

Everything for the New High School Counselor

WACAC Pre-Conference 2018

PRESENTERS:

YVONNE HAYS -- SCHOOL COUNSELOR, LA CANADA HIGH SCHOOL

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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

Publications

Local &
National
Networks

New
Counselor
Workshops

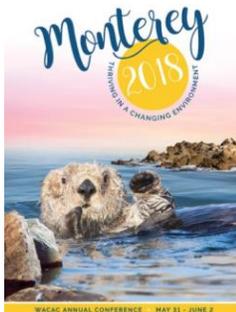
Colleagues

Districts

Fly Ins

Social Media

Listserve



Tools of the Trade

Newsletters

Facebook

CA College.edu

Websites

Blogs

Videos

Career Cruising

Sign Up Genius

Dragon Speech Recognition

Learning Mgmt. Systems

Vimeo

Instagram

Youcanbook.me

Google Docs

Twitter

Remind (app)



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



Curriculum Night

Athletic
Recruitment

Senior
Night

Parent
Coffee

PSAT results

Summer School
to Summer Camp

Junior
Night

College Counseling Programs

Transition
to College

Financial Aid
Night

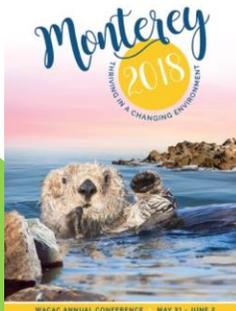
Case
Studies

Women's
Colleges

Arts
Night

Bi-lingual
Programming

Hidden
Gems

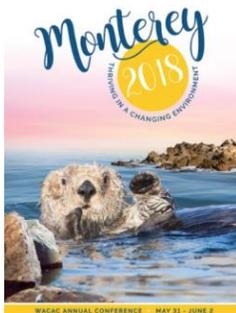


Policies & Procedures

It is critical that you know & understand your school's policies & procedures!

Where do they appear?

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



Policies & Procedures

Things to ask or look for

It is critical that you know & understand your school's policies & procedures!

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



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.**





College Counseling Office Policies and Procedures

TRANSCRIPT 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.

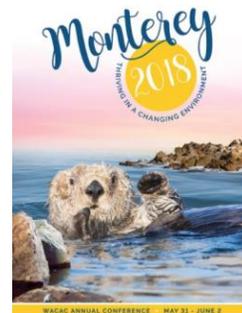
TRANSCRIPTS from OTHER SCHOOLS or CLASSES TAKEN OUTSIDE OF FOREST RIDGE

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.



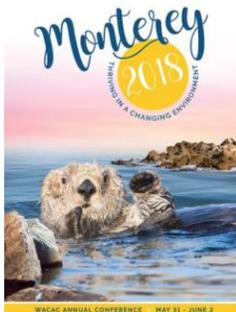
I have read and understand the Policies and Procedures of the College Counseling Office and agree to abide by all policies and procedures listed in this document.

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.

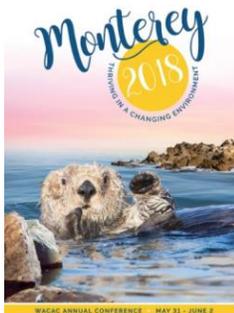


Disclosure

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.

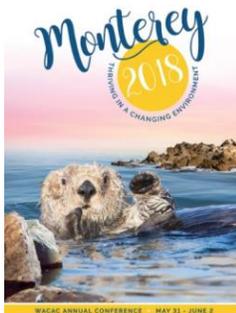


Policies & Procedures

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

Transcript

Letters of Rec

Supplements

Essay

Testing



Types of Applications

Types of Applications

- Common App
- VIP
- Snap app
- Coalition app
- Universal
- International

College Specific Applications

- Georgetown
- MIT
- Public colleges (UC, CSU, etc.)

Pay attention to self-submitting grades vs. school submission of transcript

**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

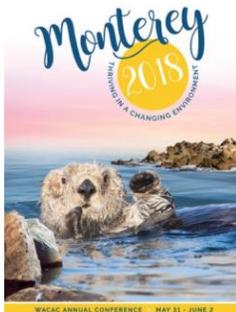
Weighted GPA

Unweighted GPA

Semesters

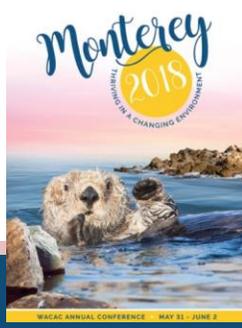
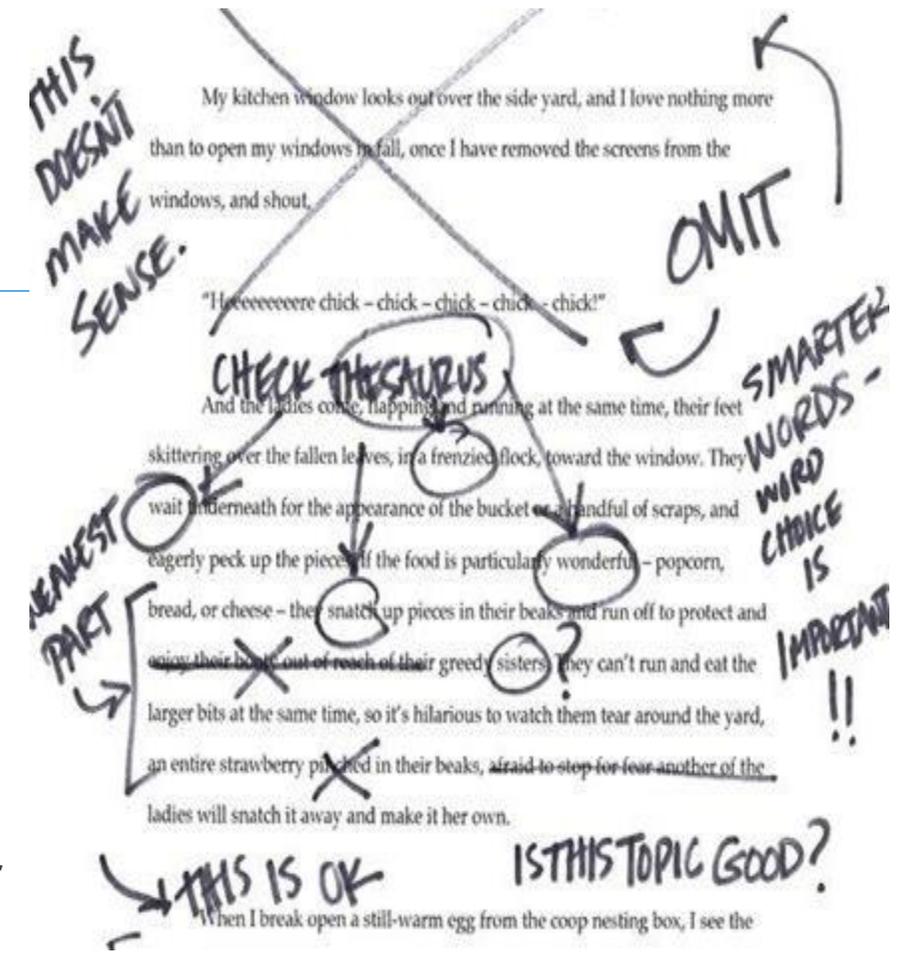
Trimesters

Year-long



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



Letters of Recommendation - Counselor

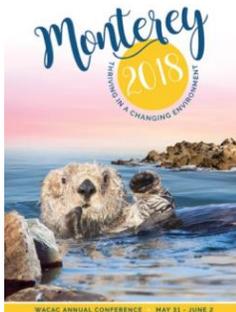
How Do I Begin?

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

Use the WACAC toolkit!

Consider This

Length
Time to write
Managing submission



Letters of Recommendation - Teacher

Not college specific

School letterhead

Relationship

When to
ask?

Limit
letters?

How
many?



Letters of Recommendation - Teacher

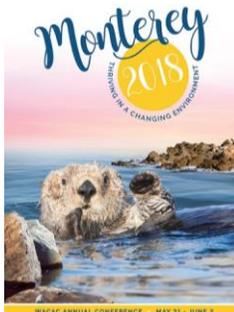
Teacher
workshops/training

Counselor reads?

Give samples

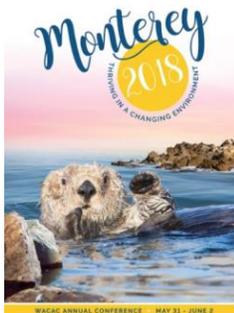
Policy when
teachers leave

- ✓ 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

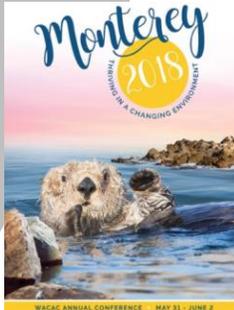


Testing

- 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!



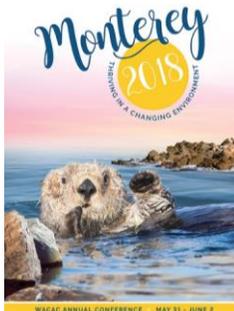
Financial Aid

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



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



Evaluating Financial Aid

Gapping

Outside
scholarships

Private/PLUS
loans

Financial
fit colleges

Stacking

Comparison
worksheet



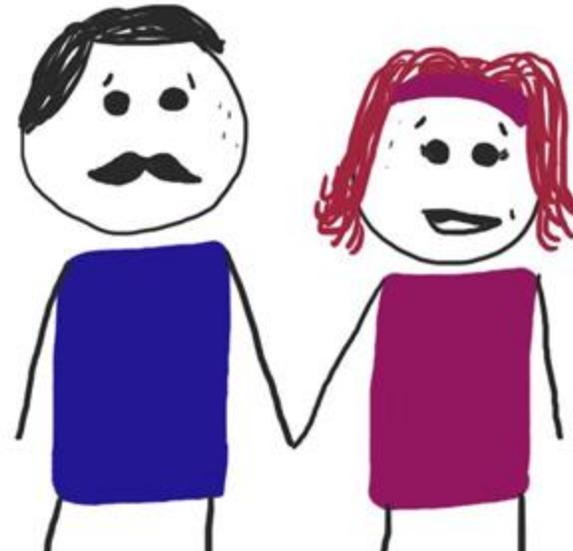
Potential Problems

- 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 an 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

