

School Without Walls

Senior Handbook

2017-2018 School Year



2018



Congratulations on being a School Without Walls Senior!

You have made it here!

The Senior Project is a graduation requirement, and the most important SWW milestone you can achieve. Everything you need to know about your Senior Project, deadlines, and the college application process is outlined in these pages.

It is your responsibility to read and fully understand this information.

These next 10 months will challenge you personally and academically; however, I am confident that every senior is equipped with the skills and talents to end his/her high school years with the confidence, strength and determination to help make this world a better place.

Have a successful and fulfilling senior year!

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7 Pillars of the Senior Project

You will be evaluated on the following:

The Senior Project shows that you have demonstrated:

1. Time Management

Have you consistently demonstrated time management through keeping appointments, meeting deadlines, and organizing work time? Have you balanced the work of the Senior Project with other school responsibilities? Does your project reflect nine months of effort?

2. Problem Solving Skills

Is your project well thought out? Have you demonstrated skills and growth in gathering the information you need, synthesizing information, and drawing reasonable conclusions? Have you found resolution when you've encountered difficulties and challenges during the course of your Sr. Project?

3. Coping with Frustration

Have you demonstrated the ability to handle frustrations in a positive, responsible manner? Have you learned from your mistakes and shown growth in how frustrations affect you?

4. Movement toward Independence

Have you demonstrated the ability to use resources beyond your Advisor? Have you made decisions that you carried out? Have you demonstrated self-discipline?

5. Communication

Have you demonstrated the ability to speak and write clearly and concisely about your project and what you have learned? Have you written in your Sr. Journal consistently to:

1. Document the process you followed and any obstacles you encountered?
2. Discuss the contents of any conversations you had with community experts and others related to your project?
3. Communicate with your Advisor and Sr. Project Committee members about your progress?
4. Remind yourself to ask questions of those involved in your project?

6. Reflection

Have you thought about how the project and process might affect your future? Have you critically thought through successes, mistakes and failures regarding your project?

7. Responsibility

Were you able to successfully fulfill the commitments made on your Sr. Project Proposal form?

5. Once your topic is approved, create your Sr. Project Committee. The purpose of the committee is to support you in your project and evaluate whether or not you have fulfilled your commitment.
 - a. Your Advisor
 - b. One SWW staff member
 - c. Two responsible underclassmen students who can judge you fairly.
 - d. Two community experts who are knowledgeable in the area you are investigating, and who are willing to take the time to work with you and help you with what you need to learn. Give each Community Expert a copy of the Informational Letter written by the Principal (attached). Family members cannot serve on a committee. All community members must have been out of high school for at least three years. (If a committee member resigns, consult your Advisor immediately who will notify the Principal and a replacement appointed).
6. Check with everyone on your committee to decide on the best date to hold your first committee meeting. Your meeting can be held anywhere you decide. You must let all members know of the scheduled date in writing one week in advance.
7. Hold your first meeting. All parts of the proposal are completed at this time. Your Advisor should type the proposal while the meeting is in progress so that each committee member can sign at the end of the meeting.
8. After your parent or guardian signs the proposal, submit it to the office for the Principal to sign.
9. Once the Principal signs, make copies of your proposal for each committee member, the school office, and yourself. Give your Advisor the original proposal for safe-keeping.
10. Begin work on your Sr. Project immediately. **Remember to follow the 7 Pillars, meet all deadlines, write in your journal, and work with your community experts as outlined in your proposal.**
11. Your Committee may also meet in January as determined by your Advisor.

School Without Walls

Senior Project Proposal ~ 2017-18



Name:

Advisor:

A. What I Want To Learn *(what the project is about):*

B. How I Will Go About Learning These Things *(activities, classes, research, resources, advisors):*

C. What The Product Will Be *(what I'll show and do for my committee at my final meeting):*

D. Time Line *(work and meeting dates):*

| Dates | Deadlines/Activities/Meetings |
|-------|--|
| | <p>*Participate in Senior Project Night and Senior Project Day</p> |

E. Committee *(members' names and phone numbers):*

SWW Staff Members:

Community Experts:

SWW Students in Good Academic Standing:

Senior

Advisor

Community Expert

Student

Principal

Staff Member

Community Expert

Student

Parent/Guardian

I understand that my child's failure to successfully complete this project, a portfolio requirement which replaces Regents exams, may result in my child's not earning a diploma and not participating in graduation ceremonies.

Description of Each Part of the Sr. Proposal

Your Proposal is a contract for your Sr. Project work. You will be held responsible for everything on it. Proposal form must be completed in detail. Use first and last names of all committee members, as well as your Advisor.

A. WHAT I WANT TO LEARN

This part is what you want to learn – your focus. Be sure to include specifics and the area of interest to be investigated...for example—“I want to learn how to build a desk.” Your project is learning **how** to build a desk; it is not just building the desk. Your learning may include finding out how to select appropriate materials and tools, learning how to use them, learning how to draw plans, etc... The desk is not the project; the learning is!

B. HOW WILL I GO ABOUT LEARNING THESE THINGS?

Detail the methods you will use. For example, you might read books, watch videos, or visit places. Detail how and when you will be working with your Community Experts.

C. WHAT WILL THE PRODUCT BE?

Ask yourself, what will I produce? (This is where you say, for example: “10 pottery pieces”.) Your Sr. Journal is a requirement of your product. Remember – papers and your Sr. Journal must be typed and submitted to your Committee at least 2 weeks in advance of your final meeting.

D. WHAT WILL THE TIMELINE BE?

Your timeline must be detailed – specifying calendar dates, work schedule with both Community Experts, any events you will attend/organize, and all deadlines for writing pieces and products.

E. COMMITTEE MEMBERS

2 Staff, 2 Community Experts and 2 Students in good academic standing.

After each committee member and your parent or guardian signs the proposal, submit it to the office for the Principal to sign. Once the Principal signs, make copies of your proposal for each committee member, the school office, the school Counselor, and yourself. Give your Advisor the original proposal for safe-keeping.

The following is the letter for your Community Experts. Give it to them before the first meeting so that they understand the importance of the Sr. Project and the time commitment.



Dear Community Expert:

Allow me to thank you in advance for taking on the role of “Community Expert” for a School Without Walls Senior Project. The purpose of this letter is to clarify your role as one of six voting members of the student’s committee.

At SWW, students are required to complete a senior project as one of their graduation requirements. The Senior Project is designed as a way for the senior to demonstrate an ability to learn about a topic of his/her choice through a consistent process of independent and collaborative work, and to exhibit that learning through products and presentations to his/her committee. The Senior Project Committee consists of two SWW teachers, two students, and two community experts.

As one of those experts, it is hoped that you will share your knowledge, experience and time to help ensure the senior learns what he or she needs to and is able to demonstrate that learning in a meaningful way by the end of this nine month project. Though this is considered an independent project, the senior’s ability to seek expert advice and direction is crucial to success. That is where you come in.

While seniors are encouraged to be in constant contact with their community experts, there are usually only two to three meetings of the full committee during the course of the project: The first, to set up the expectations of the senior; the last, to assess the process and products of the project and determine eligibility for graduation; and an optional meeting about halfway through the project if a full committee meeting is deemed necessary at that time.

Between these meetings, communication is key to the successful completion of the Senior Project. You should hear from the SWW senior regularly through one or more of several means: in-person work or meetings, phone, email, text, blog, etc. If at any time you feel you have not communicated frequently enough, please contact the senior’s SWW Advisor immediately so the problem may be addressed.

While this letter does not fully enumerate your functions as a Senior Project Community Expert, I hope you have a beginning understanding of your role. I also hope you understand how vital you are to this process and how appreciative the entire SWW community is of your expertise, knowledge, and eagerness to help a SWW senior achieve the goal of graduation. Should you have any questions, please contact the senior’s advisor or me directly.

With Sincere Appreciation,

Coretta Bridges, Acting Principal

At least one week in advance give the following memo to all committee members once your meeting is confirmed.



Date

Dear (Committee Member's Name)

Thank you for agreeing to serve on my Senior Project Committee. To ensure that our committee meeting is a success, I have provided you with this confirmation letter, detailing the date, time, and location of the meeting:

Date:

Time:

Location:

If for any reason you are unable to make this meeting, please let me know as soon as possible at: (insert your phone number) so that I can reschedule with all committee members.

Thank you again for committing your time and expertise to me throughout this process. I look forward to the journey ahead!

Sincerely,

(Print your full name here)

(Sign your full name here)

Final Senior Project Meeting

Review your proposal and make sure you have completed everything that you committed to do.

1. All written components of your Sr. Project must be handed in to your committee members at least 10 days in advance – including your typed Sr. Journal.
2. Communicate with all committee members to decide upon a date, time, and place for your final meeting. Record this information with the School Secretary.
3. Confirm meeting in writing at least 7 days in advance (use the attached memo) Dates fill up quickly and Advisors serve on many projects – do this early.
4. Prepare for your meeting:
 - A. Complete all paperwork found in the main office – some of it is double sided.
 - B. Decide how you will present your final product according to your proposal.
 - C. Prepare to answer all questions from the 7 Pillars.
 - D. Rehearse your presentation with your Extended Class.

After your presentation is finished and you have answered all of the committee's questions, they will ask you to leave the room so that they can vote

Voting Procedures:

The committee will hold a private discussion in closed session before voting based on the 7 Pillars. After discussion, all members will vote independently and record their decisions on their individual rating sheets. If you have met the requirements outlined in the Senior Project Proposal, the Committee will recommend that you pass. You must have 5 yes votes in order for your Project to pass.

The Decision of the Committee:

The decision of the Committee is final. If the Committee decides that revisions are necessary, they will tell you in writing what needs to be revised, by when, and to whom you must present the revised work.

If you do not pass, the committee will inform you of your next steps.

The Appeals Process:

If you are not satisfied with the committee's decision, you may appeal in writing. To appeal, you must choose a second committee and re-present your project, including the same work as submitted in final form to your first committee. Your Advisor and a Community Expert **MUST** be on the committee. The decision of the second committee will be final. The appeals meeting must be held within 10 days of the first meeting. The appeals committee must vote for your project to pass before Senior Project Showcase Night in order for you to graduate in June.

Senior Project Showcases

One of your final responsibilities and honors as a senior is to participate in sharing your project with School Without Walls community and friends. This is a requirement for June graduation. This is an opportunity for you to receive the recognition you deserve, teach others what you have learned, and serve as a valuable role model to other School Without Walls students. An added bonus, of course, is exposing the Rochester community to examples of the unique excellence of School Without Walls.

All seniors are required to showcase their completed projects at two specific times:

1. Senior Project Showcase Night on June 7, 2018

Takes place at SWW. Parents, committee members, project advisors, and other members of the community are invited to view your project and ask you questions.

2. Senior Project Showcase Day on June 8, 2018

Takes place at SWW. Current School Without Walls students and staff view your project.

Senior Deadlines

The deadlines below are for your Sr. Project and College preparedness. Failure to meet **ONE** of these deadlines could result in your graduation being delayed.

If you require an extension for any deadline, you must meet with your Advisor **BEFORE** the deadline to request an extension.

ALL DEADLINES IN THIS HANDBOOK ARE TO BE MET BY THE END OF THE SCHOOL DAY.

By the third Friday in September: SEPTEMBER 15, 2017

Submit the concept (A & C of Senior Project Proposal form) for your Senior Project to your Advisor.

By the last Friday in September: SEPTEMBER 29, 2017

SWW staff will discuss and approve or reject your project concept and provide you with feedback to assist you in developing the final proposal.

By the first Friday in November: NOVEMBER 3, 2017

Identify Community Experts and provide them with a copy of the Community Expert Information Letter.

Identify 2nd Staff member and 2 students.

Convene the first meeting of your Senior Project Committee. At least five members of your committee must be present at this meeting. Remember to give final completed and signed copies to the office, your School Counselor, and each of your committee members. (Copies of final Senior Project Proposals will be posted).

If at any time any member of your committee believes that you are not following or meeting the terms of your proposal, s/he will be responsible for informing your Advisor, who will take appropriate measures to attempt to correct or resolve the situation. If needed, another meeting will be convened.

By NOVEMBER 17, 2017

Submit FINAL Personal Reflection Essay & Resume to School Counselor: FINAL revised copies are due to the SWW School Counselor in preparation for Senior Exit Interview Day.

By the third Friday in January: JANUARY 19, 2018

Provide a brief, written summary of your work to date on your Senior Project to all members of your committee. Your Advisor will determine whether you need to hold a meeting in addition to providing a summary. Confirm with your Advisor that your voting student committee members are in good academic standing. If they are not, you must identify replacement students, who are in good academic standing.

By the First Friday in February: FEBRUARY 2, 2018

SENIOR SHOWCASE - Visit extended classes to let them know about your project.

By the Fourth Friday in March: MARCH 23, 2018

Submit typed draft(s) of all written portion(s) (including Senior Project Journals) of your Senior Project to your Advisor. **Follow-up** with your Advisor to receive feedback and complete any revisions that need to be made.

By the last Friday in April: APRIL 27, 2018

Communicate with all committee members to arrange final meeting date (this final meeting must be held before **June 1st**), and confirm it with your committee members in writing. Notify the office of the date and time so it can be placed on the official school calendar.

AT LEAST TEN DAYS BEFORE YOUR FINAL SENIOR PROJECT COMMITTEE MEETING

Deliver to each committee member the following:

- A. All written portions of your project and any other easily distributed materials are to be reviewed by your committee members prior to the final meeting. (This can be done through email, Google Docs, blogs, etc...)
- B. All products that are not distributable must also be available for review 10 days prior to the meeting.
- C. Your work must be in its final form, and you will be held accountable for any errors or omissions.
- D. Meet with your Advisor to plan your presentation to the committee and practice with your extended class.

By the last day in May: MAY 31, 2018

Hold Final Senior Project Meeting!

WITHIN THREE DAYS FOLLOWING THE FINAL MEETING

Submit a copy of all Senior Project materials to the office for permanent records.

You MUST participate in both Senior Project Showcase Events on June 7th and 8th to be eligible to participate in the SWW graduation ceremony.

Senior Deadlines

Checklist

June 2018 Graduation

If you miss one deadline you will need to set up a conference with your Advisor to explain why and create a plan. Failure to meet a second deadline will result in you coming before staff to determine your graduation status.

- September 15 Submit Senior Project Concept to your Advisor
- September 29 Concept returned with staff feedback
- November 3 Identify Committee members, convene the first meeting and give signed copies of the final Proposal to Office Secretary, School Counselor and committee members.
- November 17 Submit Personal Reflection Essay & Resume to the School Counselor
- January 19 Provide written summary of work to date to committee members and confirm that the students on the committee are in good academic standing.
- February 2 “Senior Showcase”. Visit Ext. Classes to tell them about your project.
- March 23 Submit drafts of written portions of project, including senior journal for Advisor to review and provide feedback.
- April 27 Schedule Final Senior Project Committee Meeting & inform Office Secretary.
- 10 days before meeting Deliver project materials to committee members.
- As scheduled Meet with SWW advisor to plan final meeting and rehearse presentation.
- June 1 Last day to hold final Senior Project Committee meeting. **Three days following meeting** Submit original Committee member paperwork of project to office.
- June 7 & 8 Sr. Project Showcase Events. **Participation Mandatory.**

Counselor Senior Meetings

There will be monthly senior meetings to discuss, deal with, and decide issues that affect seniors such as senior project procedures, senior exit interviews, senior document instructions and deadlines, graduation programming, and application procedures for college, employment, and the FAFSA. These meetings are conducted by our School Counselor and are **mandatory**.

Required Senior Documents

As a senior, you are approaching a very exciting time in your life. Whether you plan to attend college, enter the workforce, or join the military, it is important to be able to market your strengths, skills, and abilities to the outside world. To help you achieve this your advisor and your School Counselor will assist you in developing your Personal Reflection Essay and Resume.

These two documents are **NECESSARY** for participating in Senior Exit Interview Day which is a Rochester City School District requirement for graduation. The deadline to submit both documents to the School Counselor, Jamie Salatino, is November 17th.

Resume

- A resume is a chronological summary of your accomplishments and experiences to date. Completed in a relatively standard format, a prospective employer or college admissions' counselor will be able to learn about your skills, qualifications, background, and experiences. This document will act as your "representative" on paper sharing *who* you are and what you are about.

Resume Template

Sample Resume for High School Students

Jane Doe
12 Snelling Avenue
St. Paul, Minnesota 55116
(651) 555-1111
jane.doe@spps.org

Education Highland Park Senior High, class of 2008 (3.8 GPA)

Experience

St. Paul Public Library—University Branch (June 2005-present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2003-present)

Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

Awards

- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

References

Available upon request.

Contact Information: should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both.

Education: include graduation date and GPA if it is 3.0 or higher.

Formatting Experiences: (2 options)

1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

Writing About Experiences

Regardless of style, begin each phrase/sentence/ bullet with an *active verb*. See the examples to the left: maintained, coordinated, organized, participated...see back of page for more examples.

Headings The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

General Formatting You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (New York, Arial, just not cursive...) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend.
- Use resume weight paper (available in copy centers).
- Pick a light, neutral color, like white or ivory.
- Laser print it or have it done at the copy center.
- Get matching envelopes and paper for cover letters.

Personal Reflection Essay

The personal reflection essay is YOUR opportunity to express anything you think is important about you. This is the time to elaborate on why you have or have not been successful, your current strengths and weaknesses, your unique qualities, and the challenges you have overcome. Here you can describe an experience and reflect on how it changed you or helped you to grow. You can describe an experience and the lessons learned, and share your plans for the future.

College admission counselors state that the personal reflection essay is weighed HEAVILY when it comes to deciding whether or not a student is admitted, so be sure to include why you would be a good fit for a particular college.

This translates to: What YOU say and how well you say it matters. Sometimes this essay means more than your test scores or whether you passed a certain class!

Common Application Essay Prompts

The essay demonstrates your ability to write clearly and concisely on a selected topic and helps you distinguish yourself in your own voice. Think about what you want the readers of your application to know about you apart from courses, grades, and test scores. The essay should be no more than 650 words, using the prompt to inspire and structure your response. Use the full range if you need it, but don't feel obligated to do so. The application **won't accept less than 250 words**.

2017-2018 Common Application Essay Prompts

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

Great Essay Starters

1. A quote

- a. i.e. “The greatest glory in living lies not in never falling, but in rising every time we fall.” – Nelson Mandela

2. Song lyrics

- a. i.e. “You can’t always get what you want. But, if you try sometimes, you just might find you get what you need.” – Rolling Stones You Can’t Always Get What You Want

3. An experience or observation in real-time

- a. i.e. The spaghetti burbled and slushed around the pan, and as I stirred it, the noises it gave off began to sound increasingly like bodily functions.

4. Comparing

- a. i.e. Like a butterfly, my full potential is still growing in the cocoon of my thoughts, experiences, and adventures.

5. Contrasting ideas

- a. i.e. Unlike the steady turtle, I always raced through life, wondering where the finish line was.

6. Referencing

- a. i.e. Good Grief! You never would have guessed that an unassuming meek lovable loser like Charlie Brown would have an influence on anyone; but he has.

7. A profound statement or question

- a. i.e. I have old hands OR When I was in the 8th grade I couldn’t read
- b. i.e.) Why did she have to leave me there? OR How do I move forward when I have superglue on my feet?

Selecting and Applying to College

SELECTING A COLLEGE THAT SUITS YOU:

- Do I qualify as a candidate based on the college requirements?
 - SAT/ACT range?
 - G.P.A. and courses taken?
- Does the school have an environment that makes me feel comfortable?
 - Small vs. Large campus/Distance from home?
 - Majors and Extra-Curricular activities offered?
 - Rural, Suburban, or Urban?
 - Dorms vs. Community Living?

TYPE OF ADMISSION (WATCH THOSE DEADLINES!):

- **ROLLING**—A review of applications occurs throughout the year.
- **REGULAR**—Specific deadlines are stated for when to apply.
- **EARLY ACTION**—If applying by the deadline which is usually in October or November a decision on your acceptance will be determined by December and you can still apply to other schools in the process.
- **EARLY DECISION**—If applying by the deadline a decision on your acceptance will be determined by December and you will *need to withdraw all other applications* from other colleges. You will agree to attend the Early Decision College, regardless of what financial aid package is provided.

Steps to Apply to College

STEP 1

Attend Senior Clinic

- Receive one on one assistance to plan for your future

**Mondays and Wednesdays during Personal Needs
in Rm. 111**

STEP 2

Create your college list and share with your School Counselor

**During Senior Clinic or make an appointment
with your School Counselor**

STEP 3

Log on to www.commonapp.org

**Complete all sections of the application, including the
FERPA Waiver**



**Do NOT request letters of recommendation on this
site!**

STEP 4

Log on to <https://connection.naviance.com/swow>

- Match your Common App account to Naviance

- You have been assigned 2 tasks
 - ✓ Add colleges to my list
 - ✓ Apply to college

**User Name is: Last six digits of your School ID#
Password is: the lowercase first letter of your first
name, lowercase first letter of your last name, and
your four digit year birth**

Complete each task

STEP 5

Visit www.swwseniorprojects.wikispaces.com

All forms and information available here

- Access the following documents:
 1. Additional Course Information Outline
 2. Auto-Biography Form
 3. Resume Template
 4. Personal Reflection Essay Guidance

**Complete each document then see your School
Counselor**

STEP 5

See the School Clerk to request your evaluations

- Deliver evaluations to your School Counselor

Your request will be met within 2 days

STEP 6

Schedule meeting with your School Counselor to complete the college application process

**During Senior Clinic or make an appointment
with your School Counselor**

DO NOT SUBMIT ANYTHING WITHOUT TALKING TO YOUR COUNSELOR FIRST



Step-by-Step Financial Aid

1. Log on to fafsa.gov

One thing you don't need in order to fill out the FAFSA? Money! Remember, the FAFSA is FREE when you use the official .gov site: fafsa.gov.

2. Log in using your FSA ID

Click "Start a new FAFSA" and enter your FSA ID. If you haven't created an FSA ID yet, you can do that at <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>. Both you and your parent need an FSA ID!!

3. Choose which FAFSA you'd like to complete

The new FAFSA that becomes available on October 1, 2017, is the 2018-2019 FAFSA. You should complete the 2018-2019 FAFSA if you will be attending college between July 1, 2018-June 30, 2019. You must complete your FAFSA each school year.

4. Enter your personal information

Make sure you enter your personal information exactly as it appears on official government documents.

5. Enter your financial information

All of it. You should use income records for the tax year **2 years prior** to the academic year for which you are applying. For example, if you are filling out the 2018-2019 FAFSA, you will need to use 2016 tax information.

6. Choose up to 10 schools

Two-thirds of freshmen FAFSA applicants list only one college on their applications. Don't make this mistake! Make sure you add any school you plan to attend, even if you haven't applied or been accepted yet. FAFSA will send the necessary information over to the schools you listed so they can calculate the amount of financial aid you are eligible to receive.

7. Sign the document with your FSA ID

Your FSA ID serves as your electronic signature, or e-signature. You'll use it to electronically sign and submit your FAFSA. If you're considered a dependent student, at least one of your parents or your legal guardian will need an FSA ID as well. You will use your FSA ID to renew/correct your FAFSA each school year, so keep it in a safe place. If you have siblings, your parent can use the same FSA ID to sign FAFSAs for all his or her children.

2017-2018 SAT and ACT Test Dates

www.collegeboard.com

www.actstudent.org

| Date - Test | Registration Deadline | Late Registration (Fee Required) |
|------------------------|-----------------------|-------------------------------------|
| October 7, 2017 - SAT | September 8, 2017 | September 27, 2017 |
| October 28, 2017 - ACT | September 22, 2018 | October 6, 2017 |
| November 4, 2017 - SAT | October 5, 2017 | October 25, 2017 |
| December 2, 2017 - SAT | November 2, 2017 | November 21, 2017 |
| December 9, 2017 - ACT | November 3, 2017 | November 17, 2017 |
| March 10, 2018 - SAT | February 9, 2018 | February 28, 2018 |
| April 14, 2018 - ACT | March 9, 2018 | March 23, 2018 |
| May 5, 2018 - SAT | April 6, 2018 | April 25, 2018 |
| June 2, 2018 - SAT | May 3, 2018 | May 23, 2018 |

SCHOOL CODE: 334849

SAT FEES

Two fee waivers are available for students who qualify

| | |
|----------------------|---|
| SAT Registration Fee | \$60.00 with essay \$46.00 without essay |
| SAT Late Fee | +\$29.00 |

ACT FEES

See your School Counselor, Jamie Salatino for more information

| | |
|----------------------|---|
| ACT Registration Fee | \$62.50 with writing \$46.00 without writing |
| ACT Late Fee | +\$29.50 |