 59 community colleges can be accessed at: www.ncccs.cc.nc.us

Wake Technical Community College

Wake Technical Community College (WTCC) has an Open Door Policy. This policy provides for the admission of any person who has reached the age of 18 or has graduated from high school. WTCC offers programs for all educational levels. There are Certificate Programs, Diploma Programs, and the Associate Degree Programs. More information on WTCC can be accessed at: www.waketech.edu or by phone at 919-866-5000.

- **The College Transfer Program**
- **Two degrees are offered: Associate in Arts (A.A.) and Associate in Science (A.S.)**
- **By enrolling in this program, you may complete course work equivalent to the general education requirements (freshman and sophomore years) for the bachelor's degree at a four-year school.**
- **The A.A. or A.S. is awarded upon successful completion of 64 semester credit hours, including the minimum in each of the areas indicated on the specific curriculum outlines.**

MILITARY INFORMATION

- The different branches of the military visit the school monthly, during the school year. Their display will be set up near the Career Center (Room 102-across from the cafeteria). See Ms. Canada in the Career Center for assistance.
- The Armed Services Vocational Aptitude Battery (ASVAB) is an aptitude test that helps you determine your own natural abilities, which will assist you in making informed career choices.
- The ASVAB will also be offered at Leesville Road High School during the school year. See Ms. Canada if you need additional information.



SCHOLARSHIP INFORMATION

- Check with the College/University on scholarships available to incoming freshmen.
- Most students receive scholarships from the school they will attend.
- Spend your time looking at scholarships that are local and from the school the student plans to attend.
- Scholarships that require a school level selection process are handled differently than scholarships open to any student. For these scholarships, the submission of a resume is usually required. (A sample resume is provided in this guide)

Examples of Scholarship Criteria:

- Academic merit or good grades
- Leadership activities
- Community service
- Extracurricular activities/athletics
- Work experience
- Honors and achievements
- Financial need
- Personal Statement
- Overcoming adversity



"Now that I have a college education, maybe I'll be able to earn enough money to pay for my college education."

How do I find out about scholarships?

- Scholarship bulletins will be available in all second period classes, and on the LRHS website periodically throughout the school year.
- On the Student Services Website, go to the "College" tab and click on "Scholarships" in the drop down menu for more information and helpful scholarship websites.

FINANCIAL AID

All students applying for any federal financial aid must file the FAFSA form. The FAFSA is the only application students must complete to be considered for all federal financial aid. You can access this form online at <http://www.fafsa.ed.gov/>. You cannot submit the form until October 1.

- Financial Aid Counselor at Leesville
- Ms. Busby is @ LRHS every Wednesday from mid-September until late April to assist parents and students with the Federal Financial Aid Process and can assist with the completion of the Free Application for Federal Student Aid (FAFSA) form.
- Students can make an appointment to see Ms. Busby in the Student Services front office.
- Parents can call 870-4260 to make an appointment.

Leesville Road High School

Personal Profile

Name _____

Email address: _____

Counselor: ___ Ms. Albanese (A-C)
___ Ms. Saldhana (D-He)
___ Mr. Eaton (Hi-Me)

___ Ms. Rogers (Mi-Sc)
___ Ms. Oxendine (Se-Z)
___ Mr. Greene, Dean of Students
___ Dr. Huber, SAP Counselor

Two teachers who could provide a reference for you: _____

1. What are the first words that come to your mind to describe yourself?

2. What are some words that your teachers would use to describe you?

3. What activity or accomplishment are you most proud of and why?

4. How have you demonstrated leadership?

5. What makes you unique in comparison to others students applying for college?

6. What are your educational and career goals?
