

DOBBS FERRY HIGH SCHOOL

Guidance Department

COLLEGE APPLICATION PROCEDURES

CLASS OF 2009

COUNSELORS:

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DOBBS FERRY HIGH SCHOOL GUIDANCE DEPARTMENT

IMPORTANT NUMBERS:

Guidance Office Phone:
914- 693-7647

Guidance Office Fax:
914-693-1536

College Board CEEB Code / ACT School Code:
331630

IMPORTANT DATES FOR SENIORS 2008-2009

Aug 12, 2008	Deadline for Sept. ACT Registration
Sept. Date TBD	“Coffee, Counselors and College” - meeting for Parents of Seniors 7:45 am – Location & Date: <i>TBD</i>
Sept. 19th	Registration Deadline for October ACT
Sept. 25 – Nov. 23	Each student meets with his/her counselor by appointment to discuss college applications
Sept. – Nov.	Daily visits from colleges in the guidance office. You will receive a list of colleges and dates.
Sept. – Oct.	Counselors visit classes to start Common Application
OCT 10TH	ALL EARLY ACTION/EARLY DECISION APPS DUE TO COUNSELOR
Oct 4th	SAT Reasoning Test or SAT Subject Tests
Oct. 25th	ACT Exam
Mid-October	CSS Profile – Financial Aid form required by certain colleges (<i>make sure you check the college you are considering for their requirements</i>)
Nov. 1 st	SAT I and II Exams
Nov. 7th	Registration for December ACT
DEC 1ST	APPLICATIONS ARE DUE IN COUNSELOR'S OFFICE!!
Dec 3 rd	Brother David Parent Financial Workshop
Dec. 6th	SAT Reasoning Test or SAT Subject Tests
Dec. 13th	ACT Exam

Jan. 1, 2009	FAFSA is mailed after this date. Certain colleges may still require their own financial aid form. Check financial aid information with your college.
Jan. 24th	SAT Reasoning Test or SAT Subject Tests
April 1 st	Notification by colleges of regular admissions decisions
May 1st	Common reply date by which you must notify colleges of your decision.
May	IB and AP Exams
June 2009	Congratulations to the Class of 2009!

Senior Checklist

- _____ In September, continue to gather applications and financial aid forms required by colleges. Check all deadlines.
- _____ Make a separate file folder for each college you are interested in and to which you may be applying.
- _____ Visit college if possible, or online tour; plan interview if necessary.
- _____ Sign or if under 18 have your parent sign Transcript Release Form and turn in to Guidance.
- _____ Complete Senior Activity Sheet, have parent complete "Brag Sheet" and return to your counselor.
- _____ Determine if you need to retake any SAT or ACT test(s).
- _____ ***Students are responsible for having SAT/ACT scores sent directly to colleges (www.collegeboard.com: 609-771-7600 or www.actstudent.org: 319-337-1270).***
- _____ Scholarship information is published in Features on a regular basis as well as distributed in the Guidance Office.
- _____ Know the deadlines for submitting applications to EACH of your colleges. It is to your advantage to submit at least one application to Guidance on or before December 2.
- _____ If a teacher recommendation(s) is required, provide the teacher with the deadline date. Give to teachers **at least 4 weeks** before due date.
- _____ **Write thank you notes to the people who wrote you letter(s) of recommendation and helped you with your essay(s).**
- _____ **Make a copy of all applications and essays submitted to your colleges.**
- _____ If you are planning on applying for financial aid, complete:
 - The FAFSA (www.fafsa.ed.gov). FAFSA cannot be mailed prior to January 1, 2009.
 - The CSS Profile, if required by individual colleges (www.collegeboard.com) (Refer to list in the CSS Profile)
 - Additional forms required by individual colleges.
- _____ See your counselor for any assistance.

Dobbs Ferry High School CEEB Code
331630

College Application Procedures – Dobbs Ferry High School

STUDENTS WILL:

1. Schedule an appointment with your counselor to review your college choices. Students will bring their completed activity sheet to this meeting, if not already submitted.
2. Carefully read and (if under 18) have parent sign the Transcript Release Form. This form must be submitted before transcripts can be mailed to colleges.
3. The guidance office will provide 9x12 envelopes. ***Please bring in labels with the college address for the envelopes.***
4. **Submit the following to Guidance:**
 - Signed transcript release form (only one is needed for all of your schools)
 - College names/addresses on mailing labels (Dobbs Ferry provides envelopes and postage)
 - ***Have SAT/ACT scores sent to your colleges– only you can do this! (www.collegeboard.com: 609-771-7600 or www.actstudent.org: 319-337-1270)***
5. ***ALL EARLY APPLICATIONS DUE OCT. 10TH.
ALL REGULAR APPLICATIONS DUE DEC. 1ST. – NO EXCEPTIONS!!***

Guidance will not process any applications without the signed transcript release form.

The counselor will write a letter of recommendation to accompany the application once the activity sheet/questionnaire is received.

Procedures for Teacher's Letters of Recommendation

In an effort to clarify student responsibilities in requesting and obtaining letters of recommendation from teachers, please adhere to the following procedures:

1. AT LEAST 4 WEEKS NOTICE before the application deadline, the student must provide his/her teacher with the following:
College application deadline and any forms to be filled out.
Teachers will give recommendations to the counselors.
2. After the teacher writes the student's letter of recommendation, the student should write a thank you note to the teacher. Teachers devote a great deal of time and energy to this process and their efforts should be recognized.
3. When students receive admissions decisions from colleges they should inform their counselor and teachers who wrote letters for them. Faculty members who are involved in the college application process greatly enjoy knowing the results.
4. **Students need not ask a different teacher for each college.** The counselor will send a copy of your letter to each of your colleges.

NOTE: Letters of recommendation are confidential and are not shared with students or parents. Many, if not all, college applications have a space for you to waive your rights to view your recommendations.

Writing the College Essay

Hints for a powerful essay:

- Answer the question. A good essay is the result of a writer who has examined the essay question and has written an essay that explicitly addresses that question.
- Conform to guidelines. If the essay instructions tell you that the essay should be two pages long, then the essay should be two pages long.
- Allow plenty of time to write the first draft. Proofread and rewrite. Do not wait until the night before the deadline.
- Strive for depth not breadth. A good essay is not a list of your accomplishments.
- Write about something you care about. Writing on a topic that “sounds impressive” will not impress.
- Be thoughtful and honest. A superb essay demonstrates that you have thought about and gained a clear perspective on your experiences and what you want in the future.
- If you are comfortable, don't be afraid to use humor or to be daring.
- Be yourself and have a little fun with it! This is your chance to use your own voice.
- Others can and should read your essay and give you feedback, but the language and style should be yours alone.

Avoid the following:

- Writing what you think admissions officers want to hear. Be honest about who you are and what you believe.
- Using information contained elsewhere in the application. This strategy results in the reader gaining no more insight into what drives you than he/she discerned from the rest of the application packet.
- Complaining about your circumstances. While it is okay to write about obstacles you have faced, what is important to your reader is how you overcame the obstacle.
- Comprising a travelogue of your trip to Europe. An essay should not be used to describe where you've been or what you've done. It should communicate who you are.
- Submitting an essay that contains the wrong college name. Proofread carefully.
- Discussing money or a college's ranking as a motivating factor for applying.
- Making claims in the essay that are not backed up in your application.
- Submitting an essay that contains mechanical errors, or meaningless prose. A poorly written essay signals a reader that you are unfamiliar with conventions of good writing or simply did not put enough time into composing your essay.

This form must be filled out and returned. Failure to do so in a timely manner will delay applications.

TRANSCRIPT RELEASE

**Dobbs Ferry High School
505 Broadway
Dobbs Ferry, NY 10522**

Name of Student: _____ Date: _____

1st Application Deadline Date: _____

Type of Application (i.e. Early Decision, Early Action, Rolling, Regular): _____

In accordance with Family Educational Rights and Privacy Act (Public Law #93-380), I authorize Dobbs Ferry High School to release the following records pertaining to me or my child:

Data requested by colleges and/or scholarships:

- Transcript
- Letters of Recommendation

(Please check, if yes)

_____ I would also like the results of standardized testing (if applicable) included on my transcript. ***However, students are still responsible for sending official SAT and/or ACT scores directly to the colleges.***

Furthermore, I release any person and/or Dobbs Ferry High School from all liability and hold them harmless for providing such information via transcript or recommendation.

Signed _____
Signature of Parent or 18 year old student

- If a signed transcript release form is not on file in Guidance, we will not be able to send applications, transcripts to colleges/scholarships, etc.
- Please note that only one signed Transcript Release form is necessary for the Guidance Office to send all of your transcripts to colleges.

DOBBS FERRY HIGH SCHOOL

PARENT "BRAG SHEET" FOR COLLEGE RECOMMENDATION

Parents play an important role in the college selection and application process. In order to write your child the most effective recommendation, we would like your insight. Please fill out the following "Brag Sheet" and send it back to your child's counselor by the beginning of September. If you have any questions, please call the guidance office. Thank you for your help!

NAME OF STUDENT: _____ DATE: _____

1. What do you consider to be the most outstanding accomplishments of your child during the past three or four years?
2. In which areas do you feel your child has shown the most growth and development in the past three or four years?
3. What do you consider to be his/her outstanding personality and character traits? Please include an anecdote if relevant.
4. If you had to describe your son/daughter in five adjectives, what would they be?
5. Are there any unusual or personal circumstances which have affected your child's educational or personal experiences?

6. Is there any additional information you would like the counselor to know?

Please feel free to use the back of this sheet or an additional sheet of paper if your comments do not fit in the spaces provided.

Parent Signature: _____

3. Please list the job(s) you have/had in the summer or during the school year. Explain what your job entailed and the dates you were employed.

<u>Job(s)</u>	<u>Description of Duties</u>	<u>Dates/ Hours of Employment</u>

4. What activities inside or outside of school do you enjoy the most? What activities are you likely to continue in college?

5. Please state your intended area of study and future plans or goals?

6. Which courses have you enjoyed most? Why?

7. Which courses have given you the most difficulty? Why? How did you handle this situation?

8. What has been your most stimulating intellectual experience in recent years?

9. Tell us about one or two memorable classroom experiences that you have had?

10. What have you done in the past four years that makes you most proud?

11. List any special awards, honors, or recognitions received. Please explain.

12. Has any summer experience, volunteer work, community service experience or job been of significant importance to you? Please explain.

13. Have you traveled or lived in different locations? Where?

14. What would your closest friends say your three best qualities are?

15. Do you have someone you particularly admire? Who? Why?

16. What difficult situation have you been in? How did you resolve it?

17. What do you consider your greatest strengths?

18. What do you consider your greatest areas for improvement?

19. Is your high school academic record an accurate measure of your ability and potential? If not, why?

20. What circumstances, if any, have interfered with your academic performance?

21. What would you like your counselor to highlight in a description of you to be sent to a college?

22. Is there anything else you would like your counselor to know about you?