Everything for the New High School Counselor
WACAC Pre-Conference 2018

PRESENTERS:

YVONNE HAYS -- SCHOOL COUNSELOR, LA CANADA HIGH SCHOOL
MICHAEL NATION -- COLLEGE COUNSELOR, OAKS CHRISTIAN SCHOOL
CURT NICHOLS - COLLEGE COUNSELOR, OAKS CHRISTIAN SCHOOL
Structure, accountability, access:

- Board of Trustees/School Board
- School Administration: Principal/Head of School
- Curriculum Committee/Department Chairs
- Parent’s Association
Overview of the College and Career Center

Who is in this office and what are their responsibilities?

❖ Counselors, advisors, career techs, psychologists, schedulers, registrar, etc.
❖ Student ambassadors and parent volunteers (who supervises and how are they trained?)

Who is responsible for Academic Advising, Scheduling, Testing, IEP’s, Personal Counseling, College and Career Counseling, Learning Support, Transcripts, Finding and publishing scholarship opportunities, Booking College Rep Visits, Planning Programming, Naviance, SMS systems, Etc.?

College representatives -- scheduling visits and protocols
Youcanbookme.com and repvisits.com

Can students miss class for meetings? Lunch visits? Student ambassadors?
Other Duties as Assigned...

- Retreat/Trip Chaperone
- School’s Admin Team
- School’s Curriculum Committee
- Supervision
- Discipline Committee
- Graduation

- Testing Coordinator
- Advisory
- Dance Chaperone
- SART or SARB Committee
- Disaster/Grief Response
- Master Schedule
- Summer School
LCAP/LCFF - The Public School Counselor’s Role

Annual plans, finalized in Spring of year prior

The **Local Control Funding Formula (LCFF)** increases school funding and directs more resources to CA’s highest-need students. It requires districts to develop **Local Control and Accountability Plans (LCAPs)** that establish annual goals for all students, describe what actions will be taken to achieve these goals, and detail how funds will be spent to increase or improve services.

**STATE PRIORITIES**

Districts must set annual goals in 8 State Priority areas

1. **Basic Necessities** Qualified and properly assigned teachers, sufficient instructional materials, facilities in good repair
2. **Implementation of Common Core State Standards**
3. **Parental Involvement**
4. **Student Achievement** Statewide assessments, API, EL reclassification rate, college preparedness, etc.
5. **Student Engagement** Attendance rates, dropout rates, graduation rates, etc.
6. **School Climate** Suspension and expulsion rates, etc.
7. **Access to Courses**
8. **Other student outcomes in subject areas**

**GOALS** are set under each priority area, for all students and for subgroups

**SPECIFIC ACTIONS** are described for each goal
Professional Development

Conferences
New Counselor Workshops
Fly Ins

Publications
Colleagues
Social Media

Local & National Networks
Districts
Listserve
Tools of the Trade

Facebook

Newsletters

CA College.edu

Websites

Blogs

Videos

Career Cruising

Sign Up Genius

Dragon Speech Recognition

Learning Mgmt. Systems

Vimeo

Google Docs

Instagram

Youcanbook.me

Remind (app)

Twitter
Timeline for college counseling

Fall
- Rec writing
- Financial Aid
- College rep visits
- Meetings with seniors
- Proofreading essays
- NACAC

Spring
- Meetings with juniors/sophomores
- College class
- SAT/ACT prep
- AP Exams
- Regional ACAC conference
- Case Studies

Summer
- College visits
- Begin writing letters of rec
- Application workshop
College Counseling Programs

- Curriculum Night
- Parent Coffee
- Senior Night
- Athletic Recruitment
- Financial Aid Night
- Summer School to Summer Camp
- Transition to College
- Case Studies
- Women's Colleges
- Arts Night
- Bi-lingual Programming
- Hidden Gems
- Junior Night
- PSAT results
Policies & Procedures

Where do they appear?

- Policies and procedures (disclosure) manual
- College counseling handbook
- School website
- Special document

It is critical that you know & understand your school’s policies & procedures!
Policies & Procedures
Things to ask or look for

- Is there a board policy around release of information?
- Is there a form to sign to release?
- What is best practice (in district/county)

It is critical that you know & understand your school’s policies & procedures!
NACAC’s Recommendations:

Implications for practice:

▪ School leaders should **define a school/district policy that provides guidance to school officials** regarding the disclosure of student disciplinary information.

▪ Disclosure policies should **incorporate the use of parent/student consent procedures**.

▪ Schools should **publicize their disclosure policies to students, parents and colleges**.

TRANSSCRIPT RELEASE
Before your official transcript or any other records can be sent to a college on your behalf, a signed transcript release form must be on file in the College Counseling Office. The registrar usually requires a minimum two days’ notice for the release of a transcript.

FINAL TRANSCRIPT
Forest Ridge does not support “double-depositing” at the end of the school year. Your final transcript will be sent to only one college.

CHANGING SCHEDULES or DROPPING CLASSES
Forest Ridge will inform a student’s prospective or active colleges or universities of any significant change in academic record from time of application through graduation—this includes grades earned and courses taken. If a student drops or adds a course at any point after the drop/add period, we are obligated to inform colleges and trust that the student will do the same with an explanation for the change. Students who drop a class after the end of the first quarter will receive a “W” (withdrawal) on their transcript. Furthermore, if an IB student does not complete the required assessments, we must notify colleges that the “IB” designation will be removed from the transcript for that course. Finally, we are obligated to inform colleges of a significant grade change in any and all classes at any point throughout the course of senior year.

TRANSCRIPTS from OTHER SCHOOLS or CLASSES TAKEN OUTSIDE OF FOREST RIDGE
In the case of a student who has transferred into Forest Ridge after the start of the ninth grade, or a student who has supplemented coursework at another institution, if the student has provided the Registrar with a copy of her transcript from the other institution, Forest Ridge will send a courtesy unofficial copy of the other school’s transcript along with the Forest Ridge transcript upon request. It is the student’s responsibility to make arrangements for official documents to be sent from other schools.

Only classes taken at Forest Ridge will appear on the student’s transcript and be calculated into the student’s GPA. The only exception to this rule is if the student takes an IB class through Pamoja.

CLASS RANK and GPA
Forest Ridge does not rank its students, but colleges will receive information that indicates your relative position in your class. If you are asked to provide a rank, it is appropriate to say that your school does not rank. Forest Ridge reports, and indicates on its transcript, a cumulative grade point average for all coursework attempted from the time of enrollment at Forest Ridge.
I have read and understand the Policies and Procedures of the College Counseling Office and agree to abide by all policies and procedures listed in this document.

First Name of Student: ___________________________ Last Name of Student: ___________________________

Signature of student: __________________________________________ Date: _________________________

Signature of legal parent/guardian: ____________________________ Date: _________________________

This signed form must be returned to your assigned College Counselor and must be on file before any college counseling meetings occur senior year. No official school documents will be sent from Forest Ridge until this form is signed.
Disclosure

The college counselors will honestly and fully disclose if a student has been subject to a disciplinary action including, but not limited to, probation, suspension, dismissal or withdrawal from Forest Ridge. Students will be mandated to disclose this information as well in accordance with the Common Application’s statement on disciplinary infractions and academic progress: “Applicants are expected to immediately notify the institutions to which they are applying [or have already applied] should there be any changes to the information requested in this application, including disciplinary history.”

The student should work closely with the college counselors to ensure that both are responding in a consistent and thoughtful manner. If a student’s disciplinary status changes after the filing of college applications, the student and counselor has the obligation to inform all schools to which an application has previously been submitted or the school at which the student has submitted an enrollment deposit.

The student and the Director of College Counseling must notify in writing the college or colleges within two weeks from the date of the change in status, as well as an explanation of the disciplinary infraction. The college admission officer will be directed to the student and the family for further information. This policy is in compliance with the National Association for College Admission Counseling’s Statement of Principles of Good Practice.
Policies & Procedures

NACAC’s Statement of Principles of Good Practice (SPGP)

Best Practices—Counseling members should:

▪ Report any significant change in a candidate’s academic status or qualifications, including personal school conduct record between the time of recommendation and graduation, where permitted by applicable law.

▪ Establish a written policy on disclosure of disciplinary infractions in their communications to colleges.

COMMENTS

Please provide comments that will help us differentiate this student from others. Feel free to attach an additional sheet or another reference you have prepared for this student. Alternatively, you may attach a reference written by another school official who can better describe the student.

Has the applicant ever been found responsible for a disciplinary violation at your school from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from your institution.

☐ Yes ☐ No ☐ School policy prevents me from responding

To your knowledge, has the applicant ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?

☐ Yes ☐ No ☐ School policy prevents me from responding.

Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered to be kept confidential by a court.

If you answered “yes” to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

Applicants are expected to immediately notify the institutions to which they are applying should there be any changes to the information requested in this application, including disciplinary history.

☐ Check here if you would prefer to discuss this applicant over the phone with each admission office.

I recommend this student: ☐ No basis ☐ With reservation ☐ Fairly strongly ☐ Strongly ☐ Enthusiastically
College Counseling Essentials

- Naviance
- Ruggs Rec Report
- Support from your head or principal
- College Counseling manual-forms-(NACAC) toolkit
- US Map of Colleges
- College Board’s Handbook
- The College Finder
Forming the College List

Resources to help you:
Naviance College Search Engine
College Navigator
Ruggs Recommendation on the Colleges
College Board “Big Future” and books
College visits, tours, and fly-in programs

Information from Junior Questionnaire and Parent Questionnaire
Application

Types of Applications

Letters of Rec

Supplements

Transcript

Essay

Testing
## Types of Applications

<table>
<thead>
<tr>
<th>Types of Applications</th>
<th>College Specific Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common App</td>
<td>• Georgetown</td>
</tr>
<tr>
<td>VIP</td>
<td>• MIT</td>
</tr>
<tr>
<td>Snap app</td>
<td>• Public colleges (UC, CSU, etc.)</td>
</tr>
<tr>
<td>Coalition app</td>
<td><em>Pay attention to self-submitting grades vs. school submission of transcript</em></td>
</tr>
<tr>
<td>Universal</td>
<td></td>
</tr>
<tr>
<td>International</td>
<td></td>
</tr>
</tbody>
</table>

Attend application workshops!
(Specifically for your state system and UCAS)
Application

- Submitted by/received by deadlines
- Application Fee
- Fee waivers
  - ✓ Establish policy: who gets waiver & how many
  - ✓ Private schools: Get list of financial aid students
  - ✓ Public schools: Get list of students on free and reduced lunch
A Completed College Application includes:

**Common Application, Universal Application, Coalition Application, Snap Apps**

**Student Submits/is responsible for:**
- Application
- Test Scores
- Application fee
- Essay and Supplements
- Interview (if required/recommended)

**Counseling Office or Registrar Submits:**
- Transcript
- Secondary School Report
- Mid-Year Report
- Final Report
- Counselor Letter of Rec
- Additional grade reports - if needed

**Determine how you will handle:**
- Submission of documents
- Transcripts from other schools
- Teacher recommendations
- Teacher recommendation forms
- External recommendations
- AP Scores
- Check boxes (top 3%, top 10%, exceptional, etc.)
- What is considered “Most Demanding” curriculum
- Zee Mee
- Discipline Information

Educate registrar of timelines/process - Share information and resources
UC/CSU Application

**Student Submits:**
Application  
Test Scores (only need to send one score to each system - one Cal State or on UC)  
Application Fee  
Personal Insight Questions (for UC application)

**Counseling Office Submits:**
Recommendation if requested by UC Berkeley, UCLA, etc.?  
Additional information IF requested  
Final transcript at the end of the school year

CSU’s may require school transcript with mid-year grades and senior year courses in progress by May 1st. This is not the final transcript -- that must be mailed later. Check individual websites for transcript requirements

*Hold a UC/CSU application workshop for your students  
*Become a UC application reader
Transcripts (registrar)

What’s on your transcript? Who submits and enters information (tech department?) what to watch for, questions to ask...

Test scores? Do you have a waiver to release these?

Rank
Absences
Weighted GPA
Unweighted GPA
Semesters
Trimesters
Year-long

Know it inside and out
Essay and Supplements

• How many drafts will you proofread?
• Honest and ethical assessment
• Use of faculty; junior/senior year English classes (building relationships) AVID teachers (not limited to AVID)
• Brainstorming sessions
• Reviewing the process
• Advising students of topics to steer clear of
Letters of Recommendation

Counselor Rec

Teacher Rec
How Do I Begin?

- Junior Questionnaire
- Senior Questionnaire
- Parent Questionnaire
- One-on-one meetings
- Faculty feedback sessions

Consider This

- Length
- Time to write
- Managing submission

Use the WACAC toolkit!
Letters of Recommendation - Teacher

Not college specific

School letterhead

When to ask?

Limit letters?

Relationship

How many?
Letters of Recommendation - Teacher

- Teacher workshops/training
- Give samples
- Counselor reads?
- Policy when teachers leave

✓ Teachers must adhere to deadlines
✓ Teachers check e-mail for specific forms
✓ Ultimately contract between student/teacher
Supplemental Essays

- Demonstrated interest
- Fit
- Do not write generic statements
- Amount of time often surprises students
- Colleges can weed out students based on # of supplements (Stanford)
- Warning: No supplements = student likely to apply to the college without reason
Testing

• ACT, SAT, Subject Tests, TOEFL, IB, AP

• Timeline
  ✓ Common for students to begin testing spring of junior year
  ✓ Some sophomores may consider Subject Tests
  ✓ Retake through December senior year
  ✓ Scores for students with accommodations may take longer to post.

• Test prep - offered at school?
• Free online test Practice
• Khan Academy- https://www.khanacademy.org/sat
• ACT- https://academy.act.org/

With increased test scores come increased expectations!
Financial Aid

**FAFSA**
- Free
- Submit **OCTOBER 1** or later (Prior Prior YEAR - [RESOURCES](#))
- REQUIRED BY All colleges
- Eligibility for federal aid
- No non-custodial parent form
- FAFSA COMPLETION INFO FROM CSAC- CAL GRANT
- WORKSHOPS - CASH FOR COLLEGE AND COMMUNITY AGENCIES
- RESOURCES FOR COUNSELORS

**CSS Profile**
- Fee ($25 + $16/college)
- Home equity
- Private school tuition
- Medical expenses
- Non-custodial form
- Participating Institutions

[Image]
Financial Aid

Educating families on aid

- College funding night
- Reach out to Fin Aid Offices
- Net Price Calculators
- Attend workshops
- Chegg FinAid
- Fastweb
- College Navigator
Financial Aid

Evaluating Financial Aid

- Gapping
- Outside scholarships
- Private/PLUS loans
- Financial fit colleges
- Stacking
- Comparison worksheet
Potential Problems

- Unprofessional Colleagues
- Angry parents
- Reporting policies (disclosure)
- Double depositing
- Unsound advice
- Senioritis
Parents

✓ Managing Expectations
✓ Public vs. Private
✓ Communicating with parents
✓ Using technology (webinars)
✓ How often do you require parents to be present for meetings?
✓ Must student be present?
✓ Difficult Conversations

✓ Educating parents on the process and their role
✓ Suggested reading list for parents (How to Raise and Adult, Where You Go is Not Who You Will Be)
Let’s KAHOOT!

- Minimum college requirements

- How do we communicate this to parents and students (and other staff)?

Go to www.kahoot.it