

MEXICO HIGH SCHOOL

# JUNIOR HANDBOOK

2023-2024

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## INTRODUCTION

Whether selecting a college, military, or employment, the next year or so will be filled with exciting events and decisions to be made. If you are college-bound, deciding where to begin searching can be a confusing task, as in the US alone, there are over 3,000 colleges from which to choose. To give yourself the best chance to select and be accepted by a college where you will be happy and successful, you must be able to present yourself in the most positive light. You must do it with the confidence that comes from careful and wise planning. We want you to give yourself every opportunity to develop personally, socially, and intellectually.

This handbook is organized to provide you with guidelines and information to plan for your future. Planning your future requires an understanding of what your goals and needs are. Your counselor, your parents, your teachers and administrators are ready to help you. You must, however, take personal responsibility for tailoring a plan to fit YOU and your ideas of what is best for you.

This handbook is designed to guide you through the college, military, and career processes. The information in this handbook has been compiled so you can refer to it over the next year or so. It is intended for your use--write in it; use the charts when you visit schools; take notes in it when you come for a conference with your counselor.

We look forward to working with you on your post high school plans. Good Luck!

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# Junior Year Planning Calendar

## THROUGHOUT JUNIOR YEAR

### Learn more about your interests and explore career opportunities:

- **Learn** more about your personality, skills, likes, and dislikes by taking an interest inventory or personality profile. Be sure to investigate the searches available on our website [www.mexicocsd.org/Page/116](http://www.mexicocsd.org/Page/116) and from the College Board at <https://bigfuture.collegeboard.org/get-started/know-yourself> and ACT at [www.actstudent.org/career](http://www.actstudent.org/career).
- **Research** careers by talking with people, searching the internet, or shadowing a professional.
- **Visit** <https://www.mynextmove.org/explore/ip> or <https://www.bls.gov/ooh/> to learn about the training and education required for your career interests

### Resume, References, Professionalism:

- **Create** a first draft of your résumé to maintain a record of college courses taken, college programs in which you've participated, awards you've won, projects you've completed, extracurricular achievements, volunteer work, and special skills.
- **Consider** whom you'll ask to write letters of recommendation: current teachers, counselor, religious leader, boss, etc. You will need recommendations or references, no matter what your next step is after high school (getting a job, trade school, military, college etc.).
- **Establish** an email account for your college/job search. Remember, a "funky" email address is best left for communicating with friends and family. It's best to stick to your name or initials. Ex: [janedoe@gmail.com](mailto:janedoe@gmail.com) or [jdoe123@gmail.com](mailto:jdoe123@gmail.com) (*don't use your mexico email address!*)

### Thinking about attending a military academy?

- **Talk** to your counselor if you are interested in a military academy to find out about requirements and timelines.
- **Contact** your U.S. Representative or U.S. Senator to express your interest in and desire to be nominated to attend a military academy.
- **Prepare** to take the ASVAB

### Thinking about attending college?

- **Scheduling** for Senior year— take the most challenging courses you can successfully complete. Taking challenging courses shows that you are ready for a competitive college environment. Be sure to meet with your counselor to review the courses you've taken and determine what you still need to take.
- **Maintain** your grades—Grades earned in your junior year will be evaluated by college admission officials when you apply for admission.
- **Investigate** honors, AP, and college credit classes— meet with your counselor to discuss whether these are appropriate for you.
- **Develop** your leadership skills and stay involved. Colleges look for consistency and depth in activities in hopes of accepting a well rounded candidate.

## Research colleges:

- **Sign-up** to participate in college visits at your high school.
- **Collect** contact information from college representatives. Send a follow up email to the colleges you are interested in to get on their mailing list.
- **Attend** college fairs, financial aid nights and open houses — encourage a parent/guardian to accompany you.
- **Generate** a list of 10 colleges and visit their website to research costs and make note of upcoming campus visits.
- **Utilize** your college list to arrange visits to campuses during spring break and encourage your parents/guardians to attend too. Remember to send a thank you email to admissions following your visit.
- **Research** Early Decision and Early Action deadlines and schedule your college entrance exams to meet those dates.
- **Create** your Common Application account ([www.commonapp.org](http://www.commonapp.org)) (for applying to both SUNY or private colleges) or SUNY Application account ([www.suny.edu](http://www.suny.edu)) (for applying only to SUNY schools) to use when you apply to colleges in the fall.

## College entrance exams:

- **Obtain** schedules for the SAT, SAT Subject Tests, and ACT and determine which exams you'll take.
- **Register** online and mark the dates on your calendar—see your counselor for information. (If you and your family are experiencing financial hardship, ask your counselor about a fee waiver).
- **Take** exams in the spring of junior year and again during the fall of your senior year.
- **Prepare** for the SAT or ACT by taking a preparation course. Khan Academy (<https://www.khanacademy.org/profile/me/courses>) is a great place to start!
- **Pace** yourself. Don't spend so much time trying to improve standardized test scores that your grades and involvement in activities suffer—find and maintain a balance.

## Financial resources:

- **Start** early! Learn about federal financial aid, as well as your potential eligibility and EFC (Expected Family Contribution) at <http://studentaid.ed.gov>.
- **Research** local and national scholarships by visiting [www.fastweb.com](http://www.fastweb.com), student services website, or your counselor.
- **Beware** of scholarship scams! See [www.consumer.ftc.gov/articles/0082-scholarship-and-financial-aid-scams](http://www.consumer.ftc.gov/articles/0082-scholarship-and-financial-aid-scams) for more information.
- **Create** a FSA ID to get a jumpstart on the FAFSA process ([fsaid.ed.gov](http://fsaid.ed.gov)). Don't forget to add this login information to your college folder!
- **Visit** [HESC.ny.gov](http://HESC.ny.gov) for state aid information

## Playing sports in college:

- **Consult** your coach and counselor BEFORE submitting the NCAA Clearinghouse form to compete in Division I or II college athletics. The form may be found at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).
- **Contact** college coaches over the summer and include your high school sports schedule and game tapes. Be sure to tell them why you are interested in their program and school.
- **Research** sport clinics and camps occurring at schools of interest.

## SPRING OF JUNIOR YEAR:

- **Search** for summer pre-college programs, workshops, and classes or apply for internships and summer jobs in your field of interest.
- **Find** a summer job or internship that reflects your career interests.
- **Sign** up to take the SAT or ACT
- **Ask** 3 teachers/coaches/bosses to write your letter of recommendation
- **Complete** brag sheet

## SUMMER - PRIOR TO SENIOR YEAR

### Students considering college:

- **Narrow** your list of colleges to no more than 5. Make sure these are a good match for you by researching on their website and visiting campus. Just because a relative or best friend attended a college, doesn't mean it is a good fit for you.
- **Consider** private colleges, many times their financial package is close to SUNY Cost.
- **Organize!** Create a folder for each college to which you are applying and make special note of deadlines. Also create separate folders for tests you've taken or plan to take, financial aid forms and fee waivers. Save all logins and passwords in notes section of phone or on a piece of paper stored in your folders.
- **Review** application deadlines to ensure you are staying on track
- **Visit** the three schools at the top of your list. Schedule your visit in conjunction with a family vacation or when colleges are hosting events.
- **Decide** whether you'll apply as an Early Decision or Early Action candidate and begin preparing your application for admission. These deadlines are typically in early to mid-November of your senior year.
- **Compose** rough drafts of essays and ask your family, counselors, and teachers to review them for grammar, punctuation, readability, and content. Visit the College Board for tips on writing your essay. (<https://bigfuture.collegeboard.org/get-in/essays/tips-for-writing-an-effective-application-essay-college-admissions>)
- **Create** an art portfolio, if applicable, to showcase your performing, visual or creative artwork. Your portfolio may include essays, photographs, illustrations, slides or other forms of artwork. A portfolio should represent your best creative work from class projects or assignments. Be consistent with portfolio instructions given by an individual campus program. Meet with Mr. Maiden's or Mrs. Malone to review your portfolio.

## FALL OF SENIOR YEAR

### All students:

- **Have** a strong senior year. Take at least 5.5 credits and earn good grades. Colleges may ask to review your mid-year grades.
- **Review** your high school transcript, during your senior exit meeting with your counselor, in mid-September to be sure it is accurate.
- **Review** your résumé; Update with summer activities, updated grade point average, class rank, honors/awards, etc.
- **Talk** to your counselor about setting up a meeting with OnPoint, a college and career assistance program.

## Applying to college?

- **Attend** upcoming college fairs or Open Houses - most will occur in September, October, and November.
- **Plan ahead!** This is a busy time for your school counselor. Provide your counselor with a list of schools to which you intend to apply and give him/her a list of dates for letters, forms, etc.
- **Identify** 2-3 individuals who you will ask to write your letters of recommendation. Give serious consideration to teachers that can speak to the rigor of your curriculum and your potential for success.
- **Fill out** a senior brag sheet to give to your recommenders for assistance in writing your letter of recommendation. These can be found in student services.
- **Keep** your counselor updated about where you've applied for admission and let her know how you've applied (SUNY Application, Common Application, etc.).
- **Remember** to print and proofread your entire application before submitting it for college review.
- **Contact** colleges regarding support services if you have a learning or physical disability.

## Plan on auditioning for a music program or scholarship?

- Each campus has its own process for scheduling auditions. In some cases, the department will contact you directly to schedule an audition after receiving your application. Other programs ask that you schedule your audition as soon as possible whether you have submitted your application or not. Check with each campus about how and where to schedule an audition.

## Financing your future:

- **Focus** on financial aid and enlist the assistance of your parents/family members. For each college on your list, calculate the total cost of a year (two semesters) using the college's net price calculator found on their website.
- **Attend** area financial aid programs or workshops. Mexico offers a Financial Aid night during open house.
- **Complete** the FAFSA as soon as you can. The FAFSA for the 2024 – 2025 year is available October 1<sup>st</sup>, 2023. The FAFSA is important as federal financial aid, and most scholarships work on a first-come first-serve basis.
- **Continue** to investigate scholarship opportunities. A good resource is FastWeb at [www.fastweb.com](http://www.fastweb.com) and our student services website.

**YOU WILL RECEIVE FURTHER ACTION ITEMS DURING YOUR SENIOR MEETING WITH YOUR COUNSELOR IN THE FALL.**

# ADMISSIONS TESTS

**\*Some colleges will continue to be test optional through 2024\*\***

## **The Scholastic Aptitude Test (SAT I)**

The SAT I is a three-hour test that measures reading, writing, and mathematical skills students have developed over time. Many colleges and universities use the SAT as one indicator among others (class rank, high school GPA, extracurricular activities, personal essay, and teacher recommendations) of a student's readiness to do college-level work.

The SAT I is made up of the following sections:

### **The Reading Section – Overview**

Time	Item Types
65 mins.	52 questions/ tasks

### **The Mathematics Section – Overview**

Time	Item Types
25 mins.	20 questions/tasks (No calculator)
55 mins.	38 questions/tasks (calculator)

### **The Writing & Language Section – Overview**

Time	Item Types
35 mins.	44 questions/ tasks

## **The ACT Test**

Each of the ACT tests is constructed to measure knowledge and skills typically taught in high school that are important for successfully completing a college education.

The **English Test** measures your understanding of the conventions of standard written English in punctuation, grammar, and sentence structure as well as your skill in making the kinds of decisions made by good writers related to strategy, organization, and style.

The **Mathematics Test** measures the mathematical skills that you have acquired in courses taken up to the beginning of grade 12. The test requires you to use your reasoning skills to solve practical problems in mathematics. Knowledge of basic formulas and computational skills are assumed as background for the problems.

The **Reading Test** measures reading comprehension as a product of your skill in referring and reasoning. The test items require you to derive meaning from several texts by referring to what is explicitly stated and by reasoning to determine implicit meanings and to draw conclusions, comparisons, and generalization.

The **Science Reasoning Test** measures your skills in the interpretation, analysis, evaluation, reasoning, and problem solving required in natural sciences course work. Test content is drawn from biology, chemistry, physics, and earth & space sciences.

The **Writing Section** is optional. Taking the Writing Test does not affect your subject area scores on the ACT Assessment or your Composite score. Not all institutions require or recommend taking the ACT Writing Test. Check directly with the institutions you are considering, to find out their requirements, or check ACT's website at [www.actstudent.org](http://www.actstudent.org) for a list of institutions that have provided information about their ACT Writing Section policies- whether they require, recommend, or do not need results from the ACT Writing Test.

### THE ACT VS. THE SAT I

Please note: Every effort has been made to represent the ACT and SAT I information accurately and concisely. All the information has been drawn from official publications of the organizations offering the tests.

	ACT	SAT I
<b>TEST FEE:</b> <b>Fee waivers are available to students who receive free or reduced lunch- see your counselor.</b>	ACT Assessment: \$63 ACT with Writing component: \$88	SAT I: \$55
<b>TEST CONTENT:</b>	25% English 25% mathematics 25% reading 25% science reasoning	<b>2 part test:</b> Math Reading/ Writing & Language
<b>SCORE SCALES:</b>	ACT composite: 1 - 36 (average of the 4 tests)  ACT composite: 1-36 (average of the 4 tests)	Mathematics Test: 200 - 800 Reading/ Writing & Language: 200 - 800  SAT 1 total - 400 - 1600 (sum of the 2 tests)

### TEST REGISTRATION AND SCORE REPORTING

Registration for the SAT I and ACT tests must be done **online**. The writing section for the ACT is optional. However, some colleges may require the Writing section for admissions. There is an additional fee for the Writing section. Additional fees are charged for late registration. **Fee waivers are available to students who receive free or reduced lunch.** See your counselor.

You will be prompted to provide an **acceptable photo** during registration. On test day, you must present your Admission Ticket with your acceptable photo ID to enter your test center. **The SAT & ACT scores that we receive are automatically placed on your high school transcript. Many colleges require official score reports be mailed directly from the testing agency. It is the student's responsibility to have the scores sent to the college to which the student is applying.**

**\*\*Check email regularly for test center updates: Ex location changes, snow dates, etc.\*\***



The SAT  
 Mexico High School Code: 333-100  
 Register online at [www.collegeboard.org](http://www.collegeboard.org)

<b>Spring 2023</b>	<b>SAT Test Dates</b>
<b>Test Date</b>	<b>Register By</b>
<b>March 11, 2023</b>	<b>February 10, 2023</b>
<b>May 6, 2023</b>	<b>April 7, 2023</b>
<b>June 3, 2023</b>	<b>May 4, 2023</b>

**Anticipated Fall 2023 test dates: Aug. 26, 2023, Oct. 7, 2023, Nov. 4, 2023 & Dec. 2, 2023**  
**Check the website or the Student Services for registration deadlines.**

The ACT  
 Register online at [www.actstudent.org](http://www.actstudent.org)

<b>Spring 2023</b>	<b>ACT Test Dates</b>
<b>Test Date</b>	<b>Register By</b>
<b>April 15, 2023</b>	<b>March 10, 2023</b>
<b>June 10, 2023</b>	<b>May 5, 2023</b>

**Anticipated Fall 2023 test dates: Sept. 9, 2023, Oct. 28, 2023, & Dec. 9, 2023**  
**Check the website or the Counseling Office for registration deadlines.**

## **Helpful Hints in Choosing A College**

We want you to select the college that will best satisfy your needs, interests and lifestyle as well as personal and professional goals. A good “match” between you and your college will be the key to your success and happiness over the next four years. To help make that difficult final decision, we offer the following “helpful hints” which may assist you in determining the college that is right for you.

### **Visit Every College**

Visit (or revisit) every college you are considering, preferably during a week when classes are in session. We recommend that you tour the campus, attend one or two classes, meet with faculty in the department which interests you, eat in the dining hall and perhaps most importantly, talk with current students. Current students are the best sources for information. They will talk honestly and knowledgeably about the social life, academic program, atmosphere on campus, dorm life and other topics that are important to you. If possible, plan to spend one night in a college dormitory. The overnight visit will enable you to chat informally with students, get the “feel” of the campus and “sample” life as a college student. The Admissions Office at most colleges will arrange an overnight visit for you, either before or after acceptance. Remember that you are not just choosing a place to go to school; you are also choosing a home for the next four years. This should be a place where you feel comfortable, relaxed, involved, and challenged.

### **Consider Actual Costs Rather Than “STICKER PRICE”**

Unfortunately, some students base their college choice on the “sticker price” – the full cost for tuition, fees, room and board – rather than on the actual cost of attending. Most colleges offer significant amounts of financial aid, including non-repayable grants, to students with demonstrated need. In addition, colleges frequently offer installment payment plans, low interest loans, academic scholarships, jobs on campus, and other forms of aid to students, irrespective of need. Aid is also available from other sources including community groups and the state. When all forms of aid are considered, a college education, either private or public, can be surprisingly affordable. Apply for aid (even if you don’t think you’ll qualify) & scholarships and consider actual cost when making your final decision.

### **Contact an Enrolled Student**

Try to contact a student from your high school or hometown who is enrolled at each college you are considering. If you don’t know anyone at a particular college, ask the Admissions Office there to provide you with the name, address and phone number of a student you could contact. Write or call the students and ask those “tough” questions you’ve been holding back--questions about campus life, difficulty of courses, dorm life, relations between students and professors and general satisfaction of students with the college. Remember, no question is dumb if the answer is important to you.

### **Get Answers to Important Questions**

You may have key questions which would be better answered by individuals at the college rather than current students. Some questions might include:

- Does the college have an active Career Center to help me prepare for a successful job search after graduation?
- What percentage of graduates are accepted to graduate, medical or law school?
- What help is available if I have difficulty with English, Math or other subjects?
- Will I have ready access to computers and other equipment on campus?
- What is the typical class size, and how much individual attention will I receive?
- What intramural or intercollegiate sports are available?
- What percentage of students engage in athletics?

- What is the “atmosphere” on campus...friendly? relaxed? competitive? pressured?
- What is the faculty like.... caring? friendly? aloof? rigid?
- Do professors or graduate students teach freshman courses?

Of course, your questions and concerns may be different from those listed above, but be sure that all your questions are answered fully before making your final decision. The Admissions Office and other college offices will, in most cases, be happy to provide you with the information you want.

### **Trust your Instinct**

Selecting a college may be one of the first major decisions which you have had to make. It is important for you to make an “informed” decision. You will also find, however, that your ultimate choice will be partially emotional, based on a feeling about where you will best fit in and be most happy. Even among colleges which are similar in size, quality and academic offerings, each is unique in atmosphere, student makeup, and general “feel.” In the final analysis, one college will most likely “feel right” to you. You will be able to easily imagine yourself being a student there. Go with your instincts!

### **Check and Stick to Deadlines**

While most colleges subscribe to the May 1<sup>st</sup> Candidate’s Reply Date for students to make their final commitment to a college, some colleges assign dorm rooms in the order that the reservation deposits are received. If you know you want to attend a particular college and have a specific dorm preference, you may wish to consider indicating your intention to enroll prior to May 1. Remember, however, that May 1 is officially the date when a decision must be made. Do not let colleges press you for a “premature” decision. Act only when you are comfortable with your decision!

### **Other Things to Think About. . .**

- What interests do you want to pursue in college?
- Do your interests require any special facilities, programs, or opportunities?
- Consider all your interests in terms of fields of study, activities, community and cultural opportunities.
- Are you more interested in career preparation, technical training or general knowledge and skills of inquiry thinking?
- How would you feel about going to college where you were rarely told what to do?
- How much structure and direction do you need?
- How far from home do you want to go?
- Will you commute to school?
- How often do you want to be able to go home?
- What kind of change in your lifestyle and perspective might be exciting or distressing and overwhelming?
- What satisfactions and frustrations do you expect to encounter in college?
- What are you looking forward to?
- What worries you most?
- What do you hope to gain from college?
- What is the overwhelming consideration in your choice of college?

## College Visit

Finding the right college is an exciting challenge. Most likely, you will spend a lot of time and energy looking at all aspects to be sure that the college meets your needs. Take advantage of the internet to research colleges online. Look through the college information that you may receive in the mail. Figure out what kind of school you wish to attend. For example, do you want:

- a large or small school?
- one located in a large city or a small town?
- a co-ed or single sex school?
- a residential or commuter school?

Once you have made those kinds of decisions, it is time to match your academic abilities and personal interests in the type of school you have selected. It is now time to start narrowing your list of schools down to about 3-5 schools. With your list narrowed down, it is highly recommended that you make a campus visit. Before you visit, consider some of the following:

- Schedule an interview in the Admissions Office and inquire about admissions requirements.
- Discuss your chances for success.
- Take a tour and learn about the environment/check out the residence halls and eat in the cafeteria.
- Attend a class and talk with an instructor in your intended major.
- Ask about financial aid opportunities.
- Visit the library. Is anyone there studying?
- Investigate transportation options.
- Find out how students spend their out-of-classroom time.

One big question that is usually answered by a campus visit is: **Were you comfortable?** Take time to consider all the above and talk to people about your goals. Let others who have experienced college life share information with you. Involve your parents in your decision making. It is also helpful to talk with the many college representatives who come to the Mexico HS Student Services office to visit students who are interested in attending their school. The task seems overwhelming, but if you take one step at a time, the process will fall into place, and you will be able to make a wise decision about your future.

## Questions to Ask College Admission Reps

### **Admission**

- Am I eligible for admissions?
- What tests are required?
- What are the deadlines?
- What high school course preparation is needed?
- What academic demands can I expect to find?
- How intense is the academic atmosphere (avg. hours spent studying, library full on weekends, avg. SAT, ACT scores)?
- What is your policy on college courses taken in high school?
- What scores are needed?
- What percentage of students return after their freshman year?

### **Cost**

- How much will it cost?
- What kind of financial aid is available and how do I apply?

## **Majors and study programs available**

- Does the school offer the major I want?
- Is the school strong in science, fine arts, the humanities, my areas of interest?
- How many students are in my area of interest?
- What courses are included in a typical freshman program?
- If I am undecided, will I have the chance to explore some areas of interest?
- Does the school have any kind of internship program, co-op, study abroad etc.?

## **Social Life**

- What is the dorm life like?
- What extracurricular activities are available?
- Is the college a part of the surrounding community or set apart from it as a self-contained unit? If rural, how far to the nearest town and how do students get there?
- What method of transportation do students use to get around campus?

## **Housing**

- How difficult is it to get on-campus housing?
- Do all freshmen live in dorms?
- What is the cost?
- How do I apply? Is it a separate process from the admission application?

**Use the College Comparison Worksheet at the end of this booklet to help you research the colleges you are interested in.**

## How Colleges Evaluate Applications:

**High School Record**—The transcript includes grades earned in grades 9 through 11; level of instruction of each course (i.e. Honors, AP, College), credits earned in each course, and the total credits earned each year; all Regents examination scores, failure grades, repeat and/or summer school grades; and cumulative average. First semester grades of the 12<sup>th</sup> grade are sent in February, after lock in, at your request, and final senior grades will be sent to the institution you shared you were attending, in early July.

**GPA (Grade Point Average)**- Based on final grades in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades in all credit-bearing subjects with numerical grades.

**Rank in Class**—Based on final grades in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades in all credit-bearing subjects with numerical grades. This 6-semester rank is computed by September of your senior year.

**Test Data**—Colleges evaluate all available test data. Both tests taken in high school as well as college entrance exams are considered. This is neither the only, nor the primary consideration. First comes your high school record. People with high aptitude and mediocre records have been refused while students with average and sometimes below-average test scores, but consistently good achievement records are admitted.

**Extracurricular Activities**—Indicate your fields of interest and also tell something about how well you get along with other people your own age. The offices you have held in various organizations show whether or not you have demonstrated leadership qualities. It is not desirable to see how many activities you can get on your record. Too many activities may indicate that you are spreading yourself too thin, and that you are not doing a very good job in any one organization. Concentrate on a few activities in which you are really interested. When all factors are equal, the colleges choose those students who have taken part in outside activities.

**Recommendations of Counselor and Teachers**—Colleges weigh strongly on what your teachers and your counselor have to say about you. Next year, if requested, your counselor will write a letter of recommendation for you. You will need to provide your counselor with a résumé so that they can see the activities with which you are or have been involved.

**The Application**—The way you fill out your application and write any required essays sends a message to the person evaluating your application. You'll want to be sure all your work is neat and carefully proofread even if you apply online.

**\*if you are planning to play DI or DII sports in college**

# INITIAL-ELIGIBILITY BASICS – KNOW THE REQUIREMENTS

College-bound student-athletes who want to compete at a NCAA Division I or II school need to meet certain division-wide academic and amateurism standards. Students who plan to attend a Division III school need to meet the admission standards of the school they plan to attend.

## Division I Initial Eligibility

Division I schools require students to meet academic standards for NCAA-approved core courses, core-course GPA and test scores. To be eligible to practice, compete and receive athletics scholarships in their first full-time year at a Division I school, students must graduate from high school and meet *all* of the following requirements:

1. Complete a total of 16 core courses in the following areas:



2. Complete 10 out of their 16 core courses, including seven in English, math or natural/physical science, **before the start of the seventh semester**. Once a student begins their seventh semester, they must have more than 10 core courses completed to be able to repeat or replace any of the 10 courses used to meet the 10/7 requirement. Students whose academic credentials are solely international (including Canada) are not required to meet the 10/7 requirement.
3. Complete the 16 NCAA-approved core courses in eight academic semesters or four consecutive academic years from the start of ninth grade. If students graduate from high school early, they still must meet core-course requirements.
4. Earn an SAT combined score or ACT sum score that matches their core-course GPA (minimum 2.300) on the Division I qualifier sliding scale.

How to plan your high school courses to meet the 16 core-course requirement: **4 X 4 = 16**

<p><b>9<sup>TH</sup> GRADE</b></p> <ul style="list-style-type: none"> <li>(1) English</li> <li>(1) Math</li> <li>(1) Science</li> <li>(1) Social Science and/or additional</li> </ul> <p><b>4 CORE COURSES</b></p>	<p><b>10<sup>TH</sup> GRADE</b></p> <ul style="list-style-type: none"> <li>(1) English</li> <li>(1) Math</li> <li>(1) Science</li> <li>(1) Social Science and/or additional</li> </ul> <p><b>4 CORE COURSES</b></p>	<p><b>11<sup>TH</sup> GRADE</b></p> <ul style="list-style-type: none"> <li>(1) English</li> <li>(1) Math</li> <li>(1) Science</li> <li>(1) Social Science and/or additional</li> </ul> <p><b>4 CORE COURSES</b></p>	<p><b>12<sup>TH</sup> GRADE</b></p> <ul style="list-style-type: none"> <li>(1) English</li> <li>(1) Math</li> <li>(1) Science</li> <li>(1) Social Science and/or additional</li> </ul> <p><b>4 CORE COURSES</b></p>
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## Sliding Scale for Division I

Division I uses a sliding scale to match test scores and GPAs to determine eligibility. The sliding scale balances the student's test score with their core-course GPA. To find more information about test scores, visit [ncaa.org/test-scores](http://ncaa.org/test-scores).

DIVISION I FULL QUALIFIER SLIDING SCALE			DIVISION I FULL QUALIFIER SLIDING SCALE		
Core GPA	SAT*	ACT Sum*	Core GPA	SAT*	ACT Sum*
3.550	400	37	2.750	810	59
3.525	410	38	2.725	820	60
3.500	430	39	2.700	830	61
3.475	440	40	2.675	840	61
3.450	460	41	2.650	850	62
3.425	470	41	2.625	860	63
3.400	490	42	2.600	860	64
3.375	500	42	2.575	870	65
3.350	520	43	2.550	880	66
3.325	530	44	2.525	890	67
3.300	550	44	2.500	900	68
3.275	560	45	2.475	910	69
3.250	580	46	2.450	920	70
3.225	590	46	2.425	930	70
3.200	600	47	2.400	940	71
3.175	620	47	2.375	950	72
3.150	630	48	2.350	960	73
3.125	650	49	2.325	970	74
3.100	660	49	2.300	980	75
3.075	680	50	2.299	990	76
3.050	690	50	2.275	990	76
3.025	710	51	2.250	1000	77
3.000	720	52	2.225	1010	78
2.975	730	52	2.200	1020	79
2.950	740	53	2.175	1030	80
2.925	750	53	2.150	1040	81
2.900	750	54	2.125	1050	82
2.875	760	55	2.100	1060	83
2.850	770	56	2.075	1070	84
2.825	780	56	2.050	1080	85
2.800	790	57	2.025	1090	86
2.775	800	58	2.000	1100	86

ACADEMIC REDSHIRT

\*Full sliding scale research between the new SAT and ACT is ongoing.



# DIVISION II INITIAL ELIGIBILITY

Division II schools require college-bound student-athletes to meet academic standards for NCAA core courses, core-course GPA and test scores.

To be eligible to practice, compete and receive an athletics scholarship in their first full-time year at a Division II school, students must graduate from high school and meet *all* the following requirements:

1. Complete 16 core courses in the following areas:



2. Earn an SAT combined score or ACT sum score that matches the student's core-course GPA (minimum 2.200) on the Division II final qualifier sliding scale.

## Academic Certification Decisions

To receive an academic certification decision, students must have on file with the Eligibility Center:

- A final official transcript with proof of graduation.
- Official transcripts from *all* other high schools attended.
- Test scores.
- No open academic tasks.
- Be on a Division II school's institutional request list.

Being placed on a school's institutional request list notifies the NCAA Eligibility Center to complete an academic evaluation for students once all their appropriate documents have been submitted.

Once an academic certification has been completed, students will receive one of the following decisions if they are being recruited by a Division II school:

### Early Academic Qualifier

If students meet specific criteria listed below after six semesters, they may be deemed an early academic qualifier for Division II and may practice, compete and receive an athletics scholarship. Students will need:

Minimum SAT combined score (math and critical reading) of 820 on the old SAT or 900 on the redesigned SAT OR minimum sum score of 68 on the ACT; and a core-course GPA of 2.5 or higher in a minimum of 14 core courses in the following areas:

- Three years of English.
- Three years of math.
- Two years of natural or physical science.
- Six additional core courses in any area.

A final high school transcript is required to be submitted to the NCAA Eligibility Center after high school graduation for all early academic qualifiers.

## Sliding Scale for Division II

Division II uses a sliding scale to match test scores and GPAs to determine eligibility. The sliding scale balances the student's test score with their core-course GPA. To find more information about test scores, visit [ncaa.org/test-scores](https://www.ncaa.org/test-scores).

DIVISION II FULL QUALIFIER SLIDING SCALE		
Core GPA	SAT*	ACT Sum*
3.300 & above	400	37
3.275	410	38
3.250	430	39
3.225	440	40
3.200	460	41
3.175	470	41
3.150	490	42
3.125	500	42
3.100	520	43
3.075	530	44
3.050	550	44
3.025	560	45
3.000	580	46
2.975	590	46
2.950	600	47
2.925	620	47
2.900	630	48
2.875	650	49
2.850	660	49
2.825	680	50
2.800	690	50
2.775	710	51
2.750	720	52
2.725	730	52
2.700	740	53
2.675	750	53
2.650	750	54
2.625	760	55
2.600	770	56
2.575	780	56
2.550	790	57
2.525	800	58
2.500	810	59
2.475	820	60
2.450	830	61
2.425	840	61
2.400	850	62
2.375	860	63
2.350	860	64
2.325	870	65
2.300	880	66
2.275	890	67
2.250	900	68
2.225	910	69
2.200	920	70 & above

DIVISION II PARTIAL QUALIFIER SLIDING SCALE		
Core GPA	SAT*	ACT Sum*
3.050 & above	400	37
3.025	410	38
3.000	430	39
2.975	440	40
2.950	460	41
2.925	470	41
2.900	490	42
2.875	500	42
2.850	520	43
2.825	530	44
2.800	550	44
2.775	560	45
2.750	580	46
2.725	590	46
2.700	600	47
2.675	620	47
2.650	630	48
2.625	650	49
2.600	660	49
2.575	680	50
2.550	690	50
2.525	710	51
2.500	720	52
2.475	730	52
2.450	740	53
2.425	750	53
2.400	750	54
2.375	760	55
2.350	770	56
2.325	780	56
2.300	790	57
2.275	800	58
2.250	810	59
2.225	820	60
2.200	830	61
2.175	840	61
2.150	850	62
2.125	860	63
2.100	860	64
2.075	870	65
2.050	880	66
2.025	890	67
2.000	900	68 & above

\*Full sliding scale research between the new SAT and ACT is ongoing.

## US Military Academies

Any junior, male or female, interested in the United States Military Academies should investigate the application procedures leading to acceptance. As in past years, the application process begins in the spring of your junior year. The process includes filling out and mailing the application forms, taking the necessary college admissions tests, and requesting that test scores be mailed to the appropriate program or institution. Deadline dates vary. It is your responsibility to know when they are.

Competition is stiff. Candidates for all but the Coast Guard Academy must have a nomination, usually from a member of Congress or the Vice President of the United States. Spring semester of your junior year is the recommended time to apply for a nomination, but later requests may be accepted. If you are interested in securing an appointment to one of the academies, you should write to your senators and representatives and to the academy of your choice for additional information. There are sample nomination letters available on the academies' websites.

The academies offer four years of college education leading to a Bachelor of Science degree. Cadets and midshipmen – except Merchant Marine Academy cadets – receive a monthly allowance plus tuition, medical care, and room and board. With the exception of the Merchant Marine Academy, graduates receive regular commissions and must serve on active duty for at least five years after receiving their commissions. Merchant Marine Academy midshipmen receive a yearly allowance during their three years on shore at the Academy plus tuition, food and living quarters. In addition, they receive a monthly allowance during their year of training at sea. Merchant Marine Academy graduates receive third mate or third assistant engineer licenses and are commissioned as ensigns in the Navy Reserve.

**Information about the academies may be obtained by going to their websites or by writing to:**

US Military Academy- [www.usma.edu](http://www.usma.edu)

US Air Force Academy- [www.academyadmissions.com](http://www.academyadmissions.com)

US Naval Academy- [www.usna.edu](http://www.usna.edu)

US Merchant Marine Academy- [www.usmma.edu](http://www.usmma.edu)

US Coast Guard Academy- [www.cga.edu](http://www.cga.edu)

## Military Contacts

\*These change frequently, you can always call recruiting offices directly if a contact isn't available.

### **Recruiting Station**

- Army - 315.343.0602
- Air Force - 315.901.2949
- Marines - 315.345.1181
- National Guard - 315.641.4881
- Navy - 315.455.1684

### **Recruiter's Name**

Sergeant First Class Priscilla Bernowski  
Senior Airman Sarah Pietricola  
Sergeant Curtis Burdette  
Sergeant Jontae Brown  
First Class Hospital Corpsman Stephen Guralny

ASVAB will be given in October and March. Please see student services for exact dates.

- Can take the ASVAB with a recruiter
- Online practice materials-
  - [www.todaysmilitary.com](http://www.todaysmilitary.com)
  - [www.asvabpracticetests.com](http://www.asvabpracticetests.com)
  - [test-guide.com/free-asvab-practice-test.html](http://test-guide.com/free-asvab-practice-test.html)

# Jane E. Doe

1234 State Route 104 Mexico, New York 13114 – (123) 456-7890 – [youremail@gmail.com](mailto:youremail@gmail.com)

## EDUCATION

*Mexico High School – Mexico, NY*

*September 2019 - Present*

- Junior Status | 11<sup>th</sup> Grade
- GPA 93.12 out of 100 | 3.8 out of 4.0
- Honor Roll Student

## ACHIEVEMENTS AND HONORS

*Member – National Honor Society – Mexico High School*

*September 2019 - Present*

*Student of the Month Recipient – Mexico High School*

*February 2021*

## EXTRA CURRICULAR ACTIVITIES

*Editor in Chief – Yearbook Club – Mexico High School*

*September 2020 - Present*

- Execute and Meet deadlines
- Review all pages to ensure they correspond with yearbook theme
- Trained and supervise new yearbook members

*Captain – Varsity Basketball – Mexico High School*

*September 2019 - Present*

- Point Guard
- Boost team morale and encourage teammates to perform their best

*Stage Crew Member – Theater – Mexico High School*

*November 2019 – March 2020*

- Handled behind the scenes tasks necessary to ensure a smooth theatrical performance
- Managed costumes and guaranteed the right costume was going to the correct character

## WORK EXPERIENCE

*Residential Lawn Mower – Peterson Mowing – New Haven, NY*

*Seasonal: June 2019 - Present*

- Provide weekly lawn care services for 5 homes
- Operate Lawn Mower, Weedwhacker and hedge trimmers
- Communicate with customers to schedule services

*Babysitter – New Haven, NY*

*Seasonal: June 2019 - Present*

- Care for children ages 5 – 8, during parents scheduled absences
- Create innovative games and read bedtime stories
- Clean and organize house once children were asleep

## VOLUNTEER EXPERIENCE

*Time Keeper – Mexico High School – Mexico, NY*

*September 2019- June 2020*

- Kept track of time for varsity events throughout various seasons

## SKILLS

- Microsoft Office
- CPR Certified

## **Résumé and Interview Étiquette**

Having a well-executed résumé is key as a résumé is oftentimes the first thing a future employer reads to learn about you. This piece of information is what helps them make the decision as to whether they would like to bring you in, in front of a committee, to assess even further if you would make the best addition to their team.

### **Helpful Résumé Tips:**

- Keep your résumé to one page, if you must use two pages, make sure it fills more than half of page two. If your résumé is two pages, be sure to have a header stating last name and page #
- Avoid Spelling and Grammar Errors- have several people proofread your résumé
- Watch your tenses- if something in your résumé is in the past, use past tense. If you are still actively in the role, use present tense
- Use verbs to start each bullet describing your roles, not first person pronouns
- When saving your résumé, save it as a PDF and labeling it with your first and last name
- Format résumé structure:
  - Name first- centered and bigger than the rest of your résumé font
  - Education- chronologically order the high schools you have attended (no need for MS or Elem.)
  - Work Experience- this can also be broken down into two separate parts, “Related Experience” and “Additional Experience” to highlight jobs that closely relate to the one you are applying to first
  - Honors and Awards- in chronological order
  - Extracurricular Activities- in chronological order
  - Volunteer Experience- in chronological order
  - Skills and Certifications- in chronological order
  - Make sure all dates line up
  - Be sure to include 2-3 bullet points describing your roll for each positions held
- Make sure your résumé is easy to read- do not go below 10 point font
- Be sure to print résumé on résumé paper, not regular copy paper
- Spotlight key skills that might set you apart from other candidates

### **Helpful Interview Tips:**

- Review common interview questions and prepare how you would respond
- Do your research on the company- visit their website
- Dress the part- dress pants/shirt & nice clean top, avoid perfumes and noisy accessories
- Arrive 10 minutes early to your interview
- Bring extra copies of your résumé and references to the interview (3-5 copies on résumé paper)
- Do not bring in your phone- if you do have it turned to silent and stowed away
- Pay attention to your body language- smile, good posture, eye contact
- Be genuine
- Ask questions- this is an opportunity for you to learn more about your potential employer and to see if this position is the best fit for you. Your interview should be a two way conversation.
- Follow up your interview by sending a thank you card or email to express your thanks to the interviewer and their committee for the opportunity

# Help with Financial Aid, Scholarship Searches, College and Career Planning

## Financial Aid/ Scholarships

[www.finaid.org](http://www.finaid.org) (financial aid information & estimator)

[www.fafsa.ed.gov](http://www.fafsa.ed.gov) (FAFSA on the Web)

[www.fsaid.ed.gov](http://www.fsaid.ed.gov) (get your FSA ID numbers for the web-FAFSA)

[www.studentaid.ed.gov](http://www.studentaid.ed.gov) (pre-planning for the FAFSA & a financial aid estimator)

[www.hesc.ny.gov](http://www.hesc.ny.gov) (Financial aid information & TAP information)

[www.onpointforcollege.org](http://www.onpointforcollege.org) (financial aid support, applying to college, career exploration)

[www.fastweb.com](http://www.fastweb.com) (Scholarship search)

[www.questbridge.org](http://www.questbridge.org) (College Prep Scholarship for high school juniors with strong academic record & household income of <\$65,000. National College Match program pairs high achieving & low-income students with admissions & scholarships to 39 colleges.)

[www.hsf.net](http://www.hsf.net) (Scholarship source for Latino families)

[www.scholarships.com](http://www.scholarships.com) (Scholarship search)

[www.ncaa.org/playcollegesports](http://www.ncaa.org/playcollegesports) (Sports scholarship information)

[www.collegefund.org](http://www.collegefund.org) (Native American students)

## College Sports

[www.eligibilitycenter.org](http://www.eligibilitycenter.org) (NCAA Clearinghouse) Students intending to participate in Division I or Division II sports MUST complete the NCAA Clearinghouse application during their senior year!!

## College Testing

[www.actstudent.org](http://www.actstudent.org) (On-line registration for the ACT & college search)

[www.collegeboard.org](http://www.collegeboard.org) (On-line registration for the SAT I & the SAT II Subject Tests)

## College Applications

[www.commonapp.org](http://www.commonapp.org) (on-line Common Application for 700 colleges & universities)

[www.mycoalition.org](http://www.mycoalition.org) another on-line college application

## Careers

[www.careerzone.ny.gov](http://www.careerzone.ny.gov) (Career exploration & college search)

[www.suny.edu](http://www.suny.edu) (Information on New York's 2-year & 4-year SUNY schools & on-line application)

[www.mycareeroptions.org](http://www.mycareeroptions.org) (College search & college planning)

[www.stats.bls.gov/oco/home](http://www.stats.bls.gov/oco/home) (Career information)

[www.ny.gov/services/employment](http://www.ny.gov/services/employment) (Department of Labor)

[www.oswegohealth.org/careers/cna-program](http://www.oswegohealth.org/careers/cna-program) (free 6 week CNA training)

[www.labor.ny.gov/apprenticeship/general/registration](http://www.labor.ny.gov/apprenticeship/general/registration) (Apprenticeship Programs through DOL)

[www.cs.ny.gov/index.cfm](http://www.cs.ny.gov/index.cfm) (New York Civil Service Exams)

[www.test-guide.com/civil-service-exam.html](http://www.test-guide.com/civil-service-exam.html) (Civil Service Test Guide)

[www.citiboces.org](http://www.citiboces.org) (Adult BOCES programs)

[www.linemeninstitute.com](http://www.linemeninstitute.com) (Lineman Institute of the Northeast 15 week training program)

## Military

[www.sss.gov](http://www.sss.gov) (Selective Service)

[www.militarycareers.com](http://www.militarycareers.com) (Military career guide on-line)

[www.todaysmilitary.com](http://www.todaysmilitary.com) (Military career guide)

## Miscellaneous

[www.ncld.org](http://www.ncld.org) (Students with learning disabilities)



## **GLOSSARY OF TERMS**

**CEEB Code:** A number each high school is assigned. Mexico's number is 333-100.

**PSAT:** Practice college entrance exam taken in October primarily by juniors and accelerated sophomores. It also places juniors in competition for scholarship and enrichment programs.

**SAT:** A college entrance exam designed to measure academic aptitude in terms of verbal and numeric reasoning

**ACT:** A college entrance exam designed to measure classroom achievement in broad content areas as well as the ability to reason and the application of problem-solving skills.

**SAT II Subject Tests:** Exams that measure knowledge or skills in a particular subject and ability to apply that knowledge. The tests fall into five general subject areas: English, foreign language, math, science and social studies. Some schools require that you take one or more of these exams. Check the specific requirements of the schools you are interested in.

**Early Decision:** Application made before regular admissions period. If accepted, the applicant agrees to withdraw all other applications. If rejected, reviewed again for Spring consideration. Used by those with a strong school record, recommendations, scores and definite interest in one college.

**Cross:** Colleges located near one another agree to permit students to take courses at their respective institutions and share facilities, thereby broadening their experience.

**Co-Op Programs:** (Cooperative Education)

College study is alternated with periods of PAID work in major field of interest. Example: Rochester Institute of Technology and IBM.

**Rolling:** Applications are processed, and decisions are made by colleges as they are received, on an ADMISSIONS first come, first served basis.

**GPA—Grade Point Average—**Grades are usually computed on a 4.0 system.

**3+2 Program:** A five-year program requiring three years in college and two years in another specialized college or university.

**Non-Degree Certificate:** One-year programs

**Post-Secondary Education Apprentices:** An agreement to serve an industry or organization for a certain period of time in order to learn a trade or craft. These are experience-oriented and may be non-paid.

**Trade/Tech School:** A two-year institution which offers terminal occupational programs intended to prepare students for immediate employment in fields related to engineering and physical sciences. These schools may also offer one-year certificate programs in certain crafts and clerical skills. **College:** An institution that offers educational instruction beyond high school level in a two or four-year program. **Junior College:** A two-year institution of higher learning which provides vocational training and academic curricula (terminal and transfer) **Transfer:** Academic program is designed to lead to a four-year course at another college or university.

**Liberal Arts College:** Four-year institution which emphasizes program of broad undergraduate education. Pre-professional or professional training may be available but is not stressed.

**University:** An academic organization which grants undergraduate and graduate degrees in a variety of fields and which supports at least two degree granting professional schools that are not exclusively technological (such as medicine, journalism or agriculture). It is composed of a number of "schools" or "colleges" each of which encompasses a general field of study.

**Nursing School:** There are three kinds of nursing schools. At schools affiliated with hospitals, students receive RN\* degrees upon completion of their training. At schools affiliated with two-year colleges, students receive an Associate Degree and an RN\*. At schools affiliated with four-year colleges, students receive both a BS and an RN\*. (\*Passing of State Board Exam Required)

**Military School:** Federal Military Academies prepare officers for the Army, Navy and Air Force. These institutions (West Point, Annapolis, Air Force Academy, US Coast Guard and Maritime Academy) require recommendation and appointment by members of Congress. Private and state-supported military institutes, however, operate on a college application basis. They all offer degree programs in engineering and technology with concentrations in various aspects of military science. The application process should start in the spring of your junior year.

**Business School:** Business schools fall into two categories. At some colleges, it is possible to specialize in business administration or in a two-year secretarial course in conjunction with supplementary liberal arts courses. Other institutions offer predominantly the business or secretarial courses and may or may not be regionally accredited.

### **Types of Degrees**

**AS/AA:** Associate of Science or Associate of Arts degree awarded by two-year institutions

**AAS:** Terminal two-year college program which includes liberal arts. Examples: automotive technology

**AOS:** Associate degree in occupational studies. Differs from AAS in that NO liberal arts courses are required

**BS/BA:** Bachelor of Science and Bachelor of Arts degrees awarded by four or five-year undergraduate college.

**BFA:** Bachelor of Fine Arts, awarded by four-year undergraduate college

### **Advanced Degrees**

**PhD:** Doctor of Philosophy (minimum 3 years additional study)

**Ed.D:** Doctor of Education (minimum 3 years additional study)

**LLD/JD:** Doctor of Law/Juris Doctorate (minimum 3 years additional study)

**MD:** Medical Doctor (minimum 3 years additional study plus residency)

**MS:** Master of Science (minimum 1-2 years additional study)

**MA:** Master of Arts (minimum 1-2 years additional study)

**MBA:** Master of Business Administration (minimum 1-2 years additional study)

**Good luck in your pursuit of a career that is worthwhile for you.  
Please make an appointment to see your counselor if you would  
like to further discuss your plans.**





## College Comparison Worksheet

<b>Name of College</b>	<i>College #1</i>	<i>College #2</i>	<i>College #3</i>
<b>Location</b> -distance from home			
<b>Environment</b> -type of school (2 yr. or 4 yr.) -school setting (urban/rural) -location & size of nearest city -co-ed, male, female -religious affiliation			
<b>Admission Requirements</b> -deadline -tests required -average test scores/GPA/Rank -special requirements -notification			
<b>Academics</b> -your major offered -special requirements -accreditation -student-faculty ratio -typical class size			
<b>College Expenses</b> -tuition, room & board -estimated total budget -application fee, deposits			
<b>Financial Aid</b> -deadline -required forms -% receiving aid -scholarships			
<b>Housing</b> -residence hall requirement -availability -types and sizes -food plan			
<b>Facilities</b> -academic -recreational -other			
<b>Activities</b> -clubs, organizations, -athletics, intramurals -Greek life -other			
<b>Campus Visits</b> -when			

**Letter of Recommendation**

Date I need letter by:

Please fill out this form as accurately and completely as possible. Don't be afraid to "brag" about yourself! Your admin, counselors, teachers and other professionals will use this information in recommending you for scholarships, college admissions, and other honors/awards and/or services. If at any time you feel you need more room to "brag" please use a separate sheet of paper and attach it to your brag sheet.

**Full legal name**

**Name you go by**

**Date of birth**

**Home phone**

**Cell Phone**

**E-Mail address**

List ALL activities in which you have participated in during high school. Include clubs, teams, musical groups, etc., and all positions held within those activities.

**Activity**

**Grade (9, 10, 11, 12)**

**Office/ Position held**

Activity	Grade (9, 10, 11, 12)	Office/ Position held

**Awards and Honors:**

**Name of award**

**Reason for award**

**Year received**

Name of award	Reason for award	Year received

**Church and/or other youth group activities (e.g. Girl Scouts):**

**Where**

**Type of Activity**

**Years Involved**

Where	Type of Activity	Years Involved

**Plans after leaving high school: (Do Not Leave Blank)**

College

Proposed Major:

List top three schools you plan to apply to:

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Technical School      Proposed Major: \_\_\_\_\_  
List top three schools you plan to apply to: \_\_\_\_\_  
\_\_\_\_\_

Military      Branch: \_\_\_\_\_  
 Work      Where, doing what? \_\_\_\_\_

**Career Goal:** (What do you want to be when you "grow up"?)

1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice

**Any Work experience:** (Past and present)

Employer	Position	Dates

**Community Service:** Many colleges and scholarship programs are now emphasizing community service. List ways you have given back to the community. Give dates, approximate hours spent and what you did.

Organization/ Location	Service Provided	Years	Hours

What do you consider your **strongest personal asset**?

\_\_\_\_\_

What three **adjectives** best describe you?

\_\_\_\_\_

Name three teachers who know you well and would speak highly of you

\_\_\_\_\_

Is there anything else you would like for someone writing a recommendation to know about you? (Hardships you have overcome; accomplishments you're particularly proud of, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF ANY INFORMATION CHANGES DURING THE YEAR PLEASE UPDATE THIS FORM**  
The above information is true and accurate to the best of my knowledge.

Signature

Date