

*Rondout Valley High School
Counseling Department*

STUDENT HANDBOOK

A Guide through High School to
College and Careers



Counseling Department

P.O. Box 9, Accord, N.Y. 12404
(845) 687-2400 Ext. 4213, 4214 Fax: (845) 687-7413
CEEB Code: 332-680 SAT Test Site: 33 102 ACT Test Site: 228 090

Rondout Valley High School offers several opportunities for students to receive assistance with adjustment to school. Each student is assigned a school counselor and an assistant principal. IEP students have a case manager who will support the student toward academic progress. Your school counselor is here to assist with:

- Academic & college planning and career exploration
- Course selection with an eye to your future
- Personal support
- Home-to-school communications
 1. Parent/Teacher Conferences:
 - Open conferences are held in the fall.
 - Individual conferences upon request.
 2. Newsletters – Monthly Principal’s office
 3. Website information
 4. Evening Presentations

Principal’s Office Ext. 4201 & 4202

Asst. Principal’s Office Ext. 4207 & 4208

Counseling Office Ext. 4213 & 4214

Support Counselor Ext. 4269

Nurse Ext. 4218

Special Education Liaison Ext. 4271

School Psychologists Ext. 4118 & 4164

www.rondout.k12.ny.us

SCHOOL SUCCESS FOR STUDENTS

Build your Transcript

- Establish and Maintain the *Four-Year Plan for High School*
- Meet Course Requirements
- Meet type of Diploma requirements
- Regents Exams
- Foreign Language Requirements
- Build toward Privileges for your Senior Year

Every grade counts

- Grades are still the number one consideration for college admissions Counselors. Every grade, beginning in ninth grade, COUNTS.

Available Support Services for Academic Success

- Teacher-Student-Support (TSS) & after-school time with teachers;
- National Honor Society (NHS) & Peer Tutoring, academic support;
- The ***STUDENT PLANNER***

Student Clubs

- Get involved in the school and the community
- Participate and play a leadership role in clubs-it is very important for college and scholarship applications.

Looking Ahead: High School course work:

- Advanced Placement Courses; Collegian Courses
- Career Tech- Aviation, LPN, Cisco, Electrical Construction, etc.;
- Looking ahead to Collegian Courses, New Visions, WISE & Early Admissions
- Career Fairs at local areas, career exploration & beginning the college search
- Utilizing GuidanceDirect.com for college & career choices
- College prep
- Choosing a college: Counseling Office & College Board's Matchmaker
- College Entrance Exams-PSAT, ACT, SAT Reasoning & SAT Subject Tests
- Test Accommodations: The SSD form is required for AP & SAT exams.



Rondout Valley
Central School District

MAKING THE MOST OF HIGH SCHOOL
HIGH SCHOOL & CAREER PLAN WORKSHEET (Gr 9-12)

Name: _____

Date: _____

INTERESTS

List your top three interests. Then write a sentence about how you can connect these interests to a career.

Career Goals: _____

FOUR-YEAR COURSE PLAN

List below the courses you have taken (or plan to take) each year in high school: See 4-Year Plan attached

SUBJECT AREA	GRADE 9	GRADE 10	GRADE 11	GRADE 12
ENGLISH				
MATHEMATICS				
SCIENCE				
LANGUAGES OTHER THAN ENGLISH				
SOCIAL STUDIES				
CTE				
FINE ARTS				
HEALTH				
PHYSICAL EDUCATION				
OTHER ELECTIVES				

POSTSECONDARY PLANS

What is your plan for postsecondary?

Get a job right away

Find an apprenticeship

Finish a 1-2 year program

Get a 4-year degree

Go to graduate school

Join the military

Why? _____



Rondout Valley
Central School District

Name: _____ Date: _____

HIGH SCHOOL & CAREER PLAN WORKSHEET, Continued

BUDGET

- Do you know how you will pay for postsecondary education or for your other plans? Yes No
- Have you researched scholarships yet? Yes No

POST SECONDARY VISITS

- Have you ever visited a college campus (two-year or four-year)? Yes No
- If yes, name the college: _____

POST SECONDARY APPLICATION

- Have you used www.collegeboard.org (for four-year college) to identify at least one postsecondary program?
 Yes No
-

ACTIVITY LOG

- Review Activity Sheet

HIGH SCHOOL EXAMS

- Put an X next to those you have taken or you plan to take:

PSAT Regents exam(s) AP Exams

SAT ACT

FUTURE GOAL

What would you like to achieve in the next ten years of your life?

The Homework Connection



Rondout Valley High School seeks to promote in each student a life-long love for learning. High School students should plan to do homework **every night**. Homework can take many forms; practicing a musical instrument, writing a short story, preparing a lab report, rehearsing one's lines for a play, evaluating a historical document, and so on. In each case, however, homework requires time, self-discipline, concentration and commitment.

Consequences for not doing homework include: being unprepared for class, a low grade point average, and a poor class ranking. It may even mean failing a course. Teachers may assign Teacher Study Support (TSS). TSS meets Mondays, Wednesdays & Thursdays from 2:30-4:00 with the TSS teachers. Students may drop in for extra help on their own as well. TSS provides a supportive setting for study. If at any time a student encounters difficulty, they should seek assistance from a classroom teacher after school.

Along with TSS and teacher support, students may also access the National Honor Society (NHS) Peer Tutoring program. NHS student work one-on-one with students to provide academic support in all subjects. Phone the counseling office to begin this service.

Grades are one of the most important factors in college admissions decisions. The second most important factor is a high score on college admissions test, the SAT and/or ACT. Conveniently, the best preparation for these exams is to get high grades. Taking challenging classes and working hard in them is the very best preparation. While you can pay lots of money for SAT and/or ACT prep classes, completing all homework and preparing for exams is the best choice. Do your homework. It absolutely pays.

Completion of homework is essential to progressing in high school. Students need a certain number of credits to proceed onto the next grade. Students must attain 5 credits in order to attain tenth grade/sophomore status, 10 credits are required to attain eleventh grade/ junior status, 15 credits are required in order to attain twelfth grade/senior status, and 22 credits are required for graduation as designated below:

<u>Grade</u>		<u>Required Credits</u>
Sophomore/10 th grade	=	5 credits
Junior/11 th grade	=	10 credits
Senior/12 th grade	=	15 credits
Graduate	=	22 credits

College Entrance Exams



PSAT/NMSQT

The Preliminary Scholastic Aptitude Test (PSAT), taken in the fall of the junior year, acts as a dress rehearsal for the SAT. It is a four hour exam made up of verbal, math, and writing sections. This exam does not count in college admissions. The PSAT serves as the very selective National Merit Scholarship Qualifying Test (NMSQT). Visit www.collegeboard.org for information.

Benefits to taking the PSAT:

- Participate in the Student Search Service by having your name sent to colleges;
- Predict your SAT Reasoning score and assess your verbal, math and writing skills.

ACT & SAT

The American College Test (ACT) and the Scholastic Aptitude Test (SAT) are college admission tests. Remember to check the admission requirements for each college. Most four-year colleges and universities in the country accept ACT and SAT scores equally. Taking both tests may increase your chances of getting into your first-choice college. Visit these websites www.actstudent.org and www.collegeboard.org early in ninth and often through twelfth grade.

The **ACT** includes English, Mathematics, Reading, Science reasoning, and a writing portion. The ACT takes about two hours and forty-five minutes to complete. Give yourself an hour to register for the ACT on line. The ACT registration includes an interest inventory to help you choose a college major and identify jobs you may wish to explore. Take time with this as the results may provide you with important information. Selective colleges may accept the ACT in lieu of the three SAT Subject area exams, which they sometimes require for admission. Register on-line to take test 8 weeks in advance at www.act.student.org.

The **SAT reasoning exam** is designed to measure your verbal, mathematical reasoning and writing skills. The SAT test begins at 7:45 AM and runs until about 1PM. Register on-line to take test 8 weeks in advance at www.collegboard.org

The **SAT subject tests** are also required by selective colleges. Colleges may require three SAT subject area exams, or, as mentioned above, the ACT. The dates and times are available on www.collegeboard.org. Register on-line to take test 8 weeks in advance.

The goal of both tests is to help colleges predict your academic success. For students who are undecided about possible college choices it is recommended that they begin taking the SAT subject test, e.g. biology, as early as their freshman year. This may seem early, but for the academically motivated student, it is important to plan ahead.

VERY IMPORTANT: If you have an IEP or a 504 and you need test accommodations on AP, PSAT, SAT or ACT exams you must complete an SSD Form-see your counselor.

A ROADMAP FOR COLLEGE ENTRANCE TESTS

Grade 8	-Accelerated science students:	SAT Subject Test	Biology-M	June
Grade 9	-Accelerated math students:	SAT Subject Test	Math Level 1	June
	-Biology students with an 85 or above average:	SAT Subject Test	Biology-M	June
Grade 10	-Accelerated students, honors students, students with above an 85 average:	PSAT (as a practice)	PSAT	<u>October*</u>
		Students must pay \$17 and register in the Counseling office in early September		
	-Accelerated math students	SAT Subject Test	Math Level 1 or 2	June
	-Students completing Regents Geometry With above an 85 average:		Math Level 1	June
Grade 11	-All Juniors (students with above an 85 GPA are best prepared to do well):	PSAT		<u>October*</u>
	-All Juniors (students with above an 85 GPA are best prepared to do well):	ACT		<u>April*</u>
	-All Juniors (students with above an 85 GPA are best prepared to do well);	SAT		<u>May*</u>
	-Juniors with above 85 GPA's who Are considering selective colleges:	<u>June SAT Subject Test</u> in one or more of the following:		
		<ul style="list-style-type: none"> • Literature • US History • World History • Math Level 2 • Chemistry • Physics • Foreign Language 		
Grade 12	-Seniors wishing to raise scores for their college and scholarship applications:	SAT	October <u>November*</u> December January	
		ACT	September October December	

***Offered at Rondout Valley High School**

SAT & ACT

www.collegeboard.org

www.actstudent.org

Register early in the year for SAT and ACT exams and remember:

- The best preparation is to take the most challenging classes and to work very hard in them. Study hard and read often;
- Rondout Valley High School offers the November and May SAT Reasoning and SAT Subject tests. The Reasoning test takes an entire Saturday morning. Two or three Subject tests may be taken together on one Saturday morning;
- Rondout Valley High School offers the April ACT. Statistics show that students typically score highest in April of the junior year. Always take the ACT with writing. It takes a little longer but colleges want the ACT with writing for college admission purposes;
- You will need an hour or more just to register-register on-line;
- Have four colleges in mind when you register. This will save you money as they will send score reports to four colleges if you list their codes at the time you register for the exam;
- Read carefully about how to prepare and what to bring to the exam. Bring two number two pencils, an approved calculator, water, your admission ticket, etc. to the exam;
- Save all of your registration materials, passwords etc. as you may need to access these over the next four years;
- You will need these codes: Rondout Valley school CEEB code and the Rondout Valley test site code if you want to take the SAT or ACT at Rondout;

If you plan to take an exam at a different site, you will need those Codes. You will always enter our R.V. CEEB code: 332-680. Our Rondout Valley CEEB and site codes are:

CEEB, School Code: 332-680

SAT Test Site: 33 102

ACT Test Site: 228 090

COLLEGE-LEVEL COURSES

Advanced Placement (AP) courses are college-level classes offered here in the high school. Each course has an AP exam in May. The cost for each exam is currently \$92.00. Tests are scored 1-5 and college's award credit accordingly. If you need testing accommodations you must complete an SSD Form. Collegian classes are also college-level courses. Our faculty members teach the Collegian classes in collaboration with the State University of New York (SUNY).

EARLY ADMISSIONS to SUNY ULSTER

Early admission to SUNY Ulster is available to seniors with a high GPA; 80% or above average may attend part-time and 85% or above average may attend full-time. An informational meeting will be held each April in the High School library.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

All student athletes should visit www.ncaaclearinghouse.net. Division I & II college Athletes must register at www.ncaaclearinghouse.net. Let the counseling office know if you register. NCAA is the governing body of college athletes. It sets academic standards for incoming freshman athletes. Standards include testing (SAT or ACT), specific course requirements, minimum GPA requirements and an application to the NCAA. No student athlete can be offered a scholarship unless standards are met.

COLLEGE APPLICATIONS

Students can begin college applications in July prior to their senior year. Applications should be completed in October; the earlier, the better. Go to www.commonapp.org. Many colleges will accept this. If you are applying to a college that does not accept the Common Application, contact the college. **COLLEGE APPLICATIONS ARE DUE IN THE COUNSELING OFFICE BY DEC. 15TH.**

Early Admission- Students must apply in early October. This allows students to hear early from several schools about admission. Students are notified early of acceptance but need not commit to attend.

Early Decision- Students must apply in early October. This allows students to hear early from their first-choice school. If accepted, the student must withdraw all applications from other schools and is ethically bound to attend this school.

FINANCIAL AID APPLICATIONS

Grades 9 – 12

Never pay for college financial aid application assistance. This is always free to you through every college financial aid office. Seniors, apply for the Rondout Valley Scholarships in February of the senior year. Watch deadlines!

Students should begin searching for scholarships in ninth grade. Register with www.fastweb.com. Check the scholarship drawer in the Counseling Office, check the H.S. website, also check with parent's employers and visit www.nysfaaa.org.

SENIORS FAFSA, Free Application for Federal Student Aid, should be completed in early January at www.fafsa.ed.gov. Complete the CSS **Profile** in the fall if needed. Just like the college applications. Contact each Financial Aid Office early and often. They are there to help.

Career Exploration

GuidanceDirect.com. This program helps students to search for colleges and scholarship along with occupations that matches their interests. Create your own portfolio for a comprehensive college and career search. The Planner allows you to learn about yourself with assessments that connect your H.S. course plans, post-secondary options, & career goals.

Required Information: SITE ID: 5552808 **Password:** R20S0236

Interest Inventories – Interest inventories are standardized surveys that identify a student’s interests, reported abilities and values. Students often use these as a beginning point for looking at occupations or college majors. The ACT & ASVAB include interest inventories. Interest inventories are also available on Guidance Direct.

Helpful Sites

www.careerzone.ny.gov. Interest inventory and career & college search

www.hesc.org Financial aid for college & other college resources

www.collegeboard.org Student profile, career & college search

www.actstudent.org Career tab for exploration

www.fastweb.com Money for school and career

www.doleta.gov/jobseekers/ Help for all stages of search

www.rileyguide.com Search for Job and career information




Student Clubs / Community Service

Community service and participation in clubs are essential components to strong resumes and college applications.

Cheerleading Club- 

Drama Club- 

Environmental Club- 

Peer Mediation 

LEGEND-the student newspaper




Math Team- 

Mock Trial- 

National Honor Society 

Science Olympiad 

Stage Crew 

Student Congress 

Synthesis Club 

Technology Club 

Yoga Club 

INTERNET ADDRESS LISTINGS

Here are a few internet sites we have found that may be helpful. Use these along with the links they provide to continue your school and scholarship search. Good luck and happy surfing!!

www.collegeboard.org

Student profile, college search, scholarships, PSAT, SAT.

www.actstudent.org

College prep, choosing a college and info on the ACT exam.

www.fafsa.ed.gov

IMPORTANT!! Always use the **ed.gov** site for the Free Application for Federal Student Aid (FAFSA). Other FAFSA sites charge a fee. You should never pay for financial aid application assistance. This is available to you for free at every college financial aid office. You can search for scam information at this site as well.

www.PIN.ed.gov

Your PIN is your key to online financial aid.

www.nysfaaa.org

Senior year planning calendar. Financial aid information

www.guidancedirect.com

Great site for career and college search. See your counselor for passwords and help making the most of the information.

www.ncasclearinghouse.net All athletes should consider registering. Registration is required for Division I & II.

www.fastweb.com

Free scholarship search engine.

www.finaid.com

Sources of financial aid and scholarships.

www.educationalinfo.com

Free college and financial aid information.

COUNSELING EVENTS PROGRAM CALENDAR 2016 / 2017



September 19th	Night school begins	
September 23rd	Last day for schedule changes	
September -October	PSAT Registration - \$17.00- All JUNIORS should take the PSAT. <u>Senior student athletes: Register with the NCAA</u>	
September-November	COLLEGE ADMISSIONS COUNSELORS' VISITS - Sign up in the counseling office. The calendar for the visits is in the office and on our website. Very important for students!!	
Tuesday, September 29th	<u>Financial Aid Night</u> for Seniors, Juniors and Parents	6:00 PM in the HS Library
Tuesday, October 4th	<u>College Night</u> College application process.	6:00 PM in the HS Library
October 15 th	PSAT , Preliminary Scholastic Aptitude Test	7:45 AM in the HS
November 5th	SAT (SAT Reasoning & SAT Subject college entrance exams)	7:45 AM in the HS
December 5 th	Transcript Request forms due for Jan. 1 deadline	
Friday, January 6th (Snow date - January 9 th)	<u>Alumni Day</u> Previous years' graduates return to talk to Juniors and Seniors about the transition to college. Typical questions are "What are those dorms really like?" and "How do I choose a major?"	lunch periods
February	HS Scheduling begins for the 2017/2018 School Year.	
Thursday, March 16 th	Ulster County Career Conference at SUNY Ulster (Juniors only)	
March	RV Scholarship applications are due.	
March	BOCES Career and Technical Center Field trip for 10 th graders	
April	Boy's State selection (Juniors only) Please see your counselor if interested.	
Friday, April 7 th	BOCES Career Tech applications due	
April 8 th	ACT college entrance exam	7:45 AM in the HS
May 6th	SAT Exam (SAT Reasoning & SAT Subject exams)	7:45 AM in the Library
May 5 th -16 th	AP Exams	
May 18th	Early Admissions Applications to SUNY Ulster are due	
June 23rd	HS Graduation 6:00 PM	
June 26-June 28	Summer School Registration	

JUNIOR CHECKLIST

(845) 687-2400 Ext. 4214 www.rondout.k12.ny.us

CEEB: 332-680 SAT test site: 33 012 ACT test site: 228 090

SEPTEMBER:

- _____ Register for the October PSAT by end of September. Sign up in the Counseling Office.
Fee is on the Counseling Calendar. Activate any free & reduced eligibility you may have for the PSAT, ACT, SAT & college app's.
- _____ Complete the paperwork for accommodations on the AP, SAT and ACT if eligible.
- _____ SAT and/or ACT registration. Register at www.collegeboard.org and www.actstudent.org and visit often for test prep. November and May SAT and the April ACT exams are given at Rondout. Selective colleges will require two or three SAT subject tests or the ACT.
- _____ Attend College Night & begin the college search process. Register on www.fastweb.com.
- _____ Attend college rep visitations. Sign up in the Counseling office.
- _____ Consider taking the ASVAB. It is a good career assessment tool.

OCTOBER:

- _____ Take the PSAT
- _____ Attend College Fairs: Marist College, Kingston, Pine Bush, Hudson Valley in May, etc....

NOVEMBER:

- _____ The SAT will be given at Rondout. Sign up on-line 8 weeks in advance.
- _____ Utilize the GuidanceDirect program to explore careers. See your counselor about setting up an account.

FEBRUARY:

- _____ Schedule for your senior year. Ask about Senior Dismissal. Consider New Visions, WISE, Early Admissions, etc...
- _____ Register online for the April ACT. (8-10wks in advance)

MARCH:

- _____ Complete New Visions applications

APRIL:

- _____ Take the ACT in early April at Rondout (Register in January-fills up fast!)
Complete the application for Early Admissions to SUNY Ulster. These are due by June 1st.
An information night will be held on Early Admissions to SUNY Ulster (see counseling calendar)

MAY:

- _____ Take the SAT (Register in February!)
- _____ Decide on three to five schools to apply to in the fall if you plan to go to college.

JUNE

- _____ June 1st –Early Admissions applications for SUNY Ulster are due. No exceptions

JULY

- _____ July 1st Use www.commonapp.org and college websites to begin college applications.
- _____ Visit college campuses over the summer!

REQUEST FOR LETTER OF RECOMMENDATION/ACTIVITY SHEET

It is recommended that students request letters of recommendation by October 15th.
Watch college application deadlines to be certain you give your letter writers three weeks.

Student's Name _____ Today's Date _____ Date Letter is Needed _____
Check year (s), indicate positions held and utilize "other".

9	10	11	12		9	10	11	12	
				Class Officer					School Newspaper
				Student Congress					Stage Crew
				National Honor Society					Drama/Musical
				Mock Trial					
				Math Team					Cheerleading Club
				Band/Choir					Environmental Club
				NYSSMA					Newcomers Uplifted
				All County/All State					
									Science Olympiad
				Boys State/Girls State					Synthesis Club
				Fire Dept. Rescue					Technology Club
									Yoga Club
				Alpine Skiing					Soccer
				Baseball					Softball
				Basketball					Swim Team (KHS is the host)
				Cross Country					Tennis
				Field Hockey					Track & Field
				Football					Volleyball
				Golf					Wrestling
				Lacrosse					
				Indoor Track					
				Other:					

List 5 positive traits about yourself, e.g. kind, bright, focused, charismatic, etc. _____

List outside activities, employment, volunteer work, community service, etc. _____

Career Goal: _____ College Major: _____

Names of Teachers asked to write a letter of recommendation: _____

Teachers, please upload on line through common app and hand one copy into the Counseling Office for the student's college application file & to use for letters that need to be mailed. Thank you!

- Request for Parent Reflections -

Dear Parents,

Upon the student's written request, we will write a letter of recommendation for his/her application to college(s). Please take time to write down some of the things that you are most proud about when it comes to your child. We will then weave this into the letter of recommendation. Help us to make it the kind of letter that will allow the admissions counselors to know what is wonderful about your child. We are in essence asking you to put together a "brag sheet" on your child. Take time to record all of the things you are most proud of as we move forward with the college application process.

You may wish to consider listing:

- Descriptive terms for your child such as academic, independent, friendly, generous;
- Extra-curricular activities;
- Neighborhood activities;
- Activities within your place of worship;
- Jobs held and accomplishments there;
- Your child's greatest strengths;
- Your child's accomplishments in organizations such as Scouting, Youth Groups, Teen Centers
- Academic programs and awards in and out of school;
- Athletic programs and awards in and out of school.

Thank you for your time and attention.

With appreciation,

The High School Counseling Department

THE A-K COLLEGE APPLICATION PROCESS

www.collegboard.org

www.actstudent.org

JUNIOR YEAR:

- A. Utilize GuidanceDirect, a college search program. Speak with your counselor. Explore a variety of resources. Speak with teachers, parents and friends about colleges. Attend college fairs. Use the internet; collegeboard.org, collegenet.com, actstudent.org, and collegebasics.com. Decide on a list of colleges. Look ahead. Meet with your school counselor soon and often.
- B. Athletes, complete the NCAA forms. Register on line at www.ncaaclearinghouse.net. You must come to the counseling office to notify your counselor if you have registered.

SENIOR YEAR:

- C. Go to www.commonapp.org to begin your college applications beginning July 1st. Decide on applying by *Early Action*, *Early Decision* or regular admissions. Apply on-line or contact schools for the applications. Apply early. Early applications have an edge. Hand the *Counselor* portion of any paper applications into the Counseling Office. Attend college Open House(s) and overnight visits. This will give you a better feel for the college campus.
- D. Request letters of recommendation. Provide teachers, counselors and coaches with a copy of your *Activity Sheet* (available in the counseling office) or a resume and ask your parents to complete a parent's *Reflections* page if you are asking them to write a letter of recommendation. This will help them to back up their many accolades of you with facts. Ask teachers & coaches to submit a copy of the letter of recommendation to the counseling office.
- E. Write the college essay with assistance from your teachers and others.
- F. Complete the *Transcript Request Form*, even if you are applying on-line, once you have completed the applications and requested letters. Supply the campus address, phone and FAX numbers. If you need your transcript mailed it will be ready in three business days.
- G. Contact each Financial Aid Office. Phone or email offices to request financial aid information. File the CSS Profile. Go to www.fafsa.ed.gov to gather info and file in early January. The financial Aid office at every college will help you to complete the FAFSA and CSS Profile. Attend the *Financial Aid Night* presentation at the High School. (date & time on Counseling calendar) Continue to apply for scholarships. Visit www.fastweb.com and www.nysfinaid.com
- H. NOVEMBER: If still needed, take November SAT here or the December ACT in Kingston.
- I. DECEMBER: **Complete all college applications by December 15th.** Check with teachers to see if they have submitted a copy of your letter of recommendation on-line and to the counseling office. Mail/submit online your completed application and let the counseling office know you have sent your application if it is mailed so that they can send your transcript & letters of recommendations to the college(s).
- J. JANUARY: Email or phone each college Admissions offices after submitting applications. Ask if your application is all in order. Phone colleges in mid-February to see if they have received mid-year reports.
- K. APRIL: Visit colleges you are accepted to and make the final decision by May 1st. Inform the High School Counseling Office of your final decision.

(845) 687-2400 Ext. 4214 www.rondout.k12.ny.us CEEB Code: 332-680

SENIOR CHECKLIST

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JULY

- _____ July 1st –Begin your college applications. Go to www.commonapp.org or the college website and begin. Visit www.collegboard.com & www.actstudent.org regularly.
- _____ Continue your scholarship search with www.fastweb.com., etc. Remember, for Scholarship dollars, you must apply!!

FALL

- _____ Complete the *Senior Interview* credit check . Check your transcript carefully.
- _____ Check senior classes. Do they meet college requirements? See your counselor.
- _____ Continue to apply for scholarships. Continue with www.fastweb.com and www.nysfaaa.org.
- _____ File the CSS Profile. Visit www.fafsa.ed.gov and prepare to file the FAFSA in early January.
- _____ Continue to complete your college applications.
- _____ Request letters of recommendation from teachers and from your school counselor.
- _____ Write your required college essays.
- _____ Once you have requested letters and completed the college application, complete the **Transcript Request** form in the Counseling Office.
- _____ If still needed, register for the Nov. SAT and/or Dec. ACT.
- _____ Athletes: Register at www.ncaaclearinghouse.net.
- _____ SEPTEMBER: Attend Financial Aid Night (see counseling calendar for date) in the Library at 6 P.M. in the HS Library
- _____ SEPTEMBER, OCTOBER & NOVEMBER: Work to complete your college applications. Attend college rep visits in the Counseling Office.
- _____ OCTOBER: Work on your essays. Attend College Fairs: Marist College, Kingston, Pine Bush, etc. The Counseling Office will have dates and times.
- _____ Complete Early Action and Early Decision applications by October 1st.
- _____ OCTOBER: Attend College Night (date on Counseling Calendar) @ 6 P.M. -HS Library.
- _____ NOVEMBER: Take the SAT. Ideally, mail/and or submit college applications before Thanksgiving.
- _____ **DECEMBER 15th College applications are due in the counseling office**
- _____ Check the announcements & high school email for scholarships.

WINTER

- _____ JANUARY: Complete and mail/on-line college applications. Visit colleges.
- _____ Complete the FAFSA, www.fafsa.ed.gov and CSS Profile. Free help is available in the financial aid office of every college. Continue to apply for scholarships.
- _____ Attend the January *Alumni Day* (see counseling calendar for date) event in the library, during lunch periods.
- _____ FEBRUARY: Check to see that mid-year reports have been received.

SPRING

- _____ Apply for the Rondout Valley Scholarships & Rondout Valley Federation Scholarships.
- _____ APRIL: Notify the colleges of your choice. Send your deposit. Notify your school Counselor so that final transcripts can be sent to the correct school
- _____ JUNE: Attend Senior Breakfast and the Rondout Valley Awards ceremony.

Wishing you every success!-The Counseling Department