To Our Students,

During the next several months, your counselor, our School Counseling Coordinator, your parents/guardians, teachers, and other support personnel will be helping you make some very important decisions regarding your life after DHHS. If statistics hold true, over 90% of you will be attending some form of post-secondary education. The most important job you can do is to take an active role in the decision making process.

An important question to begin with is: “What do I really want to be doing after graduation?” If the answer is college, then ask “What do I want from this experience?” The next step would be to become an informed consumer. This will involve meeting with your school counselor and doing some independent research. If you are postponing college and/or pursuing other options, you still need to develop a well-organized plan with Ms. Coyle, Ms. Curran, Ms. Judson, Ms. Skarsten, Mr. Heins, or Ms. Hawley.

Thanks to the “Information Age”, research options have become easier. Most of the information contained in this guide has come from the College Board and articles from ASCA (The American School Counselor Association) and years of experience your counseling staff has! Please take the time to read the handbook.

We are looking forward to working with you at this very exciting time. We hope to help you through the sometimes stressful moments of the search process. We strongly believe that the long term outcome will be more meaningful for you if you keep in mind the following: Think about the things that bring you joy, then make a point of connecting with as many of them as possible, as often as possible.

Sincerely,

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Standardized Tests

One of the selection criterion considered by college admission personnel is a student’s performance on standardized tests. Most selective colleges and universities require candidates to submit scores from either the SAT or the ACT. A complete list of acronyms and their actual test titles and purposes is shown below.

**PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test)**
The PSAT/NMSQT test is given in October to high school juniors nationwide. The PSAT is a useful indicator of scholarship aptitude as well as the basis of some merit scholarships. Also, the PSAT, administered by the College Board, is the source of the some college mailing that you will receive. Daniel Hand High School does not send these results to colleges. Students receive three scores: critical reading, math, and writing, as well as a fourth titled the “Selection Index” (SI). The SI is used exclusively for the National Merit competition.

**ACT (American College Testing Program)**
These are four 35-40 minute tests in academic areas of English, Mathematics, Reading and Science Reasoning. In the past, this test has been commonly preferred by colleges in the Midwest, West, and South. Now most schools will accept either the ACT or SAT. Students receive four separate scores plus a composite score. The ACT is scored on a 1 – 36 range with 36 being the highest. The ACT has also added an optional Writing Test. Since the Writing Test is optional, students should check with each college to determine specific requirements. Visit [www.act.org](http://www.act.org) for more information.

**SAT Test (Redesigned)**
The SAT Test is a three-hour test that, according to the College Board, measures critical thinking skills, skills that students will need to be successful in college. The test has 2 sections: mathematical reasoning skills and critical reading. Many colleges and universities use the SAT as one indicator of a student’s readiness to do college-level work. There is an optional 45 minute section for writing. Each section of the SAT is scored on a scale of 400 – 800 and the highest total score possible is 1600. The SAT is typically taken by high school juniors and seniors and is administered several times during the school year. Visit [www.sat.org](http://www.sat.org) for more information. The SAT Test is offered at DHHS in October, March and May. Registration is through the SAT website only.

**SAT Subject Tests**
Subject Tests are designed to measure your knowledge and skills in particular subject areas, as well as your ability to apply that knowledge. All Subject Tests are one hour, multiple choice tests. Students take the Subject Tests to demonstrate to colleges their mastery of specific subjects. The tests are independent of any particular textbook or method of instruction. The tests’ content evolves to reflect current trends in high school curricula, but the types of questions change little from year to year.

Subject Tests fall into five general subject areas: English, History/Social Studies, Mathematics, Science, and Languages. Visit [www.sat.org](http://www.sat.org) for more information.
**TOEFL (Test of English as a Foreign Language)**
TOEFL evaluates the English proficiency of people whose native language is not English. It measures your ability to understand North American English. It's generally required of undergraduates seeking a first degree.

**AP (Advanced Placement Tests)**
These are 2 – 4 hour high school examinations based on college level courses. AP exams are given once a year in May. The scores are primarily used for college placement, credit or advanced standing. The most highly selective colleges may also consider AP scores as part of the admission decision.

**What Tests Should You Take?**
All students should take the PSAT/NMSQT. The test provides useful information about your test-taking skills as well as practice in testing. *If you are planning to go college, you should take the SAT and/or ACT twice*, once in the spring of junior year and again in the fall of senior year. You may find that you score better on one type of test than the other. You will be permitted to select which results you send to colleges, though a few highly selective schools specify the Subject Area Test and strongly encourage SAT. Talk with your counselor in the spring of junior year about the Subject Area Tests and AP exams.

**What About Test Preparation?**
The best preparation for scoring well on college entrance examinations is to take a strong high school program, to do your homework diligently, and to read regularly for information and enjoyment. However, if your scores on PSAT suggest that you test poorly or that you have gaps in your knowledge base, you and your family may want to consider some form of test preparation. A wide range of options are available with dramatic differences in description, time commitment, and cost. Select carefully. Make sure the test preparation course does not negatively affect your performance in school. DHHS does not encourage formal test preparation courses nor advocate for specific test preparation opportunities. However, we do have a list of options and courses available in the School Counseling Office.

**Upcoming Test Dates for 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>SAT</th>
<th>ACT</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21, 2017</td>
<td>X</td>
<td></td>
<td>SAT and Subject Tests</td>
</tr>
<tr>
<td>February 11, 2017</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>March 11, 2017 *</td>
<td>X</td>
<td></td>
<td>SAT only</td>
</tr>
<tr>
<td>April 5, 2017</td>
<td>X</td>
<td></td>
<td>School Day Testing/Juniors</td>
</tr>
<tr>
<td>April 8, 2017</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>May 6, 2017*</td>
<td>X</td>
<td></td>
<td>SAT and Subject Tests</td>
</tr>
<tr>
<td>June 3, 2017</td>
<td>X</td>
<td></td>
<td>SAT and Subject Tests</td>
</tr>
<tr>
<td>June 10, 2017</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

*DHHS is a designated SAT testing location*
## 2016-2017 Testing Dates

### SAT & SAT Subject Test Dates:  January 21, March 11, April 5 (School Day Testing/Juniors), May 6, June 3

#### Fees:

<table>
<thead>
<tr>
<th>Test</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>SAT Test</td>
<td>$45.00</td>
</tr>
<tr>
<td>SAT Test w/Essay</td>
<td>$57.00</td>
</tr>
<tr>
<td>SAT Subject Tests (add the $26.00 Basic Registration Fee to the total fee for the Subject Tests)</td>
<td>$26.00</td>
</tr>
<tr>
<td>All other Subject Tests</td>
<td>$20.00</td>
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<table>
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<tr>
<th>Services</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Late registration fee</td>
<td>$28.00</td>
</tr>
<tr>
<td>Change test, test date or test center fee</td>
<td>$28.00</td>
</tr>
<tr>
<td>Registration score reports, first 4*</td>
<td>Free</td>
</tr>
<tr>
<td>Waitlist testing fee</td>
<td>$46.00</td>
</tr>
<tr>
<td>Register by phone</td>
<td>$15.00</td>
</tr>
<tr>
<td>Scores by phone (per call)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Extra score report to a college or scholarship program*</td>
<td>$12.00</td>
</tr>
<tr>
<td>Telephone Rush Reporting Service</td>
<td>$31.00 plus $10.00 for each report</td>
</tr>
</tbody>
</table>

➢ Go to [www.sat.org](http://www.sat.org) for fall dates and registration

### ACT Test Dates:  February 11, April 8, June 10

#### Fees:

<table>
<thead>
<tr>
<th>Test</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT (No Writing) - Includes reports for you, your high school, and up to four college choices (if valid codes are provided when you register)</td>
<td>$42.50</td>
</tr>
<tr>
<td>ACT Plus Writing - Includes reports for you, your high school, and up to four college choices (if valid codes are provided when you register)</td>
<td>$58.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services (Add to basic fee for your test option)</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th and 6th College Choices</td>
<td>Add $12.00 each</td>
</tr>
<tr>
<td>Telephone registration; 319.337.1270</td>
<td>Add $15.00</td>
</tr>
<tr>
<td>Late registration fee</td>
<td>Add $27.50</td>
</tr>
<tr>
<td>Standby testing on test day</td>
<td>Add $51.00</td>
</tr>
<tr>
<td>Test date change or test center change</td>
<td>Add $25.00</td>
</tr>
<tr>
<td>Viewing scores and score report online</td>
<td>Free</td>
</tr>
</tbody>
</table>

➢ Go to [www.act.org](http://www.act.org) for fall dates and registration

*Research and Selection of the College*
Now for the exciting part of this process: researching and selecting an institution that offers you the best opportunity to achieve your goals. The experience is made more manageable if you use the resources available.

**College Fairs**

College fairs are also an excellent way to gather more information. Many high schools host college fairs and your counselor can tell you if and when such fairs are presented. In addition to local college fairs, there are national college fairs that will have as many as 350 or more colleges represented including those from other parts of the country. The National Association for College Counseling website, [www.nacac.com](http://www.nacac.com) has a complete listing of these national college fairs along with tips on preparing to visit colleges at the fairs. Spring college fairs are:

- New York City National College Fair March 26, 2017
- Springfield National College Fair April 3, 2017
- Hartford National College Fair April 6 – 7, 2017
- Daniel Hand High School College Fair April 19, 2017
- Providence National College Fair May 8, 2017
- Boston National College Fair May 7-8, 2017

**College Representatives**

Numerous colleges send representative to Daniel Hand High School to talk with prospective students. The majority of these visits occur during first trimester. The representative provides current, accurate information about the institution and the admissions policies. The representative that you meet with may be the same person who will process your application and participate in your admission decision. The schedule of college visits is posted outside the DHHS Counseling Office, in the Daily Bulletin, and on Naviance (you can sign-up for a specific college visit on Naviance.) Students with unassigned time are encouraged to visit the representative. If you will be missing class time, you must ask your teacher in advance for permission to attend a college session.

**Before Seeing the Representative:**

- Make the appropriate arrangements if it is necessary to miss a class
- Learn about the campus from the resources in the Counseling Office, friends or on the internet. When the representative comes, you can verify your impressions and ask further questions
- Know your standardized test scores and grade point average for a better conversation with the representative

**When You are with the Representative:**

- Make sure you sign the attendance sheet, and plan on meeting for about a ½ hour
- Although this is not a formal interview, it is a first impression. Be comfortable, whether there are many students seeing the representative or you are the only one.
- Be courteous, prompt and professional. Take notes so you may refer to them later.
- Ask for the correct spelling of the representative’s name and write it down. If you cannot attend, please let the Counseling Office know, they will pick up materials for you.
Types of Colleges

What Suits You Best
What kind of college do you see yourself attending? Different types of colleges suit different types of people. Take a look at these descriptions to help you see where you fit in.

Liberal Arts Colleges
Liberal arts colleges offer a broad base of courses in the humanities, social sciences, and sciences. Most are private and focus mainly on undergraduate students. Classes tend to be small and personal attention is available.

Universities
Generally, a university is bigger than a college and offers more majors and research facilities. Class size often reflects institutional size and some classes may be taught by graduate students.

Community or Junior Colleges
Community colleges offer a degree after the completion of two years of full-time study. They frequently offer technical programs that prepare you for immediate entry into the job market.

Upper Division
Upper division schools offer the last two years of undergraduate study, usually in specialized programs leading to a bachelor’s degree. You would generally transfer to an upper division college after completing an associate degree or after finishing a second year of study at a four-year college.

Agricultural, Technical, and Other Specialized Colleges
Have you made a clear decision about what you want to do with your life? Specialized colleges emphasize preparation for specific careers. Examples include Art/Music, Bible, Business, Health Science, Seminary/Rabbinical, and Teaching.

Public vs. Private
On the one hand, public colleges are usually less expensive, particularly for in-state residents. They get most of their money from the state or local government. Private colleges rely on tuition, fees, endowments, and other private sources. On the other hand, private colleges are usually smaller and can offer more personalized attention.
**Tips for Finding Your College Match**

**College Characteristics to Consider**
How can you find colleges that match your needs? First, identify your priorities. Next, carefully research the characteristics of a range of schools. Finally, match the two. Here are some college characteristics you should consider:

**Size Of The Student Body**
Size will affect many of your opportunities and experiences, including:
- Range of academic majors offered
- Extracurricular possibilities
- Amount of personal attention you will receive

In considering size, be very sure to look beyond the raw number of students attending. For example, perhaps you’re considering a small department within a large school. Investigate not just the number of faculty, but also how accessible faculty members are to students.

**Location**
Do you want to visit home frequently, or do you see this as a time to experience a new part of the country? Perhaps you like an urban environment with access to museums, ethnic food, or a major league ball games. Or maybe you hope for easy access to the outdoors or the serenity of a small town.

**Academic Programs**
If you know what you want to study, research reputations of academic departments by talking to people in the fields that interest you. If you’re undecided, relax and pick an academically balanced institution that offers a range of majors and programs. Most colleges offer counseling to help you find a focus.

In considering academic programs, look for special opportunities and pick a school that offers many possibilities.

**Campus Life**
Consider what your college life will be like beyond the classroom. Aim for a balance between academics, activities, and social life. Before choosing a college, learn the answers to these questions:
- What extracurricular activities, athletics, and special interest groups are available?
- Does the community around the college offer interesting outlets for the students?
- Is there an ethnic or religious group in which to take part in?
- How do fraternities and sororities influence campus life?
- Is housing guaranteed?

**Cost**
Today’s college price tag makes cost an important consideration for most students. At the same time, virtually all colleges work to ensure that academically qualified students from every economic circumstance can find financial aid that allows them to attend.
**Diversity**
Explore what you might gain from a diverse student body. Think about the geographic, ethnic, racial, and religious diversity of the students as a means of learning more about the world. Investigate what kinds of student organizations or other groups with ethnic or religious foundations are active and visible on campus.

**Retention and Graduation Rates**
One of the best ways to measure a school’s quality and the satisfaction of its students is to learn the percentage of students who return after the first year and the percentage of entering students who remain to graduate. Comparatively good retention and graduation rates are indicators that responsible academic, social, and financial support systems exist for most students.

**What Selectivity Means for You**

**Understanding Admission Factors**
Admission officers evaluate applications in different ways, depending on how selective, or competitive, their college is.

**The Levels of Selectivity**
At one level there are “open admission” colleges. These schools require only a high school diploma and accept students on a first-come, first-served basis. At the other extreme are very selective colleges. They admit only a small percentage of applicants each year. Most colleges fall somewhere in between.

- **Less selective** – These colleges focus on whether applicants meet minimum requirements and whether there is room for more students. Acceptable grades are often the only requirement beyond an interest in college study. The SAT or ACT may be required, but test scores are usually used for course placement, not admission.

- **More selective** – These colleges consider course work, grades, test scores, recommendations, and essays. The major factor may be whether you’re ready for college-level study. You could be denied admission because of a weakness.

- **Very selective** – As many as 10 to 15 students apply for each spot at very selective schools. Admission officers look carefully at every aspect of a student’s high school experience, from academic strength to test scores. Since many applicants are strong academically, other factors – such as your essay – are critical. Although they receive a great deal of publicity, only a small number of colleges (fewer than 100) are this selective.
Admission Factors

Selective colleges consider these factors for admission:

- courses taken
- counselor/teacher recommendations
- ethnicity
- grades
- application questions and essays
- geographic location
- grade point average
- personal interview
- alumni relationship
- activities outside the classroom
- major/college applied to
- admission test results
- special talents and skills

There is no general agreement about which of these factors are ranked more important. Most admission officers place weight on your high school record.

How Important Are Extracurricular Activities?
The significance of activities has been exaggerated. While schools do consider them, they're looking to see if you've shown a long-term commitment in one or two areas.

Need-Blind Admission
Most colleges have a need-blind admission policy. This means they decide whether to make an offer of admission without considering your family's financial situation.

Other colleges are need sensitive; they do consider your family's financial situation in the admission process. These colleges know they can't satisfy the financial aid needs of all applicants. Some schools use need sensitive admission when deciding to accept a borderline student or to pull a student off of the waiting list.

Match Yourself With Admission Standards
Before you consider your college search complete, use Naviance to compare your academic and personal qualifications to those of students typically admitted to schools where you want to apply.
10 Ways to Jumpstart College Planning

Ready, set . . .
It’s amazing, but decisions you make as early as 8th grade have a huge effect on your college career. They affect how soon you’ll go to college, how good the college you go to will be, and even whether you’ll go to college at all.

1.) Get involved – Getting ready for college isn’t all work. Find something you really like doing, then dive into it. Maybe you’re drawn to sports, student council, music, art . . . you get the picture. You’ll develop skills and be more appealing to colleges (like students who’ll add something to campus life.)

2.) Do the work – If you expect to go to college later, expect to study now. No one can do it for you. Don’t talk the college talk – “I’ll go to college to get a great career” – without walking the walk.

3.) Take challenging courses – Colleges look at your grades, sure, but also how difficult your courses are. They want to see that you’ve challenged yourself. Plus, if you pursue advanced courses, such as AP, you may be able to get college credit.

4.) Get help – Having trouble in a class? Stay afterschool with teachers, work with a peer tutor, talk to your counselor – let them know you want extra help.

5.) Read – Read at least 30 minutes every day, beyond study and homework. Read what interests you – magazines, novels, whatever. People who read more know more.

6.) Don’t delay – You take the PSAT/NMSQT as a junior (or even as a sophomore). So you have a few semesters before then to take the solid math and other courses that get you ready.

7.) Get the college-bound facts – How do you know all the right moves to get into college? Ask someone who’s done it. Get to know your counselor. Start your college search on Naviance.

8.) Involve your family – When parents or guardians haven’t been to college themselves, they may think they can’t help you. That’s not true. They can talk to counselors and help you stay on the right path.

9.) Look for a mentor – If you don’t find support at home, look for other adults who can lend their enthusiasm and help make sure you succeed. You might look to a counselor, a teacher, or someone else you trust.

10.) Confront personal roadblocks – If you have a problem that’s really getting in the way of schoolwork, try to sort it out. Talking to friends helps, or look for an adult – parent, coach, nurse and counselor - who can offer advice.
Campus Visit Checklist

How to make the most of your trip

Here are things you should not miss while you’re visiting a college.
Take it with you on your visit.
We left some blanks for your own action items.

<table>
<thead>
<tr>
<th></th>
<th>Take a campus and/or a visual tour.</th>
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<tbody>
<tr>
<td></td>
<td>Have an interview with admission officer.</td>
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<td></td>
<td>Get business cards and names of people you meet, for future contacts.</td>
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<td></td>
<td>Pick up financial aid forms.</td>
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<td></td>
<td>Participate in a group information session at the admission office.</td>
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<td></td>
<td>Sit in on a class of a subject that interests you.</td>
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<td></td>
<td>Talk to a coach in your chosen sport.</td>
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<td></td>
<td>Talk to a student or counselor in the career center.</td>
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<td></td>
<td>Spend a night in the dorm with a current student.</td>
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<td></td>
<td>Read the student newspaper.</td>
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<td></td>
<td>Try to find other student publications--department newsletter, &quot;alternative&quot; newspapers, and literary reviews.</td>
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<tr>
<td></td>
<td>Scan bulletin boards to see what day-to-day-student life is like.</td>
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<td></td>
<td>Eat in the cafeteria.</td>
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<tr>
<td></td>
<td>Ask a student why he/she chose this college.</td>
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<tr>
<td></td>
<td>Wander around the campus by yourself.</td>
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<tr>
<td></td>
<td>Read for a little while in the library and see what it’s like.</td>
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<tr>
<td></td>
<td>Search for your favorite book in the library.</td>
</tr>
<tr>
<td></td>
<td>Ask a student what he/she hates about the college.</td>
</tr>
<tr>
<td></td>
<td>Browse in the college bookstore.</td>
</tr>
<tr>
<td></td>
<td>Ask a student what he/she loves about the college.</td>
</tr>
<tr>
<td></td>
<td>Walk or drive around the community surrounding the campus.</td>
</tr>
<tr>
<td></td>
<td>Ask a student what he/she does on the weekends.</td>
</tr>
</tbody>
</table>
Some Questions To Ask At The College Visit

- What are the strongest departments at the college? Is there an opportunity to work one-on-one with professors?

- What sizes are classes generally?

- How do I compare academically with students already attending this school?

- Do you have internships and/or a career center to assist in post-college plans?

- What do students do after they graduate. Do they go on to postgraduate studies? What percentage are employed upon graduation?

- How important are fraternities and sororities on campus?

- What percentage of students remain on campus during weekends?

- What kinds of living accommodations are there? Dorms? Foreign language houses? Private apartments? What percentage of students live in each?

- Are sports available for the average player? Ask about specific activities which interest you.

- What percentage of the students receive financial aid?

- What support services are available to students? Post-graduate planning? Free health care? Tutoring if needed? Help finding off-campus employment during the school year and during the summer? Junior year abroad or at another U.S. institution?

- What is the institutional policy and commitment to ethnic/cultural diversity?
Questions Interviewers Ask

What will they ask? How will I know what to say?” These are the worrisome fears that most students have about the interview. The questions are not intended to “catch you” but rather to help you talk about yourself. Remember that one purpose of the interview is to get to know you better, and questions are a way to break the ice and get you started.

When going to an interview, arrive on time, be early but never be late. Dress appropriately. This doesn’t have to mean dresses for the women and suits for the men, but be neat, clean and presentable. Leave your jeans and T-shirts at home for another time and place. Don’t be afraid to make some notes that you will take into the interview with you. And remember to send a thank you note directly to the person who interviewed your (with correct name and title) when you return home.

The following sections provide sample questions on these subjects that have been asked to get interviews underway. An interviewer will ask only one or two of these questions as a springboard to get things rolling.

Questions About Your High School Experience:

Your Academic Background
- Tell me something about your courses.
- What courses have you enjoyed the most?
- What courses have been the most difficult for you?
- What satisfactions have you had from your studies?
- Has school been challenging? What course has been the most challenging?
- What kind of student have you been? Would this change if you had the chance to do it over again?
- Have you worked up to your potential?
- Is your record an accurate gauge of your abilities and potential?
- Is there any outside circumstance that interfered with your academic performance?

Your Extracurricular Activities
- What extracurricular activity has been most satisfying to you?
- What is the most significant contribution you’ve made to your school?
- How would others describe your role in the school community?
- What activities do you enjoy most outside the daily routine of school?
- Do you have any hobbies or special interests?
- Have you worked or been a volunteer?
- How do you spend a typical day after school?
- What do you do in your spare time?
- How did you spend last summer?
- What do you do with any money you’ve earned?

Your Community
- How would you describe your hometown?
- How has living in your community affected your outlook?
**Questions About College:**

- Why do you want to go to college?

(There are variations on this theme that require further analysis, so try to think beyond the “getting a good education” response or “finding a career.” Think a little harder and dig a little deeper to get answers that are true for you.)

---

**Interview checklist**

<table>
<thead>
<tr>
<th>Before</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Make an interview appointment at a college in which I’m interested.</td>
<td></td>
</tr>
<tr>
<td>☐ Learn what type of interview to expect—such as a student interview vs. an alumni interview</td>
<td></td>
</tr>
<tr>
<td>☐ Research the college by reading its brochure and course catalog and visiting its Web site.</td>
<td></td>
</tr>
<tr>
<td>☐ Make notes about why I want to attend this college.</td>
<td></td>
</tr>
<tr>
<td>☐ Try several practice interviews where I’ve taken turns being the interviewer and interviewee.</td>
<td></td>
</tr>
<tr>
<td>☐ Prepare questions I want to ask the interviewer.</td>
<td></td>
</tr>
<tr>
<td>☐ Lay out an appropriate interview outfit.</td>
<td></td>
</tr>
<tr>
<td>☐ Gather any documents I might need, such as my test scores and high school transcript.</td>
<td></td>
</tr>
</tbody>
</table>

**After**

| ☐ Make notes about the conversation for thank-you note material or future reference. |  |
| ☐ Take any business cards that are offered, for contact information.            |  |
| ☐ Breathe a sigh of relief.                                                    |  |
Communicating Your Interest

Communication is the key to a successful search and selection experience. To request information, a telephone call or communication through e-mail is in order. Also, call to arrange campus visits and tours through the admission office. For the following situations, written communication is preferred. The sample letters below present appropriate responses for some of the many situations you will confront.

SAMPLE LETTERS (can be via US mail or e-mail)

THANK YOU FOR YOUR VISIT LETTER

Date
Director of Admissions
College or University
Street Address
City, State, Zip

Dear :

Thank you for spending time with me when I visited your campus. I especially appreciated your arranging for me to see (name of activity or interest.)

The visit increased my interest in (name of College or university.) I am excited about the opportunity to attend (name of college or university.)

Once again, thank you!

Sincerely yours,

Signature

Name
Your Street Address
City, State, Zip
THANK YOU FOR THE ALUMNI INTERVIEW LETTER

Date

Name of Alumnus or Alumna
Street Address
City, State, Zip

Dear :

Thank you for taking the time from your busy schedule to give me the opportunity to discuss (name of college or university) and my qualifications for admission. You were most helpful. Your personal experience has given me a better understanding of why I would like to attend (name of college or university).

Sincerely yours,

Signature

Name
Your Street Address
City, State, Zip

COLLEGE ACCEPTANCE LETTER

Date
Director of Admissions
College or University
Street Address
City, State, Zip

Dear :

I am a senior at Daniel Hand High School in Madison Connecticut, and was pleased to be informed by your office that I have been accepted for admissions in the fall term.

I will be looking forward to attending (name of college or university). Thank you for your favorable decision.

Sincerely yours,

Signature

Name
Your Street Address
City, State, Zip
WITHDRAWAL OF APPLICATION LETTER

Date

Director of Admissions
College or University
Street Address
City, State, Zip

Dear :  

I was pleased to be accepted as a student at (college or university). However, after much consideration, I have decided to attend another school. Please know that this decision was very difficult.

Please withdraw my application and accept my thanks for your help and consideration.

Sincerely yours,

Signature

Name
Your Street Address
City, State, Zip
SAMPLE COVER LETTER FOR ATHLETES

Date: Spring Junior Year

Coach's Name
Address
City, State, Zip

Dear Coach (Coach's Name):

The Daniel Hand coaching staff recommends that I forward to you the attached athletic resume outlining of my scholastic and athletic achievements. This year I am a starting varsity football and baseball player at Daniel Hand.

I am very interested in attending your school. A dedicated student, I plan to pursue a degree in Business Administration after graduation from Daniel Hand High School in June.

I would like to discuss with you, or a representative, the possibility of participating in your athletic program.

For your convenience, I have attached the remainder of the football schedule as well as the complete baseball schedule. I look forward to meeting you in the near future.

Sincerely yours,

Signature

Your Name
Address
City, State, Zip
The College Essay

Most college-bound students approach the task of writing a personal essay for college admissions with some trepidation and a few questions. First of all, the essay is important to you and to the college. According to one admissions director, "It makes the facts in the student's folder come alive for us. Because it is the student's personal statement, no single piece of admissions evidence gets as much attention and provokes as much discussion."

The essay is your opportunity to take charge of the information the college receives about you, and to provide information that does not appear in grades, test scores and other materials. It allows you to reveal your intelligence, talent, sense of humor, enthusiasm, maturity, creativity, expressiveness, sincerity and writing ability—traits that count in the admissions evaluation.

Generally speaking, the admissions staff will evaluate your application essay on three levels:

**Level 1.** Your ability to use standard written English that is correctly written, punctuated and contains correct grammar, usage and syntax.

**Level 2.** Content, substance and depth of insight reflecting your ability to think about yourself and to convey your true feelings or opinions about a topic.

**Level 3.** Creativity and originality. "It is at this level," according to a dean of admissions, "that students can position themselves as unique—as individuals who would bring a freshness of vision and viewpoint to the college that will enhance the quality of its academic and social life."

In its essay directions, a college may ask you to do one or more of the following:

- **DESCRIBE** your uniqueness as a person, or tell something about yourself that cannot be learned from other information in your application.

- **DISCUSS** something that has contributed significantly to your growth.

- **COMMENT** on your goals and aspirations and tell how you expect the college to help meet them.

- **EXPRESS** your imagination, originality, opinions or feelings on a special topic.

Whatever the topic, the care and attention you give it will express the level of your motivation and how much you care about the college.
Essay Writing Tips

Here are a few tips for developing an essay that conveys your personal qualities.

1. Plan your essays during the summer before your senior year, if you can, or early in your senior year. Allow yourself enough time for all the steps below.

2. Understand the college's topics, directions and deadlines, and look in its catalog or guidebook for descriptions on the personal qualities it is looking for. One selective college, for example, seeks "candidates whose qualities of intellect, initiative and energy demonstrate desire for both intellectual and personal fulfillment." An essay for that college should demonstrate and persuade the institution that you have those qualities.

3. Write a draft. Set the draft aside for 24 hours, then read it to spot clichés, vagueness, dullness, grammatical errors and misspellings. Is your essay focused on your theme, or does it ramble? Is it confusing, or boring? Does the introduction "grab" the reader?

4. Rewrite your essay based on this evaluation and repeat step 3 as often as necessary to sharpen your essay.

5. Ask someone whose opinions you respect to read your essay and give you his or her candid impressions. Ask for specifics but do not let this person rewrite your essay. "Tell me what you think I'm trying to say. How do I come across as a person? What parts confuse you? Where do you need more details? Tell me the parts you like best."

8. If necessary, go back to step 3. If this draft is the best you can do, polish it by checking again for spelling and grammatical errors, awkward phrasing, inaccurate usage, unnecessary words, or anything else that does not sound right to you. Read your essay out loud to locate the rough spots.

9. Type your essay and proofread it to catch typographical errors and any other errors you may have missed.
Writing An Academic Resume

As you apply for jobs, college, scholarships, internships etc., you are often asked to submit a resume. The objective of a resume is to give both admissions representatives and faculty writing your recommendations a quick overview of your abilities, interests and experiences. A resume is a one-page document that highlights the best things about you. As high school students, we ask that you prepare an academic resume.

An academic resume is a summary of your educational experience and should highlight your scholastic honors, grade point average, standardized test scores, leadership positions and personal achievements, as well as any extra-curricular activities, community service and work experience. Resumes must be neat and have no errors. You must keep it specific and relevant. Ask yourself, "Could my resume tell the same story if it were shorter?" It is a marketing tool not an autobiography. Never put anything in a resume that is not true.

Almost ALL forms of resumes for high school students should include the following elements:

- **Name/Contact Information:** Your address, city, state, zip code, and email address (you may want to create a new email for professional use)

- **Education:** This is your full-time job while you are in high school. You should include the year you expect to graduate, your SAT or ACT scores and GPA if they are competitive.

- **Relevant skills:** Any special skills you have (computer skills, communication or organizational skills, CPR training, etc).

- **Special Awards/Honors:** Highlight awards that you have earned while in high school.

- **Extra-Curricular Activities:** We highly recommend that you get involved with some activities in or outside of school, such as athletics, band or clubs.

- **Volunteer Activities/Community Service:** Both colleges and employers look favorably on people who have "given back" to society. It shows that you do not think and do things that only benefit you.

- **Work Experience:** You may or may not have anything in this area as a high school student.

Students should begin documenting this information in Naviance when they are freshmen. We will help proofread a draft of your resume and make suggestions for changes.

For more tips about resumes go to:

http://www.ctdol.state.ct.us/youth/resumes.htm

http://www.collegeboard.com
Sample Resume

Sally Doe
123 Main Street
Madison, CT  06443
(203) 245-6350
DHHSStudent@aol.com

Education
HS Diploma: Will graduate in June 2017 from Daniel Hand High School, Madison, CT
GPA: 3.4  SAT: 1830  Critical Reading:  680  Math:  550  Writing:  500
Additional Training: Currently taking a three-credit college course, Introduction to Photography at Middlesex Community College, Middletown, CT

Skills
Computer Skills: Microsoft Word, Excel, PowerPoint and use of the Internet
Retail Skills: Operating a cash register, processing checks and credit cards, customer service

Honors and Awards
- Boehringer Ingelheim Pharmaceuticals Scientific Scholar (2014)
- Rotary Youth Leadership Award (2014)
- National Honor Society (2014-15)

Extra-Curricular Activities
- Varsity Swim Team (2013-to present)
- Student Council  (Vice President 2014-15)
- Girl Scouts (2013-2014), received Silver Award

Volunteer Activities
- Member, Interact, a student-based Rotary Club,  (2014-Present)
- Organized penny drive for AIDS Awareness, (2014)
- Organized first Habitat for Humanity Club, (Spring and Summer 2013)
- Tutored five students in math at Polson Middle School, (2013-Present)
- Assisted teacher in religious classes for fifth graders, (2013-Present)

Employment
- Retail/Customer Service, The Gap, Clinton, CT  (August 2013-Present)
- Taught Red Cross Swim lessons to fifth graders (Summer 2015)
Potential College Athletes

Many collegiate athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting and financial aid. The NCAA has three membership divisions - Division I, Division II and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse.

Obtain information from your high school counselor in the spring of your junior year about the rules and calendar governing your filing with the Clearinghouse.

Registration Process

In order to be registered with the Clearinghouse, you must:
1.) Complete the registration process found at www.ncaaeligibilitycenter.org.
2.) After completing the registration and paying the fee, advise the School Counseling Department that your registration is complete.
3.) Request to have your school transcript sent, at the completion of your junior year (after 9 trimesters).
4.) Upon graduation, an official transcript with your graduation date will be sent. By mid to late July; you will be able to check your eligibility verification on the NCAA website.

Remember the NCAA website is:

www.ncaaeligibilitycenter.org
Athlete's Resume

Jane Doe

Class of 2017

School
Daniel Hand High School
286 Green Hill Road
Madison, CT 06443
203-245-6360

Date of Birth: January 29, 1999
Height: 5'9"
Weight: 140lbs

Academics

GPA:
SAT:
Verbal: Math: Subject Tests: Writing, Biology, Literature

Honors:
National Honor Society, Executive Board Member
SHS Citation: Gifted and talented in the visual and graphic arts
Staples High School Education Association Award for excellence in multi-media art
Brown University Book Award
Spotlight Award - Leadership
Advanced Placement Courses: English, Biology, Art
Honors Courses: English, Chemistry, Biology, History, Spanish
Four Years Of: English, Social Studies, Math, Science, Art
Academic/Career Interests: English, Literature & Art / Journalism, Advertising

Basketball

Stats per game junior years:
Points: 7.7
Free Throws: 63%
Rebounds: 5.7
Field Goals: 42%
Assists: 1
Steals: 1.6
Total points: 208

Career stats per game:
Points: 6.3
Free Throws: 61%
Rebounds: 5.2
Field Goals: 39%
Blocks: 1
Steals: 1.5
Total points: 323

Basketball Awards:
All-Conference Academic Team (2015)
AAU, Connecticut Starters: 3/13 -6/15

Activities

Varsity Soccer: 4 years
Varsity Basketball: 4 years
Varsity Softball: 3 years
Captain-Elect: Varsity, Soccer, Basketball, Softball (2013-2016)
Coach and Referee: Parks and Recreation Basketball (3 years)
Financial Aid

There are two forms that students need to consider when applying for financial aid.

1) The first is the federal form known as the FAFSA (Free Application for Federal Student Aid). All colleges require the FAFSA if a student wants to be considered for aid. Students are encouraged to begin your application after October 1st at www.fafsa.ed.gov

2) Many private colleges require an additional form, the CSS Profile. It is important to register for the Profile at least 4-6 weeks before your college deadline. The profile does have a fee attached and you may apply online at www.css.collegeboard.org

Sources and Purpose of Student Financial Aid:

There are two types of financial aid: Need based-based upon the difference between the cost of attendance and the family’s ability to pay as determined by the FAFSA. Merit based—which is generally given to students in recognition of special skills, talent and/or academic ability.

The federal government is the largest single source of student financial aid funds. The programs include the following:

1- Pell Grant: awards to help undergraduates pay for their post-secondary education. To determine eligibility the information you report on FAFSA is analyzed and you will receive an EFC (Expected Family Contribution). You will receive an SAR (Student Aid Report) which will tell you if you are eligible for a Pell Grant.

2- Federal Supplemental Educational Opportunity Grants (FSEOG): For undergraduate students, with the greatest financial need.

3- Federal Work Study Program (FWS): provides jobs for undergraduate students who need financial aid. FWS gives you a chance to earn money to help pay for your educational expenses. The financial aid office at the college you attend is responsible for determining your eligibility and for arranging the job.

4- Federal Direct Student Loans: are low interest loans made to students. The lender is the U.S. Department of Education. There are two types of loans, which the FAFSA will determine the eligibility for.
   a. Subsidized loan: the U.S. Department of Education pays the interest while you are in school for the first six months after you leave school.
   b. Unsubsidized loan: the U.S. Department of Education does NOT pay your interest, students are responsible either while at school or you may defer until the loan goes into repayment.

5- Federal Direct Parent Loans (PLUS): for credit-worthy parents of a dependent undergraduate student. Parents can apply for up to the cost of attendance minus any financial aid the student is receiving. Financial need is not required, but the FAFSA is.

6- Vocational Rehabilitation Grants: awarded to physically or emotionally handicapped individuals through the State Department of Vocational Rehabilitation Services.
FAFSA/CSS Profile Checklist: What To Do and When To Do It

If you think you need aid to continue your education, your chances of getting it are best if you apply in the right way at the right time. Be sure to pay careful attention to posted deadlines.

- Obtain a FAFSA Personal Identification Number (PIN) for both parent and student prior to completing the form online. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and save these pin numbers as they are required for signatures at the end of the process.
- Complete your FAFSA form online as soon as possible after January 1st. Process the form at least four weeks prior to the financial aid deadline set by the colleges. Be sure your answers are complete and correct.
- Review the acknowledgements you receive after submitting your form. Be sure that all entries are correct.
- Respond promptly to any request for additional information about your FAFSA or Profile Form.
- Check to see if other financial aid forms are required by the colleges to which you are applying. Complete the forms as early as possible and return to the college.
- Compare your financial aid packages. If you need assistance, see your counselor or attend Financial Aid Night which is offered every fall.

**Scholarships**

- Check for information on other scholarships that will be posted on Naviance or in the guidance department.
- Find out if your parents employers, professional associations or labor unions sponsor any scholarships.
- Check with community organizations and civic, Veteran, cultural and fraternal groups to see if they sponsor scholarship programs.

Pay close attention to award letters. Carefully review any financial aid award letter you receive. Notify the college whose offer you are accepting and inform the other colleges of your decision so that the financial aid they reserved for you can be freed for other applicants. Be sure to follow any directions so that you can be certain of your aid.

Explore alternatives. If the college of your choice cannot provide you with enough aid, you may want to consider borrowing. Learn about loans, interest rates, repayment schedules and other terms and conditions before you apply.

Naviance: Always check the listings in Naviance for the most up to date list of scholarships we have available.
Post-Secondary Guide

College Application Checklist:

- Request transcript by submitting a blue form to guidance office (3 weeks prior to college application deadline).
- Add colleges on Naviance under the “Colleges I Am Applying To” tab.
- Submit the “FERPA” Privacy Notice on the Common Application.
- Request teacher recommendations on Naviance.
- Send SAT/ACT scores to colleges using SAT/ACT websites.

The College Application Form:

- Read the entire application before beginning to complete it. Be sure you understand all of the directions.
- The Common Application is accepted by many colleges. These colleges are listed on the Common Application form. [www.commonapp.org](http://www.commonapp.org).

Early Application Information:

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>EARLY DECISION</th>
<th>EARLY ACTION SINGLE CHOICE</th>
<th>EARLY ACTION NOT SINGLE CHOICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why apply early anywhere?</td>
<td>Early senior year notification</td>
<td>Early senior year notification</td>
<td>Early senior year notification</td>
</tr>
<tr>
<td>Can I apply early elsewhere?</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>When do I have to deposit if admitted?</td>
<td>Soon after Admitted</td>
<td>May 1-information in letter of admission</td>
<td>May 1-information in letter of admission</td>
</tr>
<tr>
<td>May I apply under regular admission plan to other colleges?</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>If admitted under early plan, must I withdraw all other applications?</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Will I be able to apply for Financial Aid?</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Will I be able to compare Financial Aid Awards from several colleges?</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>What should I consider before I apply under the plan?</td>
<td>Absolutely sure that it is the right college</td>
<td>Seriously interested but not ready to commit</td>
<td>Seriously interested but not ready to commit</td>
</tr>
</tbody>
</table>

JH/16

SAT, SAT II and ACT Tests:
Students must send official SAT scores to Colleges using the College Board website ([www.collegeboard.org](http://www.collegeboard.org)) and ACT scores must be sent directly from the ACT website as well ([www.actstudent.org](http://www.actstudent.org)).
**Blue Form:**
To request that a transcript be sent to a college, a student must submit a blue Request for Transcript form a minimum of **3 weeks** in advance of a college application deadline. A Request for Transcript form and $2.00 must be submitted for each college to which a student wishes to apply.

**Teacher Recommendations:**
See your teacher in person to request a recommendation letter. Once you have spoken to your teacher(s) confirm the request by using the teacher recommendations tab in Naviance. If a college does not accept electronic submission of recommendations you must provide the teacher a stamped addressed envelope for each college.
- Be sure to send thank you letters to your teachers.
- As you hear from colleges, please let your teachers and counselor know the status of your acceptance.

**Financial Aid:**
Attend Financial Aid Night in the Dining/Assembly Hall (usually held in October)
- FAFSA: (Free Application for Federal Student Aid) All colleges require FAFSA for government based college financial assistance.
- CSS Profile: (College Scholarship Service) required by some, mostly private colleges.

**Scholarships:**
- Use Naviance to search for scholarships.
- Check with parents’, friends’ and other contacts’ workplace scholarships.
- Local Scholarships: information will be mailed home in March.
**Family Connection** from Naviance is our web-based service designed especially for students and parents. It is a comprehensive website that you and your child can use to help in making decision about courses, colleges, and careers. **Family Connection** is linked with Counselor’s Office, a service that we use in our office to track and analyze data about your students’ plans, so it provides up-to-date information that’s specific to our school.

**Family Connection** will allow you and your child to:

- Get involved in the planning and advising process – Build a resume, complete on-line surveys, and manage timelines and deadlines for making decisions about colleges and careers
- Research colleges – Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past.
- Sign up for college visits – Find out which colleges are visiting our school and sign up to attend those sessions.
- Request transcripts, track college applications, submissions, and teacher recommendations
- Complete post-graduation plans survey

**Family Connection** also lets us share information with you and your child about up-coming meetings and events, local scholarship opportunities, summer enrichment programs and other Web resources for college and career information. **Please be sure that your child’s email is entered into Naviance so he is able to receive messages.** In addition, the site includes a link that your child can use to send us e-mail messages.

To visit our school’s **Family Connection** site, use your Web browser to connect to:

http://connection.naviance.com/dhhs

When you visit the site for the first time, please enter your personal registration code in the New User Box and follow the on-screen instructions to create your own account.

We have a video created by Naviance that will really help you understand the Common App and linking it to your Naviance account. Please copy and paste this link in your browser:

https://vimeo.com/102639828
Requesting a Transcript through Naviance and Electronic Submission

- **Log on to Naviance**
  - User name may be your email
  - If you don’t remember your password:
    - Click “forgot password”
    - Log onto your email account and get your password

- **Important privacy notice for Common Application**
  - Click on “Colleges” tab
  - Click on “Colleges I am applying to”
  - Scroll down to the Common Application Privacy Notice (FERPA Agreement)
  - BE SURE YOUR COMMON APPLICATION USERNAME AND PASSWORD ARE THE SAME AS WHAT YOUR ARE USING ON THE PRIVACY NOTICE! If they aren’t your info will not be sent to colleges!

- **Add schools that you are applying to, to your list**
  - Under “Colleges I am applying to”
  - Click “Add to this list”
  - Click “lookup”
  - Type college name into “Search by name”
  - Click on school’s name
  - Scroll down click “Add College”
  - Repeat for other colleges

- **Requesting a transcript:**
  - Under “Colleges I am applying to”
  - Click “Request Transcript”
  - Check “add request” next to colleges you want a transcript sent to
  - Add colleges as needed
    - Click “lookup”
    - Type college name into “Search by name”
    - Click on school’s name
  - Scroll down and click “Request Transcript”

- **College Visits**
  - Under “College” tab
  - Scroll down to “My Colleges”
  - Click on Upcoming College Visits (you can click on sign-me up if you would like to attend a visit)

- **Scholarships**
  - Click on “My College” Tab
  - Scroll down to “Scholarships and Money”
  - Click on “Scholarship List” (check this list frequently, as we update often)
Alternatives To College

EMPLOYMENT

Some of you will have had enough schooling for now and will want to go directly to work. You need to talk to your counselor early about how to be ready for meaningful employment after graduation. Only planning can get you into a career and not just a job. Some employment opportunities provide excellent on-the-job training, which gives you valuable new skills for future career direction.

Steps In Planning For Your Future Employment

1. Evaluate yourself--your abilities, values and interests. Ask yourself the following questions: How do I feel about work? What work experience do I have? What courses did I like in school? What are my overall likes and dislikes? Do I like to work with numbers, people or things? What kind of job would I like to have in order to earn enough money? What has my high school experience prepared me to do?

2. Use available career resources to search out specific information about your possible career choice--any necessary training, expected earnings, advancement possibilities, projected employment outlook and personal qualifications.

3. Arrange to spend time with people involved in your field of interest to watch them at work (called "shadowing") and to interview them.

4. Obtain a part-time job that will help you explore a career field and give you experience and training that will be useful in obtaining full-time employment after graduation.

5. For assistance in locating full-time employment after high school graduation, contact local business and industry representatives.

6. Find out where to seek employment. Check newspapers, trade magazines, placement agencies, government (state/local) employment services, training center, schoolwork programs and civil service jobs posted in your local post office. Also check bulletins, announcements, the local YMCA and YWCA and your church. Talk with your parents, relatives and friends about possible job openings. Some of the most lucrative jobs may be found right in your own backyard.

7. Prepare a resume and practice filling out job applications.
Prepare for each interview

- Find out all you can about the company, policies and product.
- Be confident; have self-esteem.
- Bring your resume or send one ahead if requested.
- Be prepared; answer questions simply and quickly; itemize your work experiences.
- Dress appropriately; use common sense and taste.
- Arrive for the interview early. You may be asked to wait, but it will make an excellent first impression. If your interview is out of town, check mode of transportation to be used and weather conditions for the day.

At the interview

- When you are introduced, remember the interviewer's name.
- If requested to fill out additional papers or forms, be brief and simple. Use your resume or notes for reference.
- Be sure-footed, ask questions, talk about your goals, sell your skills and training.
- Relax, be yourself, be honest and tactful; present yourself in a way that the company thinks they need you.
- Be alive, indicate you know the company, their product, their people, process and potential growth.
- When questions are asked to which you do not know the answer, don't fake it; simply answer the questions as honestly as you can.
- The employer wants to talk to you. Do not bring anyone with you to a job interview.
- By all means talk about your past work experiences; try not to brag or exaggerate. Try not to conceal previous work records (even though they may have been poor experiences) or complain about past employers or supervisors. If you were serious about your education while in high school, you should do very well. BE POSITIVE!
- Conclude the interview with an arrangement for finding out the prospective employer's decision on hiring. As a follow-up, write a note thanking the person who interviewed you for his/her time and consideration.
- Do not become discouraged if, during your first interview you become nervous or fail to present yourself favorably. You will improve with time. Your counselor in your high school is there to help you. See him/her early in your senior year so he/she can work with you.
Military Service

Should I Go Into The Armed Services?
The Armed Services is one of the major employers in the nation. It is also a major source of educational training and preparation for entry-level jobs. There are numerous job-training opportunities in the military for both men and women. If you would like to travel or earn good wages immediately, the military service may be for you. Representatives from all the services are available to give you information about career training and/or educational opportunities. Check with the counseling office.

Enlisted Personnel
Recruiting officers of all branches of the Armed Services visit the high school regularly. If you are interested, speak with your counselor to set up an appointment. You can also seek additional information by visiting the recruiting offices in your area.

Seniors should consider learning about specific abilities that they have by taking the Armed Services Vocational Aptitude Battery (ASVAB). This test is administered each school year. There is no cost to either the student or school district, nor does taking the test obligate the student to enlist. See your counselor for more details.

Special opportunities for job training are offered enlisted personnel who meet the testing requirements for specific jobs that may be useful in later civilian life as well. Additional courses are paid for when needed, and the credits earned are an asset in future planning.

Career, Vocational, and Business Schools

Continuing Your Education
Many students will find that a specialized school (vocational, business, technical or career) fulfills their needs much better than a two-year or four-year college. Investigation of job opportunities will reveal that many hundreds and even thousands of occupations require training that may be obtained through forms of learning such as career training.

Students interested in a particular type of career-oriented education should consult their counselor about schools to explore, write for catalogs where there is an interest, and later follow through with a visit to the school.

Specialized schools generally do not require an examination like the SAT or the ACT. Many will recommend that a test be taken at the school for placement purposes only. Your counselor can suggest the names of reputable schools where you can study everything from cosmetology to computer programming. You should know that eligible students can use federal grants for career schools as well as for college tuition.
Exploring Career-Related Schools
1. The following steps may be helpful in assisting you to find the many career-related schools and job training programs that are available to prepare you for skilled occupations.

2. The Occupational Outlook Handbook is an excellent source of information. Because career information is constantly changing, you may want to use on-line programs, as well as Naviance, to find more information.

There are three kinds of educational programs:
- State-supported technical colleges and regional vocational/technical post-secondary graduate programs, which are usually inexpensive.
- Continuing educational programs for adults sponsored by the school system, which are also minimal in price.
- Private schools are profit-making institutions and are considerably more expensive. Evaluate them carefully.
- Be sure to check whether the program you want is offered at a state-supported school. Before you pay for a private program, compare it to the state or local institution.

Things To Consider
1. If the school is not within commuting distance, what are the living arrangements?

2. What are the total expenses to complete the program? Remember supplies, materials and travel are part of the expenses.

3. Are SAT tests or other forms of entrance tests required?

4. Are there any special course requirements needed in addition to a high school diploma (i.e., two years of college preparatory mathematics, etc.)

5. What kind of financial aid is available? Only government approved schools are eligible for government aid.

6. Is the school accredited? This means that when you complete the program you are eligible to take a licensing examination if one is required, or receive a certificate granting you the right to practice your chosen career. THIS IS VERY IMPORTANT.

7. Does the school have a good Placement Office? Check this out with recent graduates. A good placement officer will have established relationships with local businesses that rely on the school to provide candidates for entry-level jobs.

8. If at all possible, visit the school to look at the facilities and talk to the director of admissions and students in the program.

9. Talk to prospective employers about the school's reputation within the company and their past experience with hiring graduates from the school.
Apprenticeship

APPRENTICESHIP in its simplest terms, is training in occupations that require a wide and diverse range of skills and knowledge, as well as maturity and independent judgment. It involves planned, day-by-day training on the job and experience under proper supervision, combined with related technical instruction.

THE APPRENTICE is usually a high school graduate, of legal working age, with manual dexterity and other characteristics directly related to the apprenticed occupation to be learned.

LENGTH OF TRAINING varies depending on the occupation and is determined by standards adopted by the industry. The minimum term of apprenticeship is one year.

APPRENTICED OCCUPATIONS can be found in such industries as electronics, construction, service, metal working, public administration, medical, and health care. There are approximately 800 apprenticed occupations currently recognized by the Bureau of Apprenticeship and Training and the State Apprenticeship Agencies.

RELATED TRAINING covers such subjects as mathematics, blueprint reading, applied English and other technical courses needed for the specific occupation and is customarily taken outside working hours.

ON-THE-JOB TRAINING is the learning of each process by carrying it out step by step under the close supervision of a skilled craft worker.

WAGES paid the apprentice begin at approximately half those of the fully trained craft worker and usually advance at six month intervals until the apprentice completes training. Then the apprentice is paid the full craft worker wage.

APPRENTICESHIP PROGRAMS may be sponsored by an employer, a group of employers, or a union. (Often employers and unions form joint apprenticeship committees which determine industry needs for particular skills and the kind of training required, and set the standards for acceptance into the programs.)

ADDITIONAL INFORMATION may be obtained by contacting the local office of the Bureau of Apprenticeship and Training, U.S. Department of Labor or the State Apprenticeship Agency.

REGIONAL OFFICES/BUREAU OF APPRENTICESHIP AND TRAINING
REGION 1
JFK Federal Building
Room 520-B
Includes:
Government Center
Connecticut
Boston, MA 02203
Massachusetts
Telephone: 617-788-0304
New Hampshire
Maine
Rhode Island
Vermont
Terms To Know

Advanced Placement Program (AP)
Gives motivated high school students the opportunity to take college-level courses in a high school setting. Thousands of colleges worldwide award credit or advanced placement to students with a "qualifying" grade on AP Exams. AP Exams are graded 1 to 5, with 5 as the highest.

American College Test (ACT)
The ACT is a college entrance exam administered by the American College Testing Corporation that measures educational development in English, mathematics, social studies, and the natural sciences. Scores are reported as 1 to 36, with 36 as highest. Most colleges accept scores from either the ACT or SAT.

Associate Degree
Awarded by a college or university after satisfactory completion of a two-year program of study.

Bachelor's Degree
Awarded by a four-year college or university after satisfactory completion of a program of study.

College Board
A national nonprofit membership association whose mission is to prepare, inspire, and connect students to college and opportunity. The College Board administers the PSAT/NMSQT, SAT, SAT II: Subject Tests, the Advanced Placement Program (AP), CLEP, the College Scholarship Service (CSS), and CSS/Financial Aid PROFILE.

Common Application
A standard application form accepted by more than two hundred selective colleges in lieu of their own form is available online.

CSS/Financial Aid PROFILE
A financial aid form produced by the College Board required for students seeking aid at approximately 10 percent of the nation's four-year colleges (including the most highly selective institutions).

Deferred
When a student's application for early decision or early action is postponed, and will be considered with the regular applicant pool.

Early Action (EA)
A program that gives special consideration to a student who applies for admission by a specified date, usually in early fall. Students are not obligated to enroll if admitted (also known as early notification).
Early Decision (ED)
A program that gives special consideration to a student who applies for admission by a specified date, usually in early fall. Students are obligated to enroll if admitted, and to withdraw applications from other institutions.

Federal Work-Study Program
A Federal program that provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses.

Financial Need
The Student’s cost of attendance less the expected family contribution. In determining a student’s eligibility for a Subsidized Stafford Loan and FFELP borrower’s total loan amount, the student’s estimated financial assistance is also subtracted from the cost of attendance.

Free Application for Federal Student Aid (FAFSA)
The need analysis form produced by the U.S. Department of Education that is required for students seeking aid by nearly all colleges and universities.

Gap
The difference between the financial need of a student and the financial aid package given to that student. Also referred to as unmet need.

Gift Aid
Money given to a student to cover college expenses that does not have to be repaid, such as grants and scholarships.

Grant
Money given to a student to cover college expenses that does not have to be repaid. Grants are awarded on the basis of financial need.

Honors Program
Programs within a college or university that offer greater challenges and opportunities for a select population of highly motivated and academically successful students.

NACAC
The National Association for College Admission Counseling, the professional association of high school counselors, college advisors, and college admissions officers.

NCAA
National Collegiate Athletic Association, it is the governing body for the college athletics and for students interested in playing in Division I or II sports, the group that determines student eligibility for participation.
Open Admissions
Schools that take any high school graduate until all the openings are filled. Almost all two-year colleges have an open admissions policy.

Profile
Sometimes referred to as School Profile, It is a statement about each school that accompanies each student’s transcript when it is mailed to the colleges’ admission offices. It usually includes information about the high school, its grading system, the community, information about test scores, and what students do after high school graduation,

PSAT/NMSQT
The Preliminary SAT/National Merit Scholarship Qualifying Test is a standardized test that provides firsthand practice for the SAT and SAT II: Subject Tests. It also gives students a chance to qualify for National Merit Scholarship Corporation's (NMSC) scholarship programs.

Rolling Admissions
Admissions procedure by which the college considers each student's application as soon as all the required credentials have been received (e.g., school record, test scores). The college usually notifies applicants of its decision without delay.

SAT
The SAT Reasoning Test is a measure of the critical thinking skills you will need for academic success in college.

SAT Subject Tests
One-hour, primarily multiple-choice tests that measure achievement in specific subject areas.

Student Aid Report (SAR)
The form sent to families in response to submission of the Free Application for Federal Student Aid (FAFSA) indicating the Expected Family Contribution (EFC.)

Student Search Service
A free information service for students who take the PSAT/NMSQT, SAT, or AP Exams. By participating in Student Search Service, students let colleges, universities, and scholarship programs know they are interested in hearing from them.

Waitlist
A list of applicants who may be considered for acceptance if there is still space after admitted students have decided whether or not they'll attend.

Work-Study
A federally funded program in which students take campus jobs as part of their financial aid package. To participate in a work-study program, students must complete the FAFSA.
Important Websites

Naviance:  http://connection.naviance.com/dhhs
The Common Application:  www.commonapp.org
College Search Comprehensive websites: www.collegeboard.com/csearch
  www.collegenet.com/
  www.petersons.com/
  www.princetonreview.com/home.asp
  www.collegebound.net/
  www.mycollegeguide.org/
  www.careersandcolleges.com/cnc/login.do
  www.nacacnet.org
American Association of Community Colleges (AACC):  www.aacc.nche.edu/
Campus Tours:  www.campustours.com

Financial Aid, Loans and Scholarships

FastWeb:
College Planning:  collegeplan.org
College Scholarships:  www.college-scholarships.com
Connecticut Family Education Loan Program (CT FELP):  www.chesla.org
Connecticut Student Loan Foundation:  www.cslf.com
FAFSA on the Web:  www.fafsa.ed.gov/
Fastaid:  www.fastaid.com/
FinAid!:  www.finaid.org - Financial Aid Information Page
Student Loan Funding:  www.studentloanfunding.com
Wired Scholar: Paying for College:  www.wiredscholar.com/paying/content/index.jsp

SAT and Other Prep Sites:
ACT  www.actstudent.org
College Board  collegeboard.com
Test Prep:  www.testprep.com
Kaplan:  www.kaplan.com
Preparing for college?
Visit the Daniel Hand Library Media Center

**Scholarship Handbook 2016**

**College Handbook 2016**

**Book of Majors 2016**

**McGraw Hill Education SAT 2016**

**Getting Financial Aid 2016**

**Also in the DHHS Media Center:**

- AP Study Materials
- Prowler Series - College reviews written by students
- **Scranton Library has an online college reference section** offering SAT prep and college search information:
  - Go to-
    - Teens
    - Preparing for college
    - Testing and education reference center
    - Log in with your library card
    - College prep tools
    - Online books and practice tests
# Guidance Information for College Applications

The following information will assist you in filling out college applications:

<table>
<thead>
<tr>
<th>Proper name of high school:</th>
<th>Daniel Hand High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>286 Green Hill Road, Madison, CT 06443</td>
</tr>
<tr>
<td>CEEB/ACT Code:</td>
<td>070370</td>
</tr>
<tr>
<td>Date of Entry:</td>
<td>August/September of your freshman year: (Ex. 9/13)</td>
</tr>
<tr>
<td>Date of Graduation:</td>
<td>Always the last day of school or month/year (Ex. 6/17)</td>
</tr>
</tbody>
</table>
| Counselor’s Name & Email:  | Jennifer Hawley hawleyj@madison.k12.ct.us  
Christine Coyle coylec@madison.k12.ct.us  
Mary Curran curranmary@madison.k12.ct.us  
Kyle Heins heinsk@madison.k12.ct.us  
Patricia Judson judsonp@madison.k12.ct.us  
Cynthia Skarsten skarstenc@madison.k12.ct.us |
| Counselor’s Title:         | School Counselor |
| Counselor’s Phone:         | 203.245.6360 |
| Fax number:                | 203.245.6356 |
Additional Articles for Reference


# JUNIOR MONTH TO MONTH CALENDAR 2016-17

## AUGUST/SEPT.
- **9/01** Registration deadline for the 10/01 SAT test.
- 9/10 ACT testing date.
- **9/12** Registration begins for PSAT/NMSQT in the Guidance Office. Fee: $25.00
- **9/16** Registration deadline for the 10/22 ACT test.
- Plan next two years of extracurricular and community service activities.
- Ongoing: Attend College Representative meetings, check in Naviance for listings.

## OCTOBER
- Read PSAT/NMSQT Bulletin.
- 10/1 SAT testing date.
- **10/5** Registration deadline for the 10/5 PSAT test.
- **10/7** Registration deadline for the 11/5 SAT test.
- 10/15 – 7:30am PSAT Testing here at DHHS (Please note: This is a Saturday date and is given only once a year).
- 10/22 ACT testing date.
- Ongoing: Attend College Representative meetings.

## NOVEMBER
- Speak with your counselor about college interests and begin the college search process.
- **11/3** Registration deadline for the 12/3 SAT test.
- **11/4** Registration deadline for the 12/10 ACT test.
- 11/5 SAT testing date scheduled here at DHHS.
- Attend College Representative meetings.
- Starting this month, Junior Meetings will be scheduled with your parents/guardians and your counselors.

## DECEMBER
- PSAT/NMSQT to be reviewed.
- Using PSAT/NMSQT results and other data, begin to develop range of colleges with your counselor.
- Talk with graduates who are home from college.
- **12/3** SAT testing date.
- **12/10** ACT testing date.
- **12/21** - Registration deadline for 1/21 SAT test.

## JANUARY
- **1/13** Registration deadline for the 2/11 ACT test.
- **1/21** SAT Testing date.

## FEBRUARY
- Make appointment with your counselor to continue your college/Career search and to plan your senior courses.
- **2/2** AP Pre-Registration during lunch waves.
- **2/10** – Registration deadline for the 3/15 SAT test.
- **2/11** ACT testing date.

## MARCH
- Consider taking SAT Subject Tests in courses you are finishing this year.
- **3/3** Registration deadline for the 4/08 ACT test.
- 3/11 SAT Test Date scheduled here at Daniel Hand.
- AP Exam Deposits due.

## APRIL
- Obtain applications and college view books, begin college visits.
- Explore Early Decision/Early Action options.
- **4/5** In school SAT testing date for all Juniors.
- **4/7** Registration Deadline for the 5/6 SAT test.
- **4/8** ACT testing date.
- **4/19** College Fair (6-7:30 p.m. at DHHS)

## MAY
- **5/5** Registration Deadline for the 6/10 test.
- 5/6 SAT Testing Date here at Daniel Hand.
- **5/9** Registration deadline for the 6/3 SAT test.
- Ask teachers, administrators and coaches for letters of recommendations.

## JUNE
- Arrange college visits and/or interviews for summer.
- **6/3** SAT Testing date.
- **6/10** ACT Testing date.

## SUMMER
- Review for SAT and ACT
- Keep up extra-curricular and community service activities
- Work on resume and college essay.

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October 6, 2016. Dates subject to change, please check Guidance Department website and/or Naviance for the most updated information.