



Rush-Henrietta Central School District

www.rhnet.org

October, 2016

Dear Parents and Guardians of our Seniors:

Your student has been working for many years, toward an important goal – graduation. We look forward to celebrating that achievement on Friday, June 23, 2017. In the meantime, we are here to support your student with navigating the post-secondary planning process. Naviance Family Connection, our personal web pages and the Counseling Center web page are all excellent resources that can be used to help with this process. All can be accessed through the main district web page. Listed below are the additional materials in this packet. Please review them carefully, as they all play an important role in the planning process.

Updated Transcript & Courses in Progress

This is the official record of the coursework and exams your student has taken and is taking this year. It shows the cumulative six-semester average, the class decile placement, courses taken at U of R and/or RIT, and other pre-approved out of district coursework. PLEASE CHECK this document for accuracy and report any possible errors to the respective counselor as soon as possible. Any courses highlighted for the current year are courses your student MUST pass in order to graduate with the class in June at the RIT Gordon Field House. Please review this information with your student and keep it available for future reference.

Students' Rights and Responsibilities in the College Admission Process

As a secondary school member of the National Association for College Admission Counseling, we agree to abide by their high ethical standards. Your family is expected to do the same. Please read and review this document as it is provided to protect your student and the integrity of the college admission process.

Transcript Request Form (green sheet)

The *Green Sheet* is the official Rush-Henrietta Release of Information that must be completely filled out and signed by all appropriate parties in order for any application or transcript to be processed. (Family Education Rights and Privacy Act, 1979) A *Green Sheet* must be completed for each and every college/scholarship application. Most application documents will be submitted electronically, however, should there be any additional documents that colleges are requesting they must be accompanied by this form, and submitted to the counseling office. Additional forms are available in the counseling office.

Recommendation Request (pink sheet)

Letters of recommendation from counselors, teachers or other adults will be required at many colleges. As some teachers will be writing a number of these, please allow three to four weeks for them to prepare a letter. More specific instructions regarding letters of recommendation are available on this sheet or by asking the school counselor.

College Application Procedures (blue sheet)

The majority of student's applications will be processed electronically using the Common Application and Naviance Family Connection. There are specific steps that need to be taken in order for these systems to be linked and to ensure that the Counseling Center can submit materials in a timely fashion. Please follow these steps as you begin your application process. If you are not using the Common Application, please speak with your school counselor for additional instructions.



Rush-Henrietta Central School District

www.rhnet.org

Senior Timeline (yellow sheet)

Throughout the process, students often ask what they should be doing at a particular time. This will give you month by month suggestions to guide you in the planning process.

Parent Brag Sheet (purple sheet)

This is your opportunity to share with us anything and everything you want us to know about your student. This information, along with the facts we learn during the senior appointment and the input we gather from teachers and faculty will assist us in writing a comprehensive letter for your student. Please consider filling this out and return it to the respective school counselor.

SAT/ACT Prep Programs (gold pamphlet)

This pamphlet will outline all of the SAT/ACT test dates, fees and information on preparing for these exams.

NCAA Instructions (yellow sheet)

If you are an athlete who is considering playing a Division I or II sport, follow these directions to have your initial and final transcript submitted to the NCAA Eligibility Center.

Naviance Family Connection Instructions/E-News (blue sheet)

Have you forgotten what Naviance Family Connection is, or how to login? This will give you a brief description of the program and login instructions. On the reverse side, find information on how to sign up for E-News through the College and Career Center.

Counselors have, or will be meeting with all seniors during one of their classes during the month of September in order to review senior year planning, timelines, future career plans, and the college and scholarship application processes. Once those sessions have concluded, we will be meeting with all seniors individually to review their transcripts, graduation requirements, and future educational and career goals. Shared information will assist us in writing letters of recommendation for colleges. Students are strongly encouraged to have an updated *resume* for this appointment and to complete the *senior appointment questionnaire* in Naviance. College applications will be processed *after* the senior appointment has taken place. *Early Decision* and *Early Action* applicants should schedule their senior appointment with their counselor as soon as possible. Parents are welcome to attend. All of the enclosed documents are also available through the College and Career Center web site: www.rhnet.org/cc

Congratulations to your family on reaching this milestone together. As always, feel free to contact us with any questions or concerns.

Sincerely,

Liz Tabone
585-359-7801
etabone@rhnet.org

Jessica Kinsman
585-359-5230
jkinsman@rhnet.org



STUDENTS' RIGHTS AND RESPONSIBILITIES

in the College Admission Process



National Association for College Admission Counseling (NACAC) sponsors 54 National College Fairs™ in the U.S. that you are invited to attend free of charge.

Visit www.nationalcollegefairs.org, Events Calendar for the college fair schedules.



THINKING ABOUT
COLLEGE?
THINK OF US.

WWW.NACACNET.ORG • 800/822-6285

If you would like additional copies of this brochure, contact the NACAC national office:

Students' Rights and Responsibilities

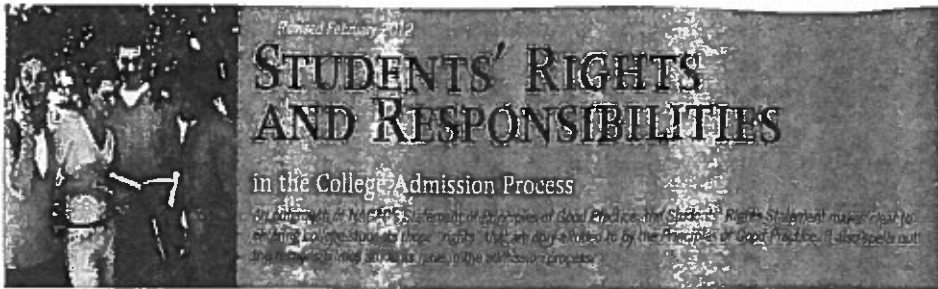
1050 N. Highland Street

Suite 400

Arlington, VA 22201

Phone: 703/836-2222

800/822-6285



When You Apply to Colleges and Universities, You Have

RIGHTS

Before You Apply:

- You have the right to receive factual and comprehensive information from colleges and universities about their admission, financial costs, aid opportunities, practices and packaging policies, and housing policies. If you consider applying under an early admission plan, you have the right to complete information from the college about its process and policies.
- You have the right to be free from high-pressure sales tactics.

When You Are Offered Admission:

- You have the right to wait until May 1 to respond to an offer of admission and/or financial aid.
- Colleges that request commitments to offers of admission and/or financial assistance prior to May 1 must clearly offer you the opportunity to request (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your status for admission and/or financial aid.
- Candidates admitted under early decision programs are a recognized exception to the May 1 deadline.

If You Are Placed on a Wait/Alternate List:

- The letter that notifies you of that placement should provide a history that describes the number of students on the wait list, the number offered admission, and the availability of financial aid and housing.
- Colleges may require neither a deposit nor a written commitment as a condition of remaining on a wait list.
- Colleges are expected to notify you of the resolution of your wait list status by August 1 at the latest.

When You Apply to Colleges and Universities, You Have

RESPONSIBILITIES

Before You Apply:

- You have a responsibility to research, and to understand and comply with the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing. You should also be sure you understand the policies of each college or university regarding deposits you may be required to make before you enroll.

As You Apply:

- You must complete all material required for application and submit your application on or before the published deadlines. You should be the sole author of your applications.
- You should seek the assistance of your high school counselor early and throughout the application period. Follow the process recommended by your high school for filing college applications.
- It is your responsibility to arrange, if appropriate, for visits to and/or interviews at colleges of your choice.

After You Receive Your Admission Decisions:

- You must notify each college or university that accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have made a final decision as to the college you wish to attend, but no later than May 1. It is understood that May 1 will be the postmark date.
- You may confirm your intention to enroll and, if required, submit a deposit to only one college or university. The exception to this arises if you are put on a wait list by a college or university and are later admitted to that institution. You may accept the offer and send a deposit. However, you must immediately notify a college or university at which you previously indicated your intention to enroll.
- If you are accepted under an early decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications. If you are an early decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid from the admitting early decision institution.

Colleges Must Provide:

General:

Students applying to college have the right to certain information about colleges and universities, and about how much it costs to go to college. The US government requires that colleges and universities provide prospective students with the following information.

Most colleges and universities post this information on their Web sites. In addition, campuses are required to dedicate at least one staff member as a "customer service" information provider. College admission offices will be able to direct you to that staff member to answer your questions.

- The cost of attending an institution, including tuition, books and supplies, housing, and related costs and fees
- An estimation of the net price of attending an institution for the individual student (equal to the cost of attending minus anticipated scholarships and grants) through a Net Price Calculator on an institution's Web site
- Requirements and procedures for withdrawing from an institution, including refund policies
- Names of associations that accredit, approve or license the institution
- Special facilities and services for disabled students
- Student activities and career and placement services offered by the institution (made available on the institution's Web site)
- Information about student body diversity (including gender, racial, and socioeconomic diversity).

Academics:

- The academic program of the institution, including degrees, programs of study, and facilities
- Any plans by the institution for improving the academic program
- A list of faculty and other instructional personnel
- A statement of the institution's transfer of credit policies, including any established criteria used regarding the transfer of credit and a list of institutions with which the institution has an established transfer agreement

Financial Aid:

- The types of financial aid, including federal, state and local government, need-based and non-need based, and institutional and private financial aid available to students who enroll at the institution
- The eligibility requirements and procedures for applying for aid; the methods by which a school

- determines eligibility for financial aid; how and when the aid is distributed
- Terms and conditions of campus employment, if financial aid is delivered through a work-study aid program, and of federal loans
- The rights and responsibilities of students receiving federal financial aid, including criteria for continued student eligibility and standards for satisfactory academic progress
- Terms of any loan received as part of financial aid package, a sample loan repayment schedule, and the necessity for repaying loans.

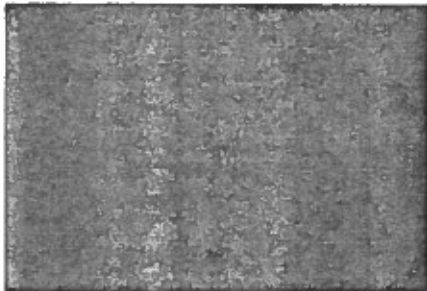
For more information about student financial aid, visit www.studentaid.ed.gov.

Outcomes:

- The retention and graduation rates of certificate- or degree-seeking, first-time, undergraduate students, as



You can obtain much of this information on the College Navigator Webpage provided by the US Department of Education. With information on how to apply for aid, the State Aid Office, prospective students can visit studentaid.gov for more information about financial aid.



well as graduation rates categorized by gender, race, and federal aid recipient status

- At schools that typically prepare students for transfer to a four-year college, such as a community college, information about the transfer-out rate.
- Information regarding the placement in employment of, and types of employment obtained by, graduates of the institution's degree or certificate programs (if the institution calculates placement rates)
- Information regarding the types of graduate and professional education in which graduates of the institution's 4-year degree programs enroll.

- Policy regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred
- Missing student notification policies and procedures
- Policies regarding emergency response and evacuation procedures
- An annual fire safety report

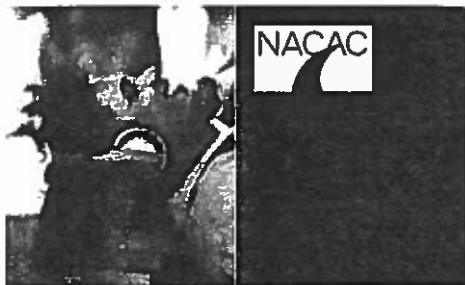
To compare campus crime statistics for different colleges, visit <http://boe.ed.gov/security>.

Vocational Training Programs Only:

- The occupations that the program prepares students to enter
- The on-time graduations rate of students entering the program
- The cost for completing the program, including costs for tuition and fees, room and board, and other institutional costs typically incurred by students enrolling in the program
- The placement rate for students completing the program
- The median loan debt incurred by students who completed the program

Campus Security:

- Procedures and policies for reporting crimes and emergencies on campus, as well as the system of adjudication
- The number and types of crime reported on and around campus
- The school's drug offense policy, as well as descriptions of the school's drug awareness and drug use prevention programs.



If you think your rights have been denied, you should contact the college or university immediately to request additional information or the extension of a reply date. In addition, you should ask your counselor to notify the president of the state or regional affiliate of the National Association for College Admission Counseling in your area. If you need further assistance, send a copy of any correspondence you have had with the college or university and a copy of your letter of admission to:

National Association for College Admission Counseling

1050 N. Highland Street
Suite 400
Arlington, VA 22201

Phone: 703/836-2222
800/822-6285
Fax: 703/243-9375

www.nacacnet.org



Definitions of Admission Options in Higher Education

Non-Restrictive Application Plans

Regular Decision

Definition: Students submit an application by a specified date and receive a decision in a clearly stated period of time.

Commitment: Non-binding

Rolling Admission

Definition: Institutions review applications as they are submitted and render admission decisions throughout the admission cycle.

Commitment: Non-binding

Early Action (EA)

Definition: Students apply early and receive a decision well in advance of the institution's regular response date.

Commitment: Non-binding

Restrictive Application Plans

Early Decision (ED)

Definition: Students make a commitment to a first-choice institution where, if admitted they definitely will enroll. The application deadline and decision deadline occur early.

Commitment: Binding

Restrictive Early Action (REA)

Definition: Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment, they have until May 1 to confirm.

Commitment: Non-Binding



RHSHS Request for School Transcript and/or Recommendation

****PLEASE ALLOW 10 SCHOOL DAYS FOR PROCESSING****

Name: _____

Counselor: _____

Best way to reach you (email address/cell phone number) _____

COLLEGE/SCHOLARSHIP Name: _____

REGULAR Adm.

ROLLING Adm.

EARLY ACTION

EARLY DECISION

For ALL College/Scholarship Applications:

Deadline: _____

I've added this to "Colleges I'm applying to" or "Scholarship applications" in Naviance Family Connection.

Yes, I do waive my rights to access my letters of recommendation, and I understand that I will never see any recommendation submitted by me or on my behalf

If applying EARLY DECISION:

*I have completed and attached the required RH "Early Decision Agreement" (initial here) _____



*Both my parent/guardian and I have signed & submitted the electronic Common App ED Agreement (initial here) _____

I have applied in the following manner (Please check the icon next to the college name in Naviance):

 Applied electronically through Common App 

 Applied electronically using college specific online application OR Coalition Application

 Applied using the SUNY online application 

 Paper Application (school materials need to be sent by mail) 

*If necessary, I have completed, attached or emailed ALL required forms, including those to be completed by counselor & provided the name & address of college/scholarship (initial here) _____

I am requesting a counselor letter of recommendation

I have asked my counselor in person to provide me with a letter of recommendation. I have provided him/her with an updated resume and any other additional requested materials (initial here) _____

NCAA TRANSCRIPT REQUEST

I have requested a transcript electronically through NCAA & registered with Parchment Credentials (initial here) _____

BY SIGNING BELOW:

I give permission for my counselor to verify my academic average, complete all required parts of the application and send to the above college/scholarship/organization (check all that apply):

Transcript, GPA, Decile Test Scores* (includes ALL SAT, ACT) AP Scores (Unofficial)

***TEST SCORES ARE NOT OFFICIAL** If your college requires "Official Scores", you MUST request and pay to have them sent directly from the testing agency. This can be done online: www.collegeboard.org (SAT/AP) or www.Actstudent.org (ACT)

Mid-year Grade Reports will be submitted to colleges beginning in February, **ONLY PER STUDENT REQUEST.** See Mrs. Leatzaw in the Counseling Office and fill out a (Blue) Request form starting in January.

Student Signature

Date

Parent/Guardian Signature (if under 18)

Date




FOR OFFICE USE ONLY: Date Received _____ Date to Counselor _____

Counselor initial and date completed _____ Date Returned _____

Date to Carolyn/CCC _____ Entered _____ Date Mailed/Submitted _____

RHSHS Request for School Transcript and/or Recommendation

Application Procedures

1. We strongly encourage you to APPLY ONLINE using the COMMON APPLICATION. Make sure your Naviance Family Connection information is updated based on ALL colleges you are applying to (electronic & paper).
 2. If you are applying online using the Common Application  or another electronic application , forms will be submitted by your counselor through Naviance Family Connection.
 3. Make sure your Naviance Family Connection account is linked to your Common Application Account:
 - a. Create a Common App account (if applicable) on commonapp.org
 - b. Identify the schools you will be applying to on the common application under **My Colleges**
 - c. Fill out necessary information in the **Education** section. Go back to my colleges and choose any college. Choose assign recommenders and you will be prompted to sign a FERPA waiver (we recommend you waive your right). Sign and Save.
 - d. Log onto Family Connection website: <http://connection.naviance.com/rhshs>
 - e. Click on “Colleges I’m applying to”
 - f. Enter your CommonApp email, confirm your birthdate and choose “match.”
 - g. List ALL colleges you will be applying under “Colleges I am applying to”
 - h. If it is a common app school- please indicate Yes or No under the column “Applying via Common App?”
 - i. Review this screen and submit information
 4. If you are applying using a paper application , please submit all necessary materials with this sheet. Materials include:
 - a. A complete application
 - b. Check or money order
 - c. Counselor recommendation forms
 - d. Updated resume
 - e. Essays (if required)*Rush-Henrietta will pay for postage.
 5. Complete the front side of this sheet authorizing release of transcript and specify any other information (test scores, letter of recommendation, etc.) to be released/sent to the colleges/scholarship programs. **You will need a green sheet for EACH school or scholarship that you are applying to.**
 6. Once you have submitted your application online or completely filled out your paper application, bring this form and any other necessary materials to Mrs. Leatzaw in the Counseling Center for processing.
-

OTHER IMPORTANT INFORMATION

- PAY ATTENTION TO DEADLINES! We highly encourage you to have all materials submitted BY THANKSGIVING! **We CANNOT guarantee anything submitted after December 9th will be processed in time to be sent to colleges before December break.
- Mid-year grades (7th Semester Report) are sent to the college only upon the request of the student. This is NOT done automatically. If you need these sent, please see Mrs. Leatzaw.
- It is your responsibility to notify the Counseling Center as soon as you receive a decision from any institution or scholarship program.
- Please let the Counseling Center know where you will be attending by May 1st.
- Need help? Just ask! Your counselor will be happy to help you in any way they can!



Rush-Henrietta Senior High School

Instructions for Obtaining Teacher Recommendations

Obtaining a Letter:

1. First, ask the recommender(s) for a letter IN PERSON. Don't email them. Don't just send the electronic request in Naviance. Remember, they are doing you a favor so give them the courtesy of a face to face interaction.
2. Log into your Naviance Family Connection account at www.rhnet.org/navianceshs
 - a. Click on the **College Tab**, then choose **Letters of Recommendation**.
 - b. Choose **Add Request** and then choose your recommender from the dropdown menu.
 - c. Choose the button labeled: **Choose specific colleges from your colleges I'm applying to list**.
 - d. Once you choose the above button, you will see all of your current schools. You will also be able to see how many recommendations are required, how many are allowed, and how many you have requested. **Please pay careful attention to this information.**
 - e. Choose the schools that you would like this particular recommender to send their recommendation to.
 - f. Add a personal note at the bottom if you feel you need to communicate any other information to this recommender.
 - g. Click **Submit Request**.
 - h. Repeat this process for any additional recommenders.
3. An electronic request will now be sent to your recommender. Back on the main letters of recommendation screen, you will now be able to see all of your schools and which recommenders you have chosen for that school. You will also be able to see the status of your letter: Requested, In Progress, Submitted or Canceled. This will help you monitor when your recommendations and ensure they are submitted by the deadline.
4. Recommenders will then be responsible for uploading and sending the letter of recommendation directly to the institution.

Other Information:

- Counselors are often required to send a letter of recommendation as part of a Secondary School Report. They are not counted in the number of recommendations that are allowed to a school. You do not need to invite them in Naviance. If you need a recommendation from your counselor, please ask them during your senior appointment and also check the box on the transcript release form (green sheet).
- If you are using a recommender that does not work for Rush-Henrietta, please talk with your counselor so you can obtain information on how to proceed.

Helpful Tips:

- **Give the recommender 3-4 weeks to prepare and write the letter.**
- Make sure you know how many recommendations a college expects and from whom. Double check your list for accuracy!
- Ask teachers who you think can speak about your academic abilities, potential success in college and your overall character. You want **at least** 1 strong academic reference.
- Make sure you enter all information carefully and accurately or your letter of recommendation will not be received by your colleges.
- Write a thank you note to the recommender for writing the letter on your behalf.
- If you have questions, just ask your counselor!

College Application Procedures



- Unless applying **ONLY** to a community college, we strongly encourage and recommend that you use the **Common Application**. If you are using any other application (SUNY application, Coalition application, college specific applications) please see your School Counselor for more specific steps on how to proceed.
 - You must meet with your counselor for your senior appointment before anything will be processed. Make sure to submit all your application materials on **Common App** before turning in your transcript request form (green sheet) to Mrs. Leatzaw.
 - There is a short video on Naviance Family Connection that will also walk you through the steps 1 & 2 outlined below.
1. Create a Common Application Account
 - a. Go to www.commonapp.org
 - b. Click **Apply Now** in the upper right corner, then **Create Account**
 - c. Fill in all required fields
 - d. Login
 - e. Complete the FERPA Waiver:
 - i. Add at least 1 college to your **My Colleges** list
 - ii. Choose the **Common App** tab, and choose the Education portion on the left.
 - Add Rush-Henrietta as your high school and fill in the few questions following and save. You do not have to complete the entire education section!
 - iii. Once completed, go back to the **My Colleges** tab
 - iv. Choose one of your colleges
 - v. Choose **Recommenders and FERPA** on the left
 - **DO NOT** request recommendations from teachers or counselors in CommonApp. This will all be done through Naviance.
 - If you are having a coach or other recommender who does not work at the high school or NGA write a recommendation, you **CAN** request it from them in Common App.
 - vi. Check all the appropriate boxes, sign and save
 - **Note: You have a choice to waive or not to waive your right. WE RECOMMEND YOU WAIVE YOUR RIGHT** (some recommenders will not write a letter if you do not waive your right).
 2. Log in to Naviance Family Connection: www.rhnet.org/navianceshs
 - a. Log in using your username and password
 - b. Choose the **About Me** tab and check your profile under **Official Things** - make sure your date of birth, name and email address (**DO NOT USE YOUR DOCS EMAIL ADDRESS**) are the **same as what you entered in Common App** or it will not link properly. Contact your counselor if you need help changing this.
 - c. Next, choose the **Colleges** tab

- d. Click on **Colleges I'm applying to**
- e. Enter your Common App email and date of birth and choose **match**

3. Add Colleges to your Naviance Family Connection account

- a. Once you have linked your Common App account, *many of your colleges may pre-populate.*

However, if they do not, follow these instructions:

- i. Under **Colleges I'm Applying To**, select **add to this list**
- ii. Select the application type from the drop down menu (regular decision, early decision, etc.)
- iii. Click "Look up" and type the name of the college in the search box
- iv. Choose the right college that appears from the list and click add colleges (you may add more than one at a time!)

- b. MAKE SURE TO INDICATE WHETHER YOU ARE APPLYING VIA COMMON APP OR NOT!

- i. Look at your completed **colleges I'm applying to list**
- ii. Under the column **Applying via Common App?** it may read UNKNOWN next to some of the schools. If they are Common App exclusive, it will pre-populate for you. If they are not, click on the UNKNOWN link next to one of your schools. This should bring you to a list of all schools you are applying to that are on the common app. Please indicate whether you are using the Common App to apply to these schools or not.

4. If you will be requesting letters of recommendation, stay on the **Colleges tab, and select the link for **Letters of Recommendation**. Make sure you have had face to face communication with this recommender prior to sending the request in Naviance.**

- a. Click on the link for **add request**
- b. Using the drop-down menu select the teacher that will be submitting a recommendation on your behalf.
- c. Next, choose the schools to which this recommendation will be sent.
 - Pay attention to how many recommendations each school requires and actually allows. You may not be sending every recommendation to every school.
- d. An email will automatically be sent to your recommender to remind them that you have asked for a letter.
- e. Repeat the process above for each additional recommender.
- f. If you need a recommendation from your counselor, please ask them during your senior appointment and also check the box on the transcript release form (green sheet). The counselor recommendation is part of the secondary school report and does not count as part of your allowed number.
- g. If you need a recommendation from someone outside of Rush-Henrietta, see your counselor about the steps for this process.

5. Fill out your application(s) in their entirety. Once you have submitted your application(s) you must fill out a transcript release form (green sheet) for every college to which you are applying. Without that form, we are not authorized to send any of your records on your behalf, nor will we know that you have actually applied.

6. Be sure that any schools to which you are applying or have applied to are listed in your Naviance Family Connection account or we will be unable to send your records.



SENIOR YEAR TIMELINE

2016-2017



SEPTEMBER/OCTOBER

- **Update your resume!!** Be sure to bring this to your senior appointment if not completed in Naviance.
- Meet with your counselor for your senior appointment. At this session, your counselor will discuss graduation requirements, post-high school plans and other pertinent topics. If considering applying Early Decision or Early Action, make your senior appointment early to discuss this option and how to proceed. Be ready to ask questions!
- Complete survey on Naviance prior to senior appointment.
- If you are applying Early Decision, start preparing your application now and be aware of the Early Decision deadline, which is usually in October or November. **The Counseling Center staff requires 10 school days plus mailing time, to process applications.** Take this into consideration in order to meet the college deadline.
- Attend **Financial Aid Night** on sponsored by the SHS Counseling Center on September 15, 2016 at 7pm.
- Visit www.FAFSA.ed.gov and register for a FSA ID. Your parent/guardian must also register for a FSA ID.
- As soon after October 1st as possible, complete your FAFSA online and any additional forms required by the college. List the code numbers for the colleges you want to receive the information. **Don't assume that you won't receive any aid; apply for financial aid and let the professionals make that decision.**
- If you have not taken the SAT and/or ACT, or you think you can improve your test scores by retaking these tests, plan to take them again in the fall. Please plan to register online for these exams. **Pay attention to registration deadlines and the photo requirement.**
- Register for the December SAT (Subject) tests if the colleges to which you are applying require them.
- Read the instructions on college applications thoroughly to find out what information is required (test scores, essays, recommendations, etc.) and when it must reach the college.
- Become familiar with the SHS Counseling Center college application procedures.
- Attend visits with college admissions representatives scheduled in the College & Career Center and be prepared with questions. All college visits to the high school are posted in Naviance Family Connection. Check for updated information throughout the year and sign-up in Naviance Family Connection.
- Create a complete checklist of test registration deadlines, fees, test dates, college application deadlines, and scholarship deadlines.
- Attend college fairs and college nights in the area. **The Marketplace Mall College Fair** is on Wednesday, September 21, 2016 at 6:30 pm.
- Give recommendation requests to teachers who will write a supportive letter recommending you as a capable student ready to do college work. Be sure to give them ample time to prepare this letter. ***Procrastination on your part does not constitute an emergency on theirs!***

NOVEMBER

- If your college has a **January 1 application deadline**, get your application materials **submitted** to the Counseling Center **no later than December 9, 2016**. We **CANNOT guarantee a request submitted after this date will be processed in time to be sent to colleges before December break**.



- Complete your applications and bring green sheets and application materials to the Counseling Center at least **10 school days**, in advance of the college application deadline.
- Ask a teacher or counselor to proofread and critique your college essays.
- Investigate sources of Financial Aid: College & Career Center, *The Counseling Connection*, the intended school, and Web sites.
- Check Naviance Family Connection and *The Counseling Connection* newsletter for an updated list of scholarships for which you may be eligible. Applications are available in the College & Career Center and on Naviance Family Connection.

DECEMBER



- Remind teachers that your recommendations are due soon.
- Complete any remaining applications with due dates in January and February.
- Some colleges (mostly private schools) require a second form, the CSS PROFILE (an additional financial aid document). Check the colleges for their deadline dates. There is a registration fee of \$25 plus a \$16 charge per college.



JANUARY



- To request mid-year grades be sent to colleges to which you have applied, see Mrs. Leatzaw in the Counseling Office.
- Continue to work hard and maintain your grades.

FEBRUARY

- Continue to investigate and apply for scholarships.
- If you still haven't visited all of the colleges to which you have applied or been accepted, plan to visit during break.

MARCH

- Maintain your grades - all colleges request final transcripts.
- Continue to apply for scholarships and checking other financial aid possibilities.



APRIL



- If you can't decide between schools that have accepted you, plan to visit the schools again. Be sure to talk to current students about their experience. If financial aid figures enter into your decision, ask the colleges that accepted you to explain their offers thoroughly.
- Be sure that you meet all deadlines for acceptance, deposits, housing, etc. If you fail to meet a deadline, you may lose your acceptance.
- May 1 is the national deadline for colleges to allow you to make a final decision. If a college has requested a non-refundable deposit or decision regarding your choice, before you have heard from all schools, request in writing, an extension until May 1. Any questions, see your counselor immediately.
- Once you have decided which college you will be attending, let that college know. Also, inform other colleges that have admitted you that you have accepted elsewhere, so that they may open up your place for someone else.

MAY



- Inform and make a deposit at one college. **Make sure this is done by May 1.**
- Complete Senior Survey through Naviance Family Connection to inform your counselor of your final decision.
- Once you have been admitted, don't slack off academically. **All acceptances are based upon successful completion of your high school program.**

JUNE/JULY

- **Final transcripts will be sent according to the information you provide on your Senior Survey.** Be sure you have updated your college acceptance information.
- **Have a safe and enjoyable graduation. Be proud of your accomplishments!**
- **Enjoy your summer!**



Student Name: _____

PARENT "BRAG" SHEET
Class of 2017

Dear Parent/Guardian,

We would appreciate any additional insights you are willing to share with us. You know your child better than anyone. Input from you can be very helpful to us when we are requested to write a letter of recommendation about your child. If you prefer, call your child's counselor to share information.

1. What do you consider to be your students's outstanding accomplishments during the past three or four years? Why did you select these as most important?

2. In what areas has your student shown the most development and growth during the past three or four years?

3. What do you consider to be his/her outstanding personality traits?

OVER →

4. If you had to describe your son/daughter in 5 adjectives, what would they be? Why?

5. Are there any unusual or personal circumstances that have affected your student's educational or personal experiences?

6. Is there any additional information you would like us to know about your student?

Web Sites Providing Free Test Preparation

For links to many sites offering free test preparation, visit the R-H College & Career Center Web page at www.rhnet.org/cc. Select "Helpful Links," then "Testing."

4Tests

www.4tests.com

ACT

www.act.org

I Need A Pencil

www.INeedAPencil.com

March 2 Success

www.march2success.com

Majortests.com

www.majortests.com/sat

Number2.com

www.number2.com

SAT (Scholastic Assessment Test)

www.satcollegeboard.org/practice

PSAT (Preliminary SAT/National Merit Scholarship Qualifying Test)

www.collegeboard.com/psat

Mometrix Academy

Offers video review for SAT

www.mometrix.com/academy/sat-test/

TOEFL (Test of English as a Foreign Language)

www.ets.org/toefl

Varsity Learning Tools

www.varsitytutors.com/practice-tests

Rev. 8/16

SAT/ACT Schedule 2016-2017

Registration is only available online:

www.collegeboard.org

www.actstudent.org

R-H CEEB Code: 332340

SAT Reasoning Test and SAT Subject Tests

Register online at www.collegeboard.org

Test Date	Registration Deadline	Late Registration Deadline
		(additional fee \$28.00)
Oct. 1, 2016	Sept. 1, 2016	Sept. 20, 2016
Nov. 5, 2016	Oct. 7, 2016	Oct. 25, 2016
Dec. 3, 2016	Nov. 3, 2016	Nov. 22, 2016
Jan. 21, 2017	Dec. 21, 2016	Jan. 10, 2017
Mar. 11, 2017*	Feb. 10, 2017	Feb. 28, 2017
May 6, 2017	Apr. 7, 2017	Apr. 25, 2017
June 3, 2017	May 9, 2017	May 24, 2017

SAT only, no Subject Tests given on this date.

SAT Reasoning Test is \$57.00,

SAT Subject Tests is \$28.00

Scores are available about 3 weeks after the test is administered.

ACT Registration

Register on-line at www.actstudent.org.

Test Date	Registration Deadline	Late Registration Deadline
		(additional fee \$25.00)
Sept. 10, 2016	Aug. 5, 2016	Aug. 6-9, 2016
Oct. 22, 2016	Sept. 16, 2016	Sept. 17-30, 2016
Dec. 10, 2016	Nov. 4, 2016	Nov. 5-18, 2016
Apr. 8, 2017	Mar. 3, 2017	Mar. 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

ACT is \$39.50, ACT Plus Writing is \$56.50.

Late registration fee is \$25.00

Scores are available 2 ½ - 8 weeks after test is administered



Rush Henrietta
Senior High School

2016-2017

SAT / ACT / PSAT Prep Programs

Where to find test preparation and practice



Rush-Henrietta
Central School District
College & Career Center
1799 Lehigh Station Road
Henrietta, NY 14467
For more information,
please contact:
Kathleen Curry
kcurry@rhnet.org
Phone: 585-359-5222

R.I.T. Science Technology Entry Program (S.T.E.P)

Instruction by Iglesia Educational Center at Rush-Henrietta Sr. High School
6 weeks, Spring session only/prepare for May SAT

must be a registered S.T.E.P student

Call 359-5259 for details.

Cost FREE

ATLAS Test Prep

www.atlastestprep.com

Chariot Learning

2425 Clover Street
Rochester, NY 14618
(585)466-4022

Genesee Community College

GCC Lima Campus
582-1226

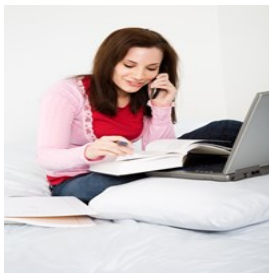
Kaplan

1544 Mt. Hope Ave.
Rochester, NY 14620
1-800-KAP-TEST

www.kaptest.com/college/SAT/SAT-prep-courses.html

Professional Tutoring Service

244-9155
www.protutoringservices.com



The SUNY Rochester Educational Opportunity Center (REOC)

offers a free class to prepare high school juniors and seniors to take the SAT Reasoning Test. Seating is limited. Please call ahead for application and more information.

Monday and Wednesdays, 5 - 8 p.m.

161 Chestnut St.
232-2730 x 273

RIT - Academic Support Center

RIT Monroe Hall, 2080 bldg. 15
475-6682

Math: \$165
Verbal: \$165
Combined: \$330

R-H Continuing Education Office

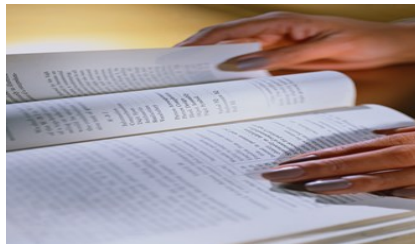
R-H Senior High School, 359-7805

Winter and Spring sessions

Courses are offered for students to learn test-taking techniques for both the math and verbal sections of the SAT. The cost of the class includes the textbook. Information is available online at www.rhnet.org, or by phone at 359-7805.

Sylvan Learning Center

3300 Monroe Avenue
385-9480 (8-week program, call for schedule)
www.educate.com



Students are encouraged to borrow test-prep resources from the Rush-Henrietta College & Career Center.

Sample titles are listed below:

ACT (Barron's)
ACT 36: Aiming for Perfection
ACT Cram Plan (Cliff Notes)
ACT Demystified
Cracking the ACT (Princeton Review)
Cracking the PSAT (Princeton Review)
Cracking the SAT(Princeton Review)
Fast Track SAT & PSAT
How to Prepare for the SAT (Barron's)
Master Writing for the SAT
Official Study Guide for all SAT Subject Tests
Panic Plan for the ACT
Panic Plan for the SAT
Preparing for the SAT in Critical Reading & Writing
Preparing for the SAT in Math
Procrastinator's Guide to the ACT
PSAT/NMSQT(Barron's)
PSAT/NMSQT Flash
PSAT/NMSQT (Kaplan)
Real ACT Prep Guide
SAT (Barron's)
SAT Cram Plan (Cliff Notes)
SAT 2400 in Just 7 Steps
Up Your Score: The Underground Guide to the SAT

Resources to help prepare for the ACT, SAT, and PSAT can also be purchased at area bookstores.



Student Athletes: NCAA Information

Do you have an interest in playing your sport at a Division I or II college? If the answer to that question is yes, keep reading!

The **NCAA**, or National Collegiate Athletic Association, was established in 1906 and serves as the athletics governing body for more than 1,300 colleges, universities, conferences and organizations.

In order to participate in collegiate athletics at a Division I or II College, students must register with the NCAA Eligibility Center. To do this, please follow the steps below:

1. Go to www.eligibilitycenter.org and click the link to enter as an NCAA College-Bound Student-Athlete.
2. Create an account by either clicking on the **New Account** button at the top right corner of the screen or the cell phone on the left side of the screen.
3. Provide a valid email address to create an account and begin the registration process. Be sure you provide an email address that will be active even after you complete high school.
4. Next, you will be asked to fill out some personal information and information about your sport. Be sure to complete this in its entirety.
5. Submit your payment using a debit or credit card.
6. Lastly, write down the **10-digit NACC ID number** that is assigned to you and keep it in a safe place!



Once you have registered with the NCAA Eligibility Center, you must make arrangements to have your transcript sent. This should be done after the completion of the junior year, and then again once you have officially completed high school. Because Rush-Henrietta is a school that utilizes Naviance Family Connection, we will use the *Parchment* system to electronically send your transcript to the NCAA. To do this, please follow the steps below:

1. Check your email. Upon completion of registration with the NCAA Eligibility Center, you should receive an email prompting you to begin the process. Click the link taking you to the Eligibility Center Website. **(Please note: We have had issues in the past using Internet Explorer for this task. If you run into problems, please try another browser such as Google Chrome or Firefox).**
2. Open **My Planner** and go to **My Task List**. Look for the task titled: **Official Transcript Needed**.
3. Open the task and click the link to begin the request to **Parchment**.
4. Create an account and go to **Request Transcripts** section.
5. Search for Rush-Henrietta Senior High School. Once found, save and continue.
6. Enter your enrollment information. You will need your **10-digit NCAA ID number** that was assigned to you at the time of your NCAA Eligibility Center Registration. Save and continue.
7. Authorize the release of your transcript. If you are under 18, a parent will need to sign as well.
8. Lastly, fill out a RH transcript release form (green sheet) and turn it in to Mrs. Leatzaw in the Counseling Center. Although you authorized the release of your transcript through **Parchment** we still need a green sheet on file for our records.

There is also an informational video on completing this step. To watch, please visit http://fs.ncaa.org/docs/eligibility_center/Student_Resources/Parchment_Tutorial.mp4





Success Starts with a Plan!
In a world of options, students need a road map to success.

Naviance Family Connection

We are pleased to offer our students and families access to **Naviance Family Connection!** We are using this tool with students in grades 6-12 to assist in career development and college planning. This web-based program will complement the annual guidance reviews, classroom presentations, on-line educational videos, and college information sessions which counselors will continue to offer students.

Students will work with this program throughout the school year in classroom lessons provided by their school counselors. Parents are encouraged to sign on to Naviance Family Connection with their students to do some exploring on the site. Naviance Family Connection will be essential in exploring careers, majors, colleges, scholarships, and so much more.

Students and parents will be able to:

- Receive important news about college visits, college fairs, and college and career related events
- Contact counselors directly by e-mail
- Access comprehensive college, career, and scholarship information
- Explore career interests through a career interest profiler
- Explore personality type and learning style
- Create and update an activities résumé

How to get into your account:

Go to: www.rhnet.org/navianceshs

Student's username and passwords are as follows:

User Name: Last Name + First Initial + Graduation Year

Password: student number

Example: Jane Doe, Class of 2017

UserName: DoeJ17

Password: 123456



All students and parents are encouraged to use this program as decisions are made regarding post-high school planning.

Questions? Please contact Mr. Jeff Mangini at jmangini@rhnet.org or 359-5229.

College & Career Center E-News

Don't miss out on any opportunities!

Sign up for the CCC E-News today!

1. Go to www.rhnet.org
2. Select 'Communications'
3. Select 'E-News'
4. Fill in your name and email address
5. Under 'Subscribe me to these lists' check the box for College and Career Center

(or give your email address to Mrs. Curry in the College & Career Center or at kcurry@rhnet.org or 359-5222)