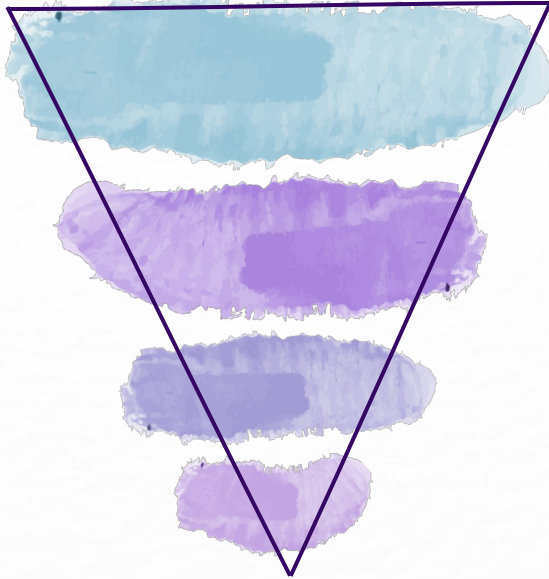




# 12th Grade College Planning

Lake Braddock Secondary School  
High School Student Services

# Agenda



**01** College Application Process

**02** Requesting Transcripts

**03** Letters of Recommendation

**04** Financial Aid & Scholarships

# Subschool 3 Counselors



**Mr. Brodie  
A - Berg**



**Ms. Hackler  
Berh - Coh**

# Subschool 4 Counselors



**Ms. Brown**  
**Coi - Fin**



**Ms. Burkey**  
**Fio - Hi**

# Subschool 5 Counselors



**Ms. Cashman**  
**Hj - La**



**Ms. Carrera**  
**Lb - Mil**

# Subschool 6 Counselors



**Mr. Gross**  
**Mim - Pat**



**Ms. Spingler**  
**Pau - San**

# Subschool 7 Counselors



**Mr. Ranallo**  
**Sao - Tq**



**Ms.**  
**Samek-Smith**  
**Tr - Z**

# **Subschools 3 - 7**



**Ms. Naughton  
A - Z  
As Assigned**



# School Counselor Role

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

- Submit transcript, school profile, counselor recommendation, and Secondary School Report
- Share student resources
- Offer college application workshops in the College & Career Center

# Individual Senior Meeting

Your school counselor will send out a SignUp Genius soon, so PLEASE CHECK YOUR SCHOOL EMAIL REGULARLY. Please sign up for a time to meet with your counselor to discuss your post-secondary plans.

These are the topics covered at that meeting:

- Discuss remaining graduation requirements
- Review college list
- Answer general college and application questions
- Discuss counselor recommendation & timeline
- Review/Complete Application Process Checklist

## APPLICATION PROCESS CHECKLIST

TO DO	Date Completed
Submit "Senior Packet" (Self-Evaluation, Parent Questionnaire & Comment Forms) via Google Docs	
Look out for Mrs. Hunter's Career Center Newsletter every week for info re: virtual college visits & other post-secondary planning info	
Update "Colleges I'm Thinking About" in Naviance Student <ul style="list-style-type: none"> <li>Verify application deadlines and types (early action, early decision, regular, rolling, etc.)</li> </ul>	
Give "Consent to Share" form to Ms. Allen, our transcript assistant	
Submit "Transcript Request" form via Google Docs for EVERY school you plan on applying <ul style="list-style-type: none"> <li>Make sure a transcript request form is completed for ALL your schools, including self-reporting schools and ALL schools you put in your Common App portal</li> <li>Indicate if a counselor rec is REQUIRED for any schools</li> </ul>	
Sign up for and take the SAT and/or ACT (collegeboard.org and actstudent.org), if you choose to and if required	
Send your official SAT/ACT scores, if you choose to or if required	
Check to see if any of your schools require you to complete the CSS Profile Request & confirm teacher/coach/employer/advisor etc. recommendations be sent to your prospective schools by their application deadlines	
Complete college applications & send any requested supplemental forms to your colleges before their application deadlines	
Confirm transcript was mailed out on Naviance Student under "Colleges I'm Applying To"	
Monitor your schools' websites to confirm receipt of your transcript package & any missing application items	
Keep track of important scholarship and financial aid deadlines with your prospective colleges	
Complete the FAFSA (Free Application for Federal Student Aid – FAFSA.gov) starting October 1 <sup>st</sup>	
Notify Counselor and/or Ms. Allen re: the admissions offices' decisions	
Watch your email for a FAFSA Student Aid Report (SAR), a document that gives basic information about your eligibility for federal student aid. This takes about 3-5 days if you filed electronically and up to 3 weeks if you completed a paper application	
Once accepted to schools, check college email accounts regularly for financial aid awards from colleges. You will have to accept or deny funds based on financial need.	

- Mid-year grades are automatically mailed to all schools (in which you completed a Transcript Request Form) in mid to late February, with the exception of self-reporting schools.
- Your Final transcript is automatically mailed to the school you indicate you will be attending on the Senior Survey that you will complete in May 2024.

# College & Career Center Specialist

College Rep  
Visits

Job  
Opportunities



Meeting  
with  
Military  
Recruiters

Apprenticeship  
& Internships

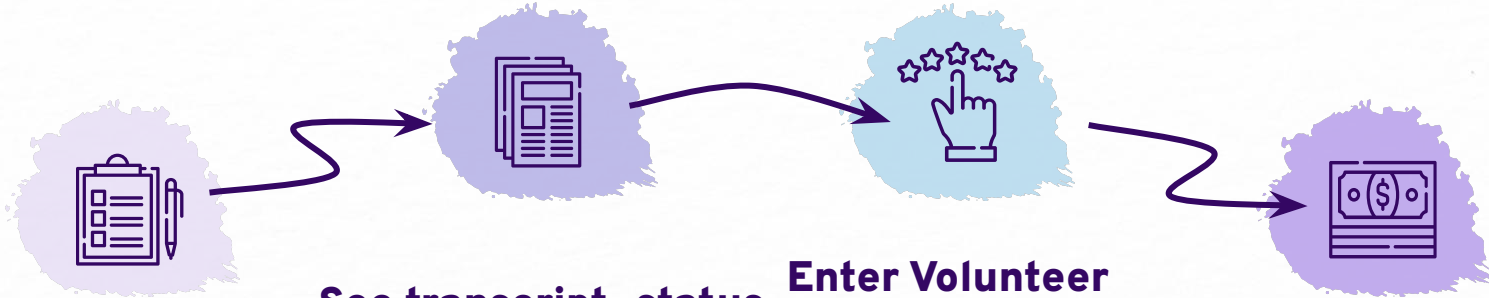
**Sandy  
Hunter** [SKHunter@fcps.edu](mailto:SKHunter@fcps.edu)  
703-426-1192  
Hours: 7:30 am - 3:00 pm

Scholarships &  
Financial  
Aid

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

2-Year College

# Naviance



## List of college visits

See transcript status

Enter Volunteer Hours in x2Vol

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

# Naviance

Home Self-Discovery Courses **Careers** Colleges Planner Demo DM EN Close Demo

**Career Exploration**  
Favorite Careers and Clusters  
Explore Careers  
Explore Clusters and Pathways

**Experiential Exploration**  
Find Work-Based Learning  
Explore Roadtrip Nation Videos  
**x2vol**

**Naviance**  
Page is available at this time.  
Additional Information from Your School

**Tasks from My School**  
Relax, you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to My Planner to see what's next or create a goal or to-do. [Go to My Planner](#)

**What's New**  
Nothing new to review this visit. Check back later.

**No Path Selected**  
Plan for life after high school and select the path that will lead to future success. [Select Path](#)

**Top Knowledge Sets**

Contact Ms. Hunter if you:

- Cannot access your x2VOL account
- Receive any error messages
- Cannot see the x2VOL button in Naviance

# Resources for Aid & Scholarships



**COCA-COLA  
SCHOLARS  
FOUNDATION**

**Federal Student Aid**

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

PROUD SPONSOR *of*  
the AMERICAN MIND®



**STATE COUNCIL OF HIGHER  
EDUCATION FOR VIRGINIA**

**fastweb**

# 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.



# 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**

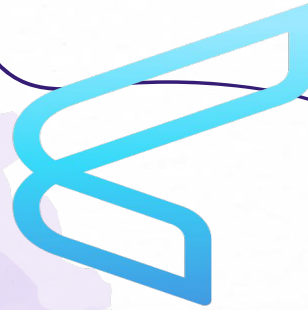


**The Common  
Application**



**The Coalition  
Application**

# common app



## You will need to invite your counselor to the Common App

- If your counselor is not invited, they will not be able to submit your transcript packet to your school(s)
- Go to the “Recommenders and FERPA” section of a school in the “My Colleges” tab
- Complete “FERPA 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 to your counselor



**CEEB Code: 470353**

**Class Size: 745**

**DE Classes: Annandale Campus**

**Class Rank: FCPS does  
NOT rank**



COALITION  
for COLLEGE

**You can apply through the  
Coalition application, but do  
not invite your counselor**

- We will submit your transcript packet through either Naviance or the mail.
- DO NOT add your 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  
Test-Optional or  
Required?

**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 your admissions file.*

# Requesting Transcripts

**Cindy Allen**

Transcript Assistant

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

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

703-426-1045

Hours: 7:30am - 11:30am



# Transcript Packet | Consent Forms

You 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:  
<https://lakebraddockss.fcps.edu/transcripts-forms>

Click on “Current Students (Class of 2025)”

The Consent for Release of Student Records Form must be emailed to **lbsstranscripts@fcps.edu** or dropped off in High School Student Services. This form only needs to be submitted ONE time.

- Waiving your right to review or have copies of any letters of recommendations written by FCPS employees is recommended

# Transcript Information and Recommendation Requests

The process for obtaining school transcripts for current students or graduates.

## Transcript Request Procedures (Lake Braddock Secondary School)

### Transcripts

Please review the information below to learn about the transcript request process for current and former LBSS students.

- Current Students (Class of 2025)
- Current Students (9th, 10th, 11th Grade)
- Graduated/Attended Within the last 5 Years
- Graduated/Attended More Than 5 years Ago

### For assistance and to submit forms, please contact:

- [LBSSTranscripts@fcps.edu](mailto:LBSSTranscripts@fcps.edu) | [703-426-1045](tel:703-426-1045) | LBSS HS Student Services 9200 Burke Lake Road  
Burke, VA 22015

### Recommendation Requests - Class of 2025

Please select the appropriate menu option below.

- Student Self Evaluation
- Parent/Guardian Questionnaire
- Comment Form

# LBSS Transcript Forms for Seniors

## Consent Form IS-111 (7/23)

Only need to submit 1 time  
(may have submitted at end of junior year)



## Transcript Request Form (Google Form)

Submit 1 google form for each transcript request



# Transcript Packet | Transcript Request Form

The Transcript Request Form is a Google Docs Form. Submit this form for each college (including Self-Reporting schools), scholarship, NCAA, etc. that requires an official transcript.

- The email address provided is only used to send a copy of the submitted form. If we have any questions, we will reach out to the student via their FCPS email.
- Application Deadline - Please list the date associated with the Application Type e.g. Early Action for George Mason is November 1st.
- Application Used - For college applications, if you did not apply through Common App, your Official Transcript Packet will be sent via Naviance or Mail. Please do not provide an email address.
- It is YOUR 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).
- If you realize you made an error on your submission, please email Ms. Allen at [lbsstranscripts@fcps.edu](mailto:lbsstranscripts@fcps.edu) and she can correct it. You do not need to resubmit.

**No records can be sent without a Consent Form and Transcript request form**

# Request Deadlines

Request deadlines are as follows:

## College Deadline

October 15

November 1 - 30

December 1 - 31

January 1- 14

January 15

February 1 - 29

March 1 - 31

## LBSS Transcript Request Due by:

September 22

September 29

October 27

November 17

December 1

January 5

February 2

\*\* LBSS cannot guarantee on-time delivery for requests submitted late \*\*

# Deadlines for Academy Nominations

Senator Mark Warner: September 19, 2024 by 5:00pm

Senator Tim Kaine: October 4, 2024 by 11:59pm

Congressman Gerald E. Connolly: October 4, 2024

# 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
- Sent directly from LBSS in an “official transcript” envelope, Common App, or Naviance



## Mid-year Transcript

- Semester grades with updated cumulative GPA
- Automatically mailed to prior listed colleges

## Unofficial Transcript



- Unsigned & no seal
- Can be downloaded from Student VUE & ParentVUE

## Final Transcript



- Sent to college that student informs us they will be attending via Senior Survey
- Has the final GPA & type of diploma earned



# 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

Transcript packets are considered “on time” as long as they are **submitted/mailed** ON or before the application deadline. If a college requires that they **receive** materials on or before the deadline, please communicate that to us.



# 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 YOU to submit courses, grades, and test scores to them.
- You can obtain an unofficial transcript from ParentVUE and StudentVUE.
- After graduation, a final transcript is sent to the self-reporting school if you are admitted and choose to enroll.
- **You must complete a Transcript Request Form for any self-reporting schools you plan to apply.**

# Test Optional Colleges

- Students are not required to submit SAT or ACT scores as part of their application
- This means that SAT and ACT scores may not factor into admissions decisions
- The student's transcript will be the most important piece of the application followed by essays, recommendation letters, extracurricular activities and possibly an interview
- More than 80% of U.S. colleges & universities have "test optional" applications
- You will need to research the colleges you're interested in to find out whether or not they require SAT/ACT scores

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



# **LB SENIORS 2025**

## **SAT SCHOOL TEST DAY**

### **WEDNESDAY, OCTOBER 9TH**



#### **LAKE BRADDOCK SECONDARY SCHOOL: 2024 SAT SCHOOL DAY INTENT TO PARTICIPATE FORM**

FCPS will cover the cost for any twelfth grade student to take this test.

The student will need to use a @fcpschools.net email account to access and complete this form. A translated version of the form content may be found on the [SAT School Day Intent Form webpage](#)

FCPS sites cannot accept walk-ins on the day of the exam.

General information about the SAT School Day test format is available on the [College Board webpage](#) .

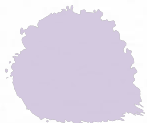
Directions on how to access scores and score release dates are published by College Board via the College Board website. Schools will not be sending out scores, students must have a College Board account to access their scores.

We will share exam day schedules and additional details in the coming weeks. If you have questions about the SAT School Day administration at Lake Braddock Secondary School,

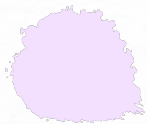
please contact Mrs. Fava at [tcfava@fcps.edu](mailto:tcfava@fcps.edu)

# Letters of Recommendation

## Things to consider



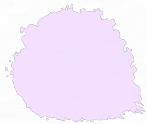
Does the college want a recommendation letter?



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

- Be sure to adhere to the LBSS Transcript Request due dates when submitting Transcript Request Forms
- 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 (See slide 25)
  - 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 and other recommenders



# 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 on each college portal/account or email notification
- **Read Emails** - Colleges & LBSS communicate with you.

# 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

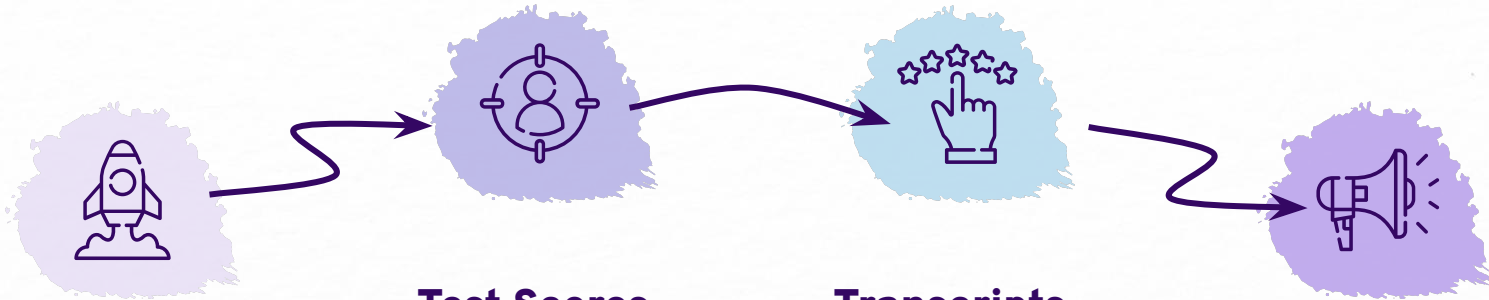


**Transcript request forms, counselor recommendation and teacher recommendation requests are all due at least 30 days prior to college application deadline.**

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

# 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 NCAA on LBSS Transcript Request Form.

# A Few Final Words

- Communicate and work closely with your school counselor.
- Be patient. Each school counselor has approximately 70 seniors and are also working with at least 230 underclassmen.
- Your Transcript Packet is prioritized by application deadlines (NOT student turn-in dates).
- Monitor college websites for application status and missing items.
- For status on your transcript requests, please check Common App and Naviance. They will be updated when your transcript packet has been submitted and/or sent.
- Colleges notify you one to two weeks after deadline.
  - If no transcript packet was received by the college, inform the Transcript Assistant, Ms. Allen.

# NOVA and ACE



We will hold an **Adult Community Education (ACE)** information session on March 19th in the Career Center during WIN time for students.

We will hold a **Northern Virginia Community College** information session on December 4th in the Career Center during WIN time for students.

# THANK YOU!

**Do you have any questions?**

Students may email their School Counselor

<https://lakebraddockss.fcps.edu>

Twitter | #LBHSCounseling

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