



# School Counselors

|   |         |  |         |
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# Agenda

- Organizing the Process
- College Visits
- Transcript Request Process
- Letters of Recommendation
- Application Process
- Admissions Criteria
- Testing - SAT, ACT
- Common Application
- Question and Answers



# Senior Seminars

- Two seminars during Health/Gym and FLEX/MAGIC block classes
  - 1st seminar - Reviewing the college process
  - 2nd seminar - Common Application, Naviance, Signed FERPA
- Transcripts will be handed out at the second seminar
- Flex & MAGIC Blocks will be used for Common Application help (Day 4) and post secondary planning (Day 2 & 3)

# Upcoming Events

- Two Senior Seminars
- Senior Parent/Guardian Night - Tuesday, September 26th, 6:00pm
- Financial Aid Night - Thursday, October 26th, at 6:00pm
  - Presented by MEFA - Kevin Fudge
- NEACAC College Fair - held at Salem State University
  - <https://neacac.memberclicks.net/assets/collegefairs/Fall2023/9-8-23salem.pdf>
    - Thursday, Oct. 5th from 9:00 am to 12:00 pm
- NACAC Virtual College Fair
  - <https://www.nacacattend.org/fairs/attend>
    - Sunday, October 15th from 1:00 pm - 6:00 pm
    - Sunday, November 12th from 1:00 pm - 6:00pm
- HBCU event - Oct. 25th through 27th - <https://www.lpeduserVICES.com/building-bridges-hbcu-event>
- College Visits at MHS

# Organizing the Process

- Responsibility of the student
  - Student's responsibility to know the requirements for each school
  - Keep track of application due dates and financial aid deadlines
  - Stay organized - Find a system that works best for you
- Range of Schools
  - Recommend 8-12 colleges
    - Safeties, Reaches, Targets
    - Naviance Scattergrams
- Researching Schools
  - Naviance
  - College Board
  - Princeton Review
- College Visits/Interviews - Refer to Naviance for MHS college visit dates
  - Register for college tours and information sessions online
  - Demonstrated interest is important
  - Check to see if an interview is available (evaluative vs informative)

# MHS College Visits

- We have over 100 college visits from college admissions representatives
- To sign up for visits, log into your Naviance account: [student.naviance.com/marblehead](https://student.naviance.com/marblehead)
- If you want a reminder, the specific college **must be added** to your **“Colleges I’m Thinking About”** list on Naviance
- At least **24 hours** before the event, students must have a college visit pass signed by the teacher of the class that is missed to attend the college visit. Passes can be picked up in the School Counseling Office, from the school counseling assistant, Ms. Benman.
- Students must report to class first and receive a SmartPass (to *Sch Counseling on SmartPass*) for the college visit. Students will be sent back to class on a SmartPass once the visit has ended.
- If your college will be visiting during a FLEX/MAGIC block, students are required to register on My Flex Learning at least 24 hours ahead of time

# Signing Up for College Rep Visits to MHS

Log in to Naviance →

Navigate to the Colleges tab up top > Click College Visits

Click “Register Now”

The screenshot shows the Naviance website interface. At the top, there is a navigation bar with 'Home', 'Self-Discovery', 'Careers', 'Colleges', and 'Planner'. A search bar on the right contains 'SS' and 'EN'. A 'Log Out' button is also present. The main content area is divided into two columns. The left column, titled 'Quick Links', includes sections for 'MORE SEARCH OPTIONS' (SuperMatch®, Advanced college search, College lookup) and 'MY COLLEGES' (Upcoming college events, Colleges match, Colleges Visits, Colleges I'm thinking about, Colleges I'm applying to, Letters of recommendation). The right column, titled 'College Visits', features a search bar and a list of five college visits. Each visit entry includes the month 'SEPTEMBER', the date and time, the college name, location, registration deadline, and a 'Register Now' button.

| Month     | Date & Time    | College Name         | Location  | Registration Deadline                    | Action                       |
|-----------|----------------|----------------------|---|--|------------------------------|
| SEPTEMBER | Mon 18 09:00AM | Skidmore College     | The School Counseling Department<br>1/50 seats are taken. | REGISTER BY Sunday, Sep 17 2023, 09:00AM | Register Now<br>View Details |
| SEPTEMBER | Mon 18 10:00AM | Boston University    | The School Counseling Department<br>8/50 seats are taken. | REGISTER BY Sunday, Sep 17 2023, 10:00AM | Register Now<br>View Details |
| SEPTEMBER | Mon 18 01:30PM | Bucknell University  | The School Counseling Department<br>2/50 seats are taken. | REGISTER BY Sunday, Sep 17 2023, 01:30PM | Register Now<br>View Details |
| SEPTEMBER | Tue 19 10:00AM | Denison University   | The School Counseling Department<br>4/50 seats are taken. | REGISTER BY Monday, Sep 18 2023, 10:00AM | Register Now<br>View Details |
| SEPTEMBER | Tue 19 12:30PM | Fairfield University | The School Counseling Department<br>6/50 seats are taken. | REGISTER BY Monday, Sep 18 2023, 12:30PM | Register Now<br>View Details |

# Transcript Request Form

The MHS Transcript Request Form is available on the mainpage of the School Counseling section of the MHS website:

MHS Website - Students & Families- School Counseling

<https://www.marbleheadschoools.org/domain/200>

- Download the editable PDF transcript request form and save it to your desktop or your files if using a Chromebook
- When completing the form:
  - Add the full official college name (do not use initials) and indicate campus
  - Identify if you will be applying on the Common App or Non-Common App
  - Please note actual college application deadline (not ASAP or when you plan on sending your application)
  - Please note application type (i.e. ED, EA, RD, Rolling)

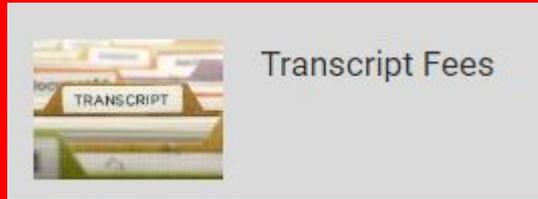
# Transcript Request Process

- Once your form is completed:
  - Transcript request forms must be submitted via e-mail to:  
[mhs\\_transcripts@marbleheadschoools.org](mailto:mhs_transcripts@marbleheadschoools.org)
  - The subject to the email should be your *First and Last Name*
  - There is a one time \$10 transcript processing fee
  - Students will be charged through My School Bucks
- Students can submit more than one transcript request form
- Do *not* email your transcript request form to your school counselor. The form will not be processed.
- Once a transcript request form is processed, your colleges will appear in “*Colleges I’m Applying to*” on Naviance

\*\*\*School Counseling Office requires transcript forms to be submitted at least 3 weeks prior to the admissions deadline \*\*\*

# Paying for Transcripts- My School Bucks

- Log into My School Bucks -> School Store -> Select Transcript Fees (One Time Transcript Processing Fee- \$10)



Options

Flat Fee (\$10.00) ▼

Cancel [▶ Buy Now](#) [🛒 Add To Cart](#)

# Transcript Request Form Due Dates:

## College Admissions Deadline

October 15, 2023

November 1, 2023

November 15, 2023

December 1, 2023

December 15, 2023

\*January 1, 2024

January 15, 2024

February 1, 2024

February 15, 2024

March 1, 2024

## School Counseling Office Deadline

September 22, 2023

October 11, 2023

October 25, 2023

November 9, 2023

November 22, 2023

\*November 30, 2023

December 18, 2023

January 11, 2024

January 25, 2024

February 2, 2024

\*\*If your college is Rolling Admissions, please allow three (3) weeks for processing\*\*

# Recommendations

- Teacher Recommendations
  - Email your teacher as soon as you know your first application deadline
  - Follow up with your teacher to find out if they need anything from you
  - Do NOT invite your teacher to be a recommender through the Common App
  - Send a thank you note to your teacher writing your recommendation
- Outside Recommendations
  - Student's responsibility to coordinate outside recommendations
  - School counseling department only sends MHS teacher recommendations
  - Only invite outside recommenders through the Common App (not your teachers)

\*\*Be mindful of the number of recommendations - always check the college website for requirements and follow the requirements\*\*

\*Recommendations are confidential\*

# College Application Process

- Student/Parent/Guardian Responsibilities:
  - Complete the Common Application FERPA/WAIVER
  - Link Common Application and Naviance accounts
  - Complete Online Transcript Request Forms - *Due three weeks before application due date / Submit one time \$10 application processing fee through My School Bucks*
  - Complete application - fee required when submitting applications electronically or mail
  - Submit essay and other required documentation (resume, portfolio, etc., if applicable)
  - Submit 504/IEP/testing information if you are applying for specific accommodations
  - Submit outside recommendations
  - Send ACT, SAT scores via [www.collegeboard.org](http://www.collegeboard.org) or [www.actstudent.org](http://www.actstudent.org)
    - Can take 2-4 weeks for schools to receive scores
    - Concordance Charts are distributed to students to determine how scores align (SAT and ACT) - [ACT & SAT Score Conversion Chart](#)
  - Contact Financial Aid Offices of prospective colleges to determine FAFSA/CSS Profile deadlines
  - Athletes: Please check NCAA requirements and register online through NCAA clearinghouse, if applicable

# Counselor Responsibilities

- School Counselors will submit:
  - Initial Transcript
  - Quarter 1 Grades (automatically submitted for ED & EA applicants)
  - Mid-year Report
  - Final Transcript
  - Counselor Recommendations / Secondary School Report
  - Marblehead High School teacher recommendations and evaluations
  - School Profile including a statement about COVID

# Admissions Criteria

- Early Decision
  - Apply ED I (usually in November) or ED II (usually January) to first choice college
  - Apply to only one school ED - Binding agreement
  - Student can apply to other colleges under regular or early action however must withdraw all other applications if accepted by ED
  - Will receive an admission decision usually by December/Early January or March/April
- Early Action
  - Students apply early (usually mid November)
  - Students will receive an admission decision early in cycle (usually in January or February)
  - Students can apply to other colleges under early action or regular admission
  - Student must commit by May 1st
- Restrictive Early Action
  - Non-binding
  - Check each college admissions restrictions per school

# Admissions Criteria Continued

- Regular Decision
  - Student applies by published deadline
  - Decision letters typically delivered by late March/Early April
- Rolling
  - Encouraged to submit applications sooner rather than later



# Application Decisions

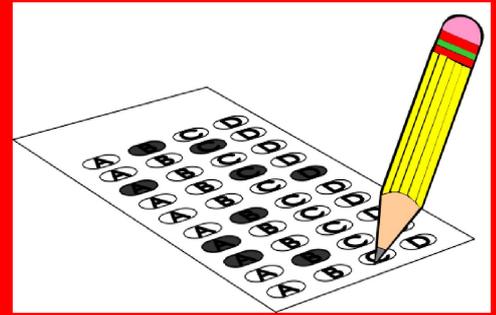
- Accepted
- Denied
- Deferred
  - Moved to the regular decision pool
  - Can send updated grades
  - Colleges may request additional information
- Waitlisted
  - Students must sign up/accept their waitlist spot
  - Waitlist criteria varies by college
  - Must deposit at another college



# Standardized Testing

- The standardized tests - SAT/ACT - have been deemphasized
- Many colleges continue to be test optional
- Refer to the college/university website for testing requirements
- A good resource regarding test options - [www.fairtest.org](http://www.fairtest.org)
- Check to see if colleges require supplemental information (ex: graded essay)
- Currently, 80+ colleges are test blind - they will not consider the test scores even if you submit the scores

# SAT Testing



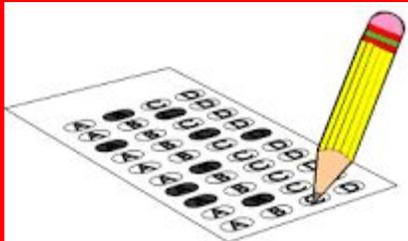
- MHS School Code to receive student scores 221-325
- SAT - Register at [www.sat.org/register](http://www.sat.org/register)
  - Future SAT Dates -
    - October 7, 2023 (\*Late Registration deadline September 26, 2023)
    - November 4, 2023 (Registration deadline October 5, 2023)
    - December 2, 2023 (Registration deadline November 2, 2023)

# SAT Testing

- Most Colleges “superscore” - take the top score for each section
  - Required to submit by testing administration
- Four free submissions of test scores - Must be sent blind
- Pay once and send whatever scores you want
- Check individual college websites to determine the last test date they will allow for the application deadline
- Some colleges allow self reporting of your scores - check individual college

# ACT Testing

- ACT is a competitor to SAT - All colleges will accept either test
- MHS School Code to receive student scores 221-325
- ACT - Register at [www.actstudent.org](http://www.actstudent.org)
  - Future ACT Dates -
    - October 28, 2023 (Late Registration deadline Oct. 6, 2023)
    - December 9, 2023 (Registration deadline Nov. 17, 2023)
- Some schools “superscore” ACT ~ check with each college
- Four free submissions - must be sent blind
- Pay separately to send each test administration



# Sending Scores to Colleges

- Student/Parents/Guardians are responsible for sending scores directly to colleges through *College Board or ACT*
- Refer to SAT/ACT Concordance Chart to determine what scores to send
- See your counselor with any questions about which scores to send
- Send scores (SAT/ACT) ***2 to 3 weeks prior to college deadline***
- Only self report scores on the Common Application if you have finished testing - students can report upcoming test dates
- If you are applying to a school that is test optional and you want to hold scores - ***DO NOT SELF REPORT ON THE COMMON APP***

# College Application Timeline

- Fall

- Set up a college meeting with your school counselor
- Update “Brag Sheet”- Student Information Sheet  
the School Counseling Class of 2024 Google Classroom
- Contact teachers that agreed to write recommendations back in Spring
  - Update teachers of application deadlines
- Attend College Visits
- Finalize College Lists on Naviance
- Early Decision and Early Action Applications
  - Identify specific deadlines
- Submitting SAT, ACT Scores to your colleges if required
- Set up interviews/auditions if colleges recommend or request them apart of the application;  
be mindful of art portfolio requirements
- FAFSA - Will be available in December, 2023



# College Application Timeline

- Winter
  - Try to complete all applications prior to Winter Break
  - Mid Year grades will be sent to all colleges
    - Students must notify the school counseling office if they do NOT want their mid year grades sent!
  - Confirm that colleges have received all the necessary application materials
- Spring
  - Scholarship information will be made available in March
  - Students must submit enrollment form and deposit by May 1st deadline

# How to apply to college?

- Common Application
- Coalition Application
- College / University Application



## Additional Information

- Counselors are here to help for all post high school plans including:
  - Military
  - Trade Schools
  - PG programs
  - Employment

# **Day Zero - October 18th**

## **Senior options:**

- 1. College or vocational visit**
- 2. Come to MHS at 9:00 am and work on essay with English teachers**

**\*\*Seniors will sign up through a Google Form\*\***

# **Check your MyFlexLearning for your Second Seminar**

**Tuesday, Sept. 26th, Wednesday, Sept. 27th,  
Monday October 2nd, or Tuesday October 3rd**

**\*\*You will be with your school counselor during this seminar\*\***

# Reminders

- Transcript request form is due ***three weeks*** prior to the deadline
  - One flat \$10 fee
- Students need to check in with the teacher writing their recommendation as soon as they know their first deadline
- Students should set up an appointment with their school counselor
- Student is responsible for knowing the requirements for each college (ex: SAT/ACT, deadline, supplemental essays, financial aid, portfolio, etc.)