



# 12th Grade College Planning

Lake Braddock Secondary School  
High School Student Services



# High School Counselors



**Jacquie Naughton**  
**As Assigned**



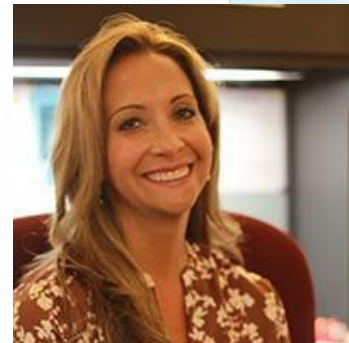
**Ian Brodie**  
**A-Bre**



**Debra Brown**  
**Bri-Del**



**Tracy Burkey**  
**Dem-Gra**



**Megan Cashman**  
**Gre-Kav**



**Lynn Carrera**  
**Kaw-Mah**



**Martin Gross**  
**Mai-Ngu**



**Sierra Alexander**  
**Ngw-Ri**



**Gary Ranallo**  
**Ro-Ter**



**Lynda Samek-Smith**  
**Tes-Z**

# School Counselor Role

School counselors are a resource to help guide your student through the college search and application process. School counselors can help:

- Review college lists
- Answer general college and application questions
- Show students resources
- Submit transcripts, school profile, write and submit letters of recommendation, and complete Secondary School Report.
- Offer workshops along with College & Career Center

# College & Career Center Specialist

**College Rep  
Visits**

**Job  
Opportunities**

**Meeting  
with Military  
Recruiters**



**Apprenticeships  
& Internships**

**Scholarships  
& Financial  
Aid**

**Sandy  
Hunter** [SKHunter@fcps.edu](mailto:SKHunter@fcps.edu)  
703-426-1192  
Hours: 7:30 am - 3:00 pm

**All information sent out in  
weekly newsletter!**

**2-Year College**



# Agenda



**01** College Application Process

**02** Requesting Transcripts

**03** Letters of Recommendation

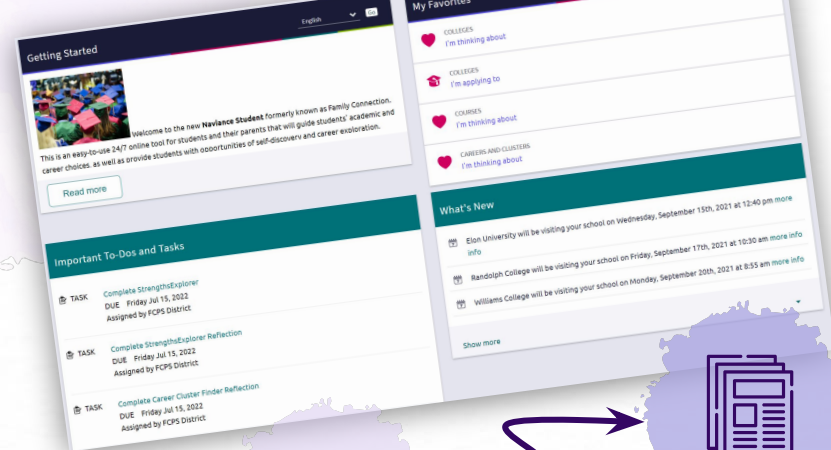
**04** Financial Aid & Scholarships

# COVID-19 Impact on College Admissions

- More test-optional schools
- Colleges understand the lack of activities and extracurricular opportunities
- COVID impact essay on the Common App
- FCPS has updated school profile to include a COVID impact statement explaining virtual learning



# Naviance



**Sign up for college  
rep visits**



**See transcript status**



**Explore jobs,  
internships, &  
apprenticeships**



**Scholarship  
information**

- A web-based resource that supports academic, career, and college planning
- Every student has an account
- Parents have their own login access
- Access Naviance through Schoology

# Four-Year Colleges | What are they looking for?

- Course Selection & Rigor
- Grades
- Test Scores
- Essays
- Recommendations
- Honors & Awards
- Extracurriculars & Leadership
- "X" Factor



**Many colleges and universities use a "holistic" approach in making admission decisions. College reps report that they review applications in this order.**



# Four-Year Colleges | How do I apply?



**The College's Online  
Application Portal**



**The Common  
Application**



**The Coalition  
Application**

# common app



## Students will need to invite their counselor to the Common App

- If your student's counselor is not invited, they will not be able to submit your student's transcript package to their school(s)
- Go to the "Recommenders and FERPA" section of a school in the My Colleges tab
- Complete Release Authorization (waiving your right to review all recommendations and supporting documents is recommended)
- Invite your counselor: You must use your counselor's correct email address: **@fcps.edu**
- Counselor will be notified by Common App of student's invitation
- If you apply in another format (e.g. Coalition), make sure you communicate this with your counselor



COALITION  
for COLLEGE

**Students apply through the  
Coalition application, but do not  
invite their counselor**

- We will submit your student's transcript packet through either Naviance or the mail.
- DO NOT add the counselor to the Coalition application.

# Four-Year Colleges | When do I apply?

## Early Decision

A binding contract which means the student must attend if admitted

## Regular

Application process following the normal timeline

## Rolling

Notified of admission decision as soon as application is reviewed

## Early Action

Non-binding notification of decision earlier than regular admission

## Priority

Mainly used as a deadline for scholarship qualification



# Four-Year Colleges | What do students need when applying?

**01**

## **Application**

Common App,  
Coalition App,  
Individual  
Admissions Portal

**02**

## **Test Scores**

SAT or ACT -  
Optional for many  
schools in 2022

**03**

## **Teacher or Counselor Recommendation**

If required

**04**

## **Transcripts**

Official transcripts  
sent by LBSS

*Not all of these need to arrive at the same time. As your materials are received, colleges will create an admissions file.*

# Requesting Transcripts

**Cynthia Allen**

Transcript Assistant

[crallen3@fcps.edu](mailto:crallen3@fcps.edu)

703-426-1045

Hours: 7:30am - 3:30pm (M, W, Thurs, F)

9:30am - 3:30pm (Tuesdays)

# Transcript Packet | Consent Forms

Your student must complete the Consent for Release of Student Records Form and the Transcript Request Form.

These forms are available on the Lake Braddock web page: Full Menu > Student Services & click on High School Student Services. Scroll down and click on Transcripts & Recommendations. Click on Current Students (Seniors Only).

- The Consent for Release of Student Records Form must be emailed to **lbsstranscripts@fcps.edu** with Subject Line: Consent Form - Last Name, First Name.

# Transcript Request Form | Consent Forms

The Transcript Request Form is a Google Docs Form that needs to be submitted for every college application to be completed (including Self-Reporting schools). **Please adhere to request deadlines.**

- If your student is requesting an official transcript for anything other than college admissions (e.g. scholarships, NCAA, etc.), please put “other” for the Application Type.
- If your student is **not** applying for a scholarship, please do **NOT** put any information in the last 2 questions referring to “Scholarship Only.”
- Official transcripts for college admission will be sent via Common App, Naviance, or Mailed. Do not provide email addresses or websites in the “Scholarship Destination” question.
- It is your student’s responsibility to indicate the correct information on the Transcript Request Form e.g. application deadline dates, application type (e.g. EA, ED, regular etc.) & method (e.g. self-report or Common App).

No records can be sent to colleges and universities until these forms are on file.



# **Transcript Packet** | What does it include?

Upon receipt of a transcript request, the process begins.

**Transcript with Senior Schedule & Weighted GPA**

**Secondary School Report Form (SSRF)**

**LBSS & FCPS Profile**

**Counselor Recommendation (if required)**



# Types of Transcripts



## Official Transcript

Marked with a raised LBSS seal and in an “official transcript” envelope.

## Unofficial Transcript

Unsigned & no seal



## Mid-year Transcript

Semester grades with weighted GPA & automatically mailed to prior listed colleges.

## Final Transcript

Sent to attending college after graduation date with new final GPA and type of diploma.



# Transcript Packet | What does it not include?

FCPS does not rank students nor provide unweighted GPAs.

Teacher recommendations are not part of the transcript package.

# Transcript Submissions

**Transcript Packet** submitted via

- Common App - Confirm electronic counselor invite
- Electronically through Naviance (Edocs)
- Mail

**Submissions** are considered “on time” if mailed by the application due date. If a college requires that they **receive** materials on or before the due date, please have your student communicate that to their counselor.





# Self-Reported Academic Record Schools

- Certain colleges and universities use the Self-Reported Academic Record (SRAR). Florida colleges and universities use the Self-Reported Student Academic Record (SSAR).
- These schools require students to submit courses, grades, and test scores to them.
- An unofficial transcript is needed to submit courses & grades/upload transcript. Your student will need to obtain one from their school counselor.
- After graduation, a final transcript is sent to the self-reporting school if your student is admitted and chooses to enroll.
- **Students must complete a Transcript Request Form for any self-reporting schools they plan to apply.**

# SAT & ACT Scores

Due to disruptions by COVID-19, many colleges and universities have implemented a “test optional” policy for now.

This means that SAT and ACT scores will not factor into admissions decisions. Here is a statement from the National Association of College Admissions Counseling:

*Due to the cancellation of SAT and ACT testing dates, more than 1,450 US colleges and universities announced they are moving to a test-optional policy, and more will surely follow. By going test-optional, institutions are making a definitive statement that they will not need test scores to make admission decisions this year. Despite the change in policies, high school students and their parents are asking, “Does test optional really mean test optional?” The answer, simply put, is: YES.” (NACAC)*



# Test Optional & Test Flexible Colleges

**Test optional:** Not mandatory to submit to ACT or SAT scores as part of the application. The transcript will be the most important piece of the application followed by the essays, recommendation letters, extracurricular activities and possibly an interview.

Check out <http://www.fairtest.org/university/optional>



# Letters of Recommendation

## Things to consider



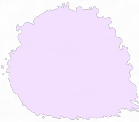
Does the college want a recommendation letter?




Do they want letters from certain people (counselor or teacher)?



How does the college want the letter to be sent (mail, electronically)?



Is there a specific form that they want the recommender to complete versus a standard letter?



# Letters of Recommendation

## School Counselor

- Provide **minimum of 4 weeks notice** when submitting Transcript Request Form.
- Indicate Counselor Letter of Recommendation requirement on Transcript Request Form
- Update Senior Packet -
  - Student Self-Evaluation, Parent/Guardian Questionnaire, and Comment Form - These forms are found on the LBSS Student Services webpage, the Transcript Request Form & Schoology (Senior Unit: Post-Secondary Materials)
  - Resumé or List of Activities





# Letters of Recommendation

## Teachers or Other Recommenders

- Request in person from recommenders FIRST
- Then, request electronically through application
- College requirements may vary; send only what is requested (e.g. counselor letter, teacher letter, other letters)
- Some colleges do not want letters of recommendation (e.g. Virginia Tech)
- Students are responsible for obtaining recommendations from teachers

# Application Processing Times

- **Updating college application account** can take up to four weeks for colleges account to reflect receipt of transcript package.
- **Check Naviance**
  - Ensure all schools are listed
  - See when transcripts submitted
  - Check application status at each college portal/account or email notification
- **Read Emails** - Colleges & LBSS communicate with students mostly through email.

# Application Process

## Student Responsibilities

- Complete college application and submit to colleges along with application fees
- Request official test scores online from SAT and/or ACT to be sent directly to colleges
- Research requirements and deadlines for institutional scholarships
- Follow-up with college admissions offices to verify applications are complete



# Deadlines

Students must adhere to all deadlines



**Transcript request forms, counselor recommendation letter requests and teacher recommendation letter requests are all due at least 30 days prior to college application deadline.**

**We cannot guarantee that late submissions will be sent to the college by the deadline date.**

# Financial Aid & Scholarships

**01**

## **FAFSA & CSS**

Fill out the FAFSA & CSS profile (if required) after October 1st. It can be used for scholarships & need-based financial aid.

**02**

## **Loans, Grants, & Scholarships**

No matter your financial situation, everyone qualifies for some type of aid.

**03**

## **Individual College Funds**

Specific financial aid questions should be directed to individual colleges.

**04**

## **FCPS & LBSS Scholarships**

Scholarships available through FCPS & LBSS will be posted in Naviance and advertised in the Career Center newsletter.

**05**

## **Independent Research**

You may find some scholarship opportunities through independent research offered by outside organizations.

**06**

## **Qualification & Contact**

Students will be contacted directly by colleges & universities if they qualify for the scholarships available at those institutions.



# Resources for Aid & Scholarships



**COCA-COLA  
SCHOLARS  
FOUNDATION**

**Federal Student Aid**

*An OFFICE of the U.S. DEPARTMENT of EDUCATION*

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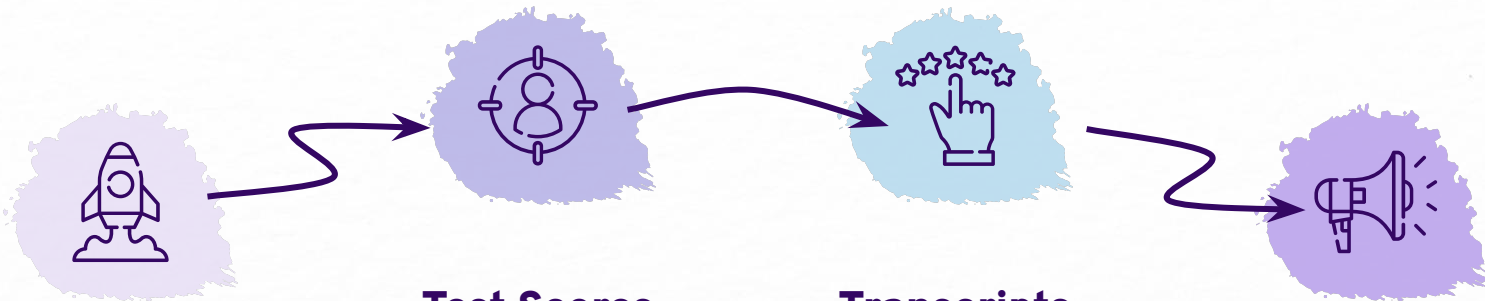


**STATE COUNCIL OF HIGHER  
EDUCATION FOR VIRGINIA**

**fastweb**

# NCAA Clearinghouse Process

## Division 1 & 2 Athletes - NCAA Eligibility



### Register Online

Must register with NCAA prior to any official college visits.

[www.eligibilitycenter.org](http://www.eligibilitycenter.org)

### Test Scores

Send SAT/ACT test scores directly to NCAA.

### Transcripts

Request transcripts from each non-FCPS HS attended.

Use unofficial transcript for coaches visiting LBSS.

### Transcript Request Form

List "College Coach" on LBSS Transcript Request Form.


Gives permission to give transcript to any official request by a college coach.

# Tips for Parents to help Students

- Open, honest communication is critical. Try to be open to dialogue and responsive to questions.
- Help your student understand the college search process.
- Help your child find the best possible environment for an education with a realistic and non-judgmental approach.
- Be aware of deadlines and fees due.
- Celebrate successes and don't dwell on disappointments like rejection letters.
- Preserve your child's self-esteem, confidence, and responsibility.
- Know your finances and help with the FAFSA.
- Try not to compare your child with others.
- Parents are the cheerleaders, while the student owns the process



## A Few Final Words

- Encourage your student to communicate and work closely with their school counselor.
  - If contacting your student's counselor, please be patient. Each counselor has approximately 80 seniors and are also working with at least 220 underclassmen.
  - Packet prioritized by application deadlines (NOT student turn-in dates).
  - Remind your student to monitor college websites for application status and missing items.
  - College notifies students one to two weeks after deadline.
    - If no transcript package was received by the college, your student needs to inform the Transcript Assistant, Ms. Allen.
- 





# THANK YOU!

**Do you have any questions?**

Students may email their School Counselor

<https://lakebraddockss.fcps.edu>

Twitter | #LBHSCounseling

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