

JEB Stuart High School



Summer Packet for Rising Seniors and Parents

Summer Assignment – to be completed before school begins in September

1. **Create a College resume.** Your most significant activities and awards should be listed first. A sample college resume is included in this packet.

This resume should include:

- A. All your activities during high school both in school and out of school activities. You should clearly state all leadership roles.
- B. all jobs you have held; dates should be included whenever possible
- C. awards and honors you have received

2. Complete your college visits and narrow your list of possible colleges: You and your parents' can login to Family Connection through FCPS Blackboard. Your list of at least 3 but no more than 10 possible schools may be altered after fall conferences with your counselor and/or Mrs. Kelley in the Career Center.

3. Review application Requirements, Go to the college website or the Common Application www.commonapp.org. You should read each application carefully, and note all requirements and deadlines on your college admissions calendar

4. Develop a personal calendar of due dates for all senior year standardized testing, all your college applications, and scholarship and financial aid deadlines, see # 3 above.

5. Prepare a draft of at least one college essay. Your essay should display a thoughtful attempt to answer the question posed by the college. If you cannot decide to which college you will apply, complete an essay required by the Common App, www.commonapp.org

6. Need money for college? Prepare a scholarship essay the topic of this essay should be "Why I deserve this scholarship". If you are feeling ambitious you might want to draft a second essay discussing the volunteer work you have done while in high school. Many awards are

based on your volunteer or community activities. You might also be able to use this essay on your college applications.

7.
 - a. Complete the **Student Information Sheet** which is included in this packet;
 - b. have your parents complete the **Parent Information Sheet and the Transcript Authorization Form** which are included in this packet.
 - c. **Complete the Stuart Secondary School Report Form(s)** included in this packet.

These forms must be given to your counselor *by September 15.*

FCPS requires a parent signature on the Transcript Authorization Form for all students, even those who are over 18!

September- Start applying its not too early!

You, the applicant, are in control of THE APPLI CATION process;

SCHOOL PART

JEB STUART Student Services Department (your Counselor) will submit the **School Report** described below after receipt of **both** the TRANSCRIPT ATUORIZATION FORM AND THE TRANSCRIPT REQUEST FORMS and FEE (including the LATE FEE if required)

The **School Report**- THIS IS THE **ONLY** INFORMATION THAT THE office of Student Services sends to a college, it consists of the following:

1. your transcript,
2. Your counselor's letter of recommendation- YOU MUST SIGN THE SECONDARY SCHOOL REPORT FORM ATTACHED TO THIS PACKET
3. The school profile
4. **Fee Waiver**- If you will be using a fee waiver you need to complete the attached **FEE WAI VER FORM**

NOTE: Just because Stuart sends out its portion of the application, you have not applied. You must complete your part of the application and pay the application fee for it to be complete.

STUDENT PART

The Remainder of the Application is in your control, and *has nothing whatsoever to do with your counselor or the Office of Student Services. You must insure that all items are completed and received by the COLLEGE Admissions office in a timely manner and that the application fee is paid or a fee waiver is received by the college. Once your application File has been opened; the College Admissions*

offices may send out notices of missing items via e-mail. It is your responsibility to correct any problems in a timely manner

- A. Teacher Recommendation forms **IF REQUIRED**; you must request these from individual teachers in a timely manner, most college applications allow recommendations to be submitted online. You should provide your recommenders with these instructions in advance or consult with them well in advance of the application. SEE TEACHER RECOMMENDATION INFO IN THIS PACKET
- B The Student Application; this may include an essay
- C D SAT I, SAT II and /or ACT score reports- ***It is the obligation of the student to send official score reports from the Testing services.*** To save time and money these reports should be requested when you REGISTER to take the test.
- E. Payment of application fee or an acceptable fee waiver (SAT or ACT FEE WAIVERS, CPP FEE WAIVER, NACAC Fee Waiver etc.) If you are receiving FREE or REDUCED LUNCH you can qualify for these waivers, but you must see your counselor and obtain them in advance.
- F. A Residency verification form for state schools; parents must complete.

TWO WORDS ABOUT DEADLINES- MEET THEM

The most important piece of advice anyone can give you is to *meet the deadlines.* Your teachers and parents may have extended the deadlines they have imposed on you; **college admissions officers do not extend deadlines.**

NEED MONEY? Apply Early and Often

Financial aid awards are frequently allocated on a first come first served basis. It pays to be early! **FAFSA forms should be completed no later than *February 15*, to insure that you will get the maximum financial aid for which you are eligible.**

Remember: Colleges and the FAFSA will not TEXT you, they will not FACEBOOK you, and they will send you an E-MAIL-so check your email several times a week to be certain you are up to date on college information

JEB STUART DEADLINES

Although Counselors and teachers do their best to meet requests in a timely manner, we are only human. If you request a recommendation or a transcript the day before it is due, it will be sent as soon as possible, but it may not arrive before the deadline request form. You are entitled to receive three (3) free transcripts. There is a five dollar (\$5.00) charge which must be paid in advance in cash for each additional transcript, and for transcripts which are requested without adequate notice. If requests are not received on time a late fee of five dollars (\$5.00) will be imposed. Late fees will be assessed for transcript requests received after the dates listed below.

In order for a transcript request form to be processed by **Student Services MUST HAVE A TRASCRIPT AUTHORIZATION FORM IN YOUR FILE (NO EXCEPTIONS)**

If the College's deadline is:

Transcript request due to your counselor by:

Rolling

As soon as possible,

November 1

October 1

November 15

October 15

December 1

November 1

December 15, & January 1

November 15

All other Deadlines

December 1

College Correspondence

Many of you no longer use your email address on a regular basis. However, you should know that your counselors and Mrs. Kelley will be sending you email reminders about testing, deadlines and scholarship opportunities this year.

In addition, once you submit an application the colleges will be sending you emails about the status of your application. While it is much easier and faster to apply online, the system is not perfect; most colleges will send an 'email acknowledgement' of receipt of your application within 24-48 hours. If you do not receive such an acknowledgement, chances are high that your application was not received. **It is your responsibility to take action immediately, upon learning that all or a portion of your application is late or incomplete. Notices from schools of items missing from your application, whether by letter, postcard, or email, are serious matters which must be corrected ASAP.**

Remember: Colleges and the FAFSA will not TEXT you, they will not FACEBOOK you, they will send you an E-MAIL-so check your email several times a week to be certain you are up to date on college information.

Standardized Testing

It is the student's responsibility to check to see the tests required for admission, register in a timely manner and send your score reports to the colleges. SAT and ACT test information is available in the career center or at www.collegeboard.com or www.actstudent.org Students eligible for fee waivers must see their guidance counselors at least two weeks prior to the registration date in order for the waiver forms to be processed. **FEE WAIVERS CANNOT BE USED WITH LATE REGISTRATION**

SAT / ACT Test Dates: 2014-15

Registration dates and test dates are listed in the chart below. Registration for both tests is online. Please note SAT dates are still pending, and will not be final until July.

Register for the SAT at www.collegeboard.com. Register for the ACT at www.actstudent.org

The SAT TEST DATES for 2014-2015

Test date	Register by	Late Registration	Changes can be made until
#*October 11 th	September 6 th	September 20 th	September 20 th
#*November 8 th	October 3 rd	October 18 th	October 18 th
#*December 6 th	November 8 th	November 22 nd	November 22 nd
#*January 24 th	December 27 th	January 10 th	January 10 th
#March 14 th	February 7 th	February 21 st	February 21 st
#*May 2 nd	April 4 th	April 18 th	April 18 th
#*June 6 th	May thu ^d	May 23 rd	May 23 rd

*Subject tests available # all dates are still anticipated, final dates are announced in July Register online: www.collegeboard.org

The ACT Test Dates for 2014-2015

Test Date	Registration Deadline	Late Deadline
September 13, 2014	August 8, 2014	August 9–22, 2014
October 25, 2014	September 19, 2014	September 20–October 3, 2014
December 13, 2014	November 7, 2014	November 8–21, 2014
February 7, 2015*	January 9, 2015	January 10–16, 2015
April 18, 2015	March 13, 2015	March 14–27, 2015
June 13, 2015	May 8, 2015	May 9–22, 2015

Register online: www.actstudent.org

SAMPLE COLLEGE RESUME

Barack Obama
3301 Peace Valley Lane
Falls Church VA 22041
703-555-3900
Barack_O@gmail.com

EDUCATION:

JEB Stuart High School, Falls Church, VA 22044
- 12th Grade: IB Diploma Candidate

HONORS AND AWARDS

VA Governor's School – Science and Technology Summer 2013
Fairfax County Science Fair Honorable Mention Spring 2013
4.0 Honor Roll: 10th grade, 11th grade
Virginia Scholar Athlete Award 9th, 10th, 11th 12th Grade
Boy Scouts of America, Eagle Scout Award 2013
Virginia State Swimming Champion 200 meter Fly Spring 2014
Fairfax County All Star Lacrosse Team, 2013, 2014

CLUBS AND ACTIVITIES

SGA Treasurer 10th grade
Class of 2007 – Vice President 11th grade, 12th grade
Yearbook Staff 11th grade, Sports Editor 12th grade
Boy Scouts of America 9th -12th grade
Stuart High School Marching Band 9th-12th Grade (Trumpet)

COMMUNITY SERVICE

Summer Swim Coach- Bailey's youth swim program for disadvantaged youth 2014

LEADERSHIP

Student Government Association – Treasurer 10th Grade
Class of 2015 Vice President – 11th and 12th Grade
Established Bailey's youth swim program for disadvantaged youth- This was a two week program established with the cooperation of the county to enable disadvantaged youth to learn to swim.

SPORTS

Stuart Swim & Dive Team 9th-11th grade, Co-captain 12th grade
Stuart High School Lacrosse Team- 9th- 12th grade

REFERENCES

John Smith – Mgr. Providence Rec. Center - 703-555-1662
Mary Jones- Swim Coach George Bush High School -703-555-4639

8. **What is your planned college major if you have one? Where do you see yourself in five years? In ten years?**

9. **Detail any unusual or exceptional personal, financial or health issues which have impacted you personally or academically, please explain what happened and how the problem was resolved.**

10. **Discuss one or more experiences which illustrate your passion for a hobby, activity, sport or academic discipline.**

11. **Which teachers or faculty members know you best? What would they say about you?**

12. **List your major extra-curricular activities, (hours per week). Describe your leadership positions and roles, and include dates. This should include all school and community activities and work experience. Describe what you learned from your various involvements, tell us what you contributed.**



J.E.B. Stuart High School

FAIRFAX COUNTY
PUBLIC SCHOOLS

3301 Peace Valley Lane
Falls Church, VA 22044

SECONDARY SCHOOL REPORT FORM
CEEB CODE: 470-797

Students: Complete first section:

Student's First Name

M.I.

Last Name

- Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
- No, I do NOT waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf if they are saved.

Student Signature: _____ Date: _____

Counselors: Complete remainder of form:

The above applicant has a GPA of ____ on a 4.0 scale. The highest GPA in this class is _____. The GPA is weighted by an additional 1.0 for IB and AP courses (IB Math SL1 is .5) and .5 for each Honors and Pre-IB course. There are ____ students in the senior class who are scheduled to graduate in June of 2013. Please refer to the attached school profile for additional academic and testing information.

In comparison to other students at our school, the applicant's course selection is:
___ Average ___ Demanding ___ Very Demanding ___ Most Demanding

This student is an IB Diploma Candidate: ___ Yes ___ No

I have worked with this student for ____ years.

I recommend this student: ___ With Reservation ___ Fairly Strongly ___ Strongly ___ Enthusiastically

School Counselor Information

Signature: _____ Date: _____

Name: _____ Telephone: _____

Email address: _____ Fax number: 703-824-8929



FAIRFAX COUNTY
PUBLIC SCHOOLS

J.E.B. Stuart High School
3301 Peace Valley Lane
Falls Church, VA 22044

SECONDARY SCHOOL REPORT FORM
CEEB CODE: 470-797

Students: Complete first section:

_____ **Student's First Name** **M.I.** **Last Name**

- Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations or supporting documents submitted by me or on my behalf.
- No, I do NOT waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf, if they are saved.

Student Signature: _____ Date: _____

Counselors: Complete remainder of form:

The above applicant has a GPA of ____ on a 4.0 scale. The highest GPA in this class is _____. The GPA is weighted by an additional 1.0 for IB and AP courses (IB Math SL1 is .5) and .5 for each Honors and Pre-IB course. There are ____ students in the senior class who are scheduled to graduate in June of 2013. Please refer to the attached school profile for additional academic and testing information.

In comparison to other students at our school, the applicant's course selection is:

___ Average ___ Demanding ___ Very Demanding ___ Most Demanding

This student is an IB Diploma Candidate: ___ Yes ___ No

This report is based upon (check all that apply) [] Personal observation and/or contact with student [] Other counselors' observations [] Teachers' comments [] Records

I have worked with this student for ____ years.

	Unable to Determine	Below Average	Average	Above Average	Excellent	Outstanding	One of the top few ever encountered
Academic Motivation							
Academic Self-Discipline							
Academic Promise							
Creativity							
Leadership Potential							
Overall Evaluation							

I recommend this student: ___ With Reservation ___ Fairly Strongly ___ Strongly ___ Enthusiastically

School Counselor Information:

Signature: _____ Date: _____
Name: _____ Telephone: _____
Email address: _____ Fax number: 703-824-8929

TEACHER RECOMMENDATION SHEET

BEFORE YOU REQUEST A RECOMMENDATION CHECK TO SEE IF ONE IS NEEDED FOR THE SCHOOLS YOU ARE APPLYING TO- FOR EXAMPLE MOST SCHOOLS IN VIRGINIA WITH THE EXCEPTION OF UVA, WILLIAM & MARY AND THE UNIVERSITY OF RICHMOND DO NOT REQUIRE TEACHER RECOMMENDATIONS

Please answer the following questions and give a copy of this sheet to each teacher who you would like to write you a recommendation. Please provide each teacher with a list of colleges where you would like them to send your recommendation and each application deadline.

- For recommendations that must be emailed, please notify the teacher first and then provide the college with the teacher's email address. (MOST RECOMMENDATIONS ARE SUBMITTED ELECTRONICALLY)*
- For recommendations that must be mailed, please provide teachers with stamped envelopes addressed to each college and marked with your application tracking number.*

Student Name: _____ Teacher Name: _____

Class (es) taken: _____ Year(s): _____

Waiver (please check one option and sign below):

- I waive my right to see the letter of recommendation.
- I do not waive my right to see the letter of recommendation.

Signature _____ Date: _____

PLEASE NOTE: TEACHER RECS ARE NOT INCLUDED IN STUART'S TRANSCRIPT PACKET

1. Why are you asking me to write you a letter of recommendation?
2. What do you think you have demonstrated in my class(es) that I should praise? – (such as specific contributions, your performance during critiques, discussions, presentations)
3. Which of the following attributes have you demonstrated in my class--independence, initiative, leadership, responsibility and maturity? Please provide examples of each.

STUART HIGH SCHOOL FEE WAIVER FORM

Student Name: _____

Student ID # _____

The above named student intends to pursue the college application process with the use of FEE WAIVERS.

These waivers are granted to students who are eligible to receive free or reduced lunch and/or to students who have significant documented financial issues in their families.

The above named student qualifies for an application Fee Waiver because: *(check all that apply)*

1. _____ The student qualifies for free or reduced lunch and has provided a completed *FCPS Consent to Share Information* form to his/her counselor
2. _____ The student has taken the SAT and /or ACT with a Fee waiver
3. _____ The student's family has significant documented financial difficulties: Please attach documentation, to this form.
4. _____ The student is a member of a college access organization (AVID, CPP) which membership entitles the student to waivers –provide documentation

By signing below the student and parent agree that the student is eligible for each fee waiver applied and represent that all information provided on this document is true and correct.

Student Signature

Date

Parent Name (please print)

Parent Signature

Date

**FAIRFAX COUNTY PUBLIC SCHOOLS
 CONSENT TO SHARE INFORMATION FOR BENEFITS FOR OTHER PROGRAMS
 2014-2015**

Student's School ID	Student Name	School Name
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____

Please check (✓) the box or boxes that apply.

If I want my children to receive **ALL ELIGIBLE BENEFITS**, I will check (✓) the box in the left-hand column below. If I want my children's information shared with only specific programs, I will check (✓) only the box or boxes from the right-hand column that describe the programs. I understand that not all benefits and programs described below will be available to students at every school and at every grade level.

All Eligible Benefits

OR

Specific Programs

- Student Fees:**
 Athletic Uniforms and Equipment Fees
 Field Trip Fees
 Participation Fees for various activities (e.g., music camp)
 Student Parking Fees
- Classroom Fees:**
 Musical Instrument Fees
 Supplemental Class Material
 Equipment Fees (e.g., calculators)
- Assistance to Students:**
 Information about Holiday Assistance
 Information about non-FCPS scholarships, classes, and other
 non-FCPS educational-related services
 Information on available assistance
- Test/Application Fees:**
 ACT/SAT Fees
 Application Fees (e.g., TJHSST application, college applications)

No **DO NOT** want my children's eligibility status in the federal Free and Reduced-Meals program shared with the programs listed above.

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

STUART HIGH SCHOOL TRANSCRIPT RELEASE AND REQUEST FORM

Stuart CEEB Code – 470-797

Name _____ Date of Birth: _____ ID#: _____ Email: _____
 Please check any that apply: [] IB Diploma Candidate, [] IB Career Certificate Candidate
 Counselor Name: _____

- The first three (3) transcripts are free. Additional transcripts cost \$5 each.
- There is an additional \$5 late fee for each transcript requested within 7 school days of a deadline.
- You must request counselor recommendation letters or Secondary School Reports (SSRs) 30 days before a deadline. You must attach the completed Student Information Sheet and SSR forms from the senior packet.
- 7th semester (mid-year) grades will be mailed automatically in February for all schools on this form.
- Final grades will be sent to the college selected on the end-of-year Senior Survey.

 Stuart High School does not mail SAT or ACT scores to colleges. You must request them at www.collegeboard.com (SAT) or www.actstudent.org (ACT).

For Office Use Only

Date of Transcript Request	Print Neatly: Name of College or Scholarship Street Address City, State, Zip	Counselor Recommendation Letter Needed (yes or no)	Include Quarter Grades After Nov. 15 (yes or no)	Pick one: Early Action Early Decision Regular Decision Rolling Decision, or Scholarship (Hand-Deliver: yes or no)	College or Scholarship Deadline	Date Entered in Naviance	Fee Paid	Date Ready/Mailed
							FREE	R: _____ M: _____
							FREE	R: _____ M: _____
							FREE	R: _____ M: _____

I hereby request that Stuart High School release the necessary official records of my child to the colleges or scholarships listed above. I understand that no records will be sent until all transcript fees are paid, either by cash or by check made out to “Stuart High School”.

Parent Signature: _____ Date: _____ Student Signature: _____ Date: _____

*If your child is on Free/Reduced lunch and would like to request a fee waiver from college of their application fees, **please check here** and please complete and attach the “Stuart Fee Waiver Form” and the “FCPS Consent to Share Information for Benefits Form” from the Senior Packet.*

