



Greetings Seniors,

Welcome to senior year! This is a big year filled with challenge, fun, uncertainty, and excitement as you finish high school and make choices for your future. The BHS Counseling and College/Career Center staff are anxious to help you in this process – please use us! We have many resources and much knowledge available in the Counseling and College/Career Center. Just drop by – it never hurts to ask!

This handout is designed to give you some of the critical information you need to complete the college application process, but doesn't cover many of the topics that you may be wondering about. Again, please come see us – we can help find the answers.

Meanwhile, as tempting as it may be to have a laid-back senior year, colleges consistently tell us that entering freshmen **MUST** demonstrate good academics during their last year in high school, so hang in there. Your reward will be a great start in your next endeavor.

Best wishes to the Class of 2012 from the Counseling and College/Career Center Staff!

Applying to College: The Beaverton Process

Read these instructions carefully. This process is designed to assure that your colleges will receive required BHS information about you in a timely manner.

❖ **OBSERVE ALL DEADLINES!** Your counselor needs a minimum of one month to review your academic record, collect teacher evaluation forms, and write a thoughtful letter of recommendation. **It is your responsibility to get things in on time!** Use the table below for required BHS materials, which you will give to your counselor. (Note: the holidays are not part of the four working weeks)

COLLEGE APP	MATERIALS TO COUNSELOR	COLLEGE APP	MATERIALS TO COUNSELOR
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<i>Deadline:</i>	<i>On or before:</i>	<i>Deadline:</i>	<i>On or before:</i>
November 1	October 6	January 15	December 2
November 15	October 20	February 1	January 5
December 1	November 3	February 15	January 20
December 15	November 17	March 1	February 2
January 1	November 21	March 15	February 17

College Application Procedures

In order for your counselor to process the BHS part of your application and write letters of recommendations, YOU are responsible for turning in ALL required materials to the Counseling Center at posted times. It is YOUR responsibility to make sure your materials arrive on time to their destination!

Step by Step Process

1. Pick up and complete a Transcript Request Form for EACH and EVERY college you are applying to, even if you are applying online. These forms are available in the counseling office.

Typically state universities only require official transcripts (not counselor and/or teacher recommendations); private universities and colleges usually need official transcripts AND counselor and/or teacher recommendations. It is your responsibility to find out what is required and ask for the necessary information in a timely manner.

For Universities Requiring Counselor Recommendations

Your Counselor will need the following materials:

- College Form: either Secondary School Report or Counselor Recommendation Form available from the College Application.
- Request for Counselor Letter of Recommendation Packet (pgs 7 - 10).
- Teacher Evaluation Forms (pgs 11 - 12).
- Parent Letter (pg 13).
- Outside Letter of Recommendation Form (pg 14).
- Typed High School Activities and Awards Sheet (pgs 15 - 16).
- Permission to Release Information Form (pg 17).

For Universities Requiring Teacher Recommendations

Recognize that writing a teacher recommendation letter is a favor your teacher grants you - not a requirement.

You will need to:

- Contact a teacher with your request.
- Check if the teacher requires further information; sometimes teachers may require a copy of your high school activities and award sheet.
- Provide the teacher with stamped addressed envelopes with Beaverton High School return address unless the teacher is completing an online letter of recommendation for you.
- Write a thank you note to the teacher concerned.

2. Access and Complete Common Application Form if required.

The Common Application Form is an admissions application that can be used for multiple college applications both in print and online.

To complete the Common Application, students should:

- Log-on and register at the Common Application website at www.commonapp.org. In order for the counseling office to submit college information electronically, an online Common Application account must be established regardless of how the college application is to be submitted by the student.
- Be sure to waive your rights on the Common Application account and remember to add all your selected colleges to this account.

3. Turn in required materials to your Counselor for processing.

Note: Refer to page 3 of this guide to make sure that you have included everything your counselor needs to complete your application.

4. Complete and mail the remainder of the application materials (application, etc.) by the stated deadline date.

Beaverton High School Transcripts

Official and Unofficial transcripts are available through the counseling center. Virtually every college will require an official transcript from you. Official transcripts are sealed by BHS, and are to be opened only by the recipient.

To receive an **OFFICIAL** transcript, you must:

- Complete a separate **Transcript Request Form** (*available in the Counseling Center*) for **EACH** college you apply to.
- Transcripts to **Oregon University System universities** will be sent electronically. *You are required to send your official test scores directly from the testing agency; www.collegeboard.com or www.actstudent.org.*
- You will be charged a processing fee of \$2.00 for more than five official transcripts unless this creates a financial hardship.

Note: A copy of your final official 8th semester BHS transcript will be sent to the college you plan to attend in the fall. It is your responsibility to let us know the college you will be attending by completing the Senior Survey that is distributed at the end of the year.

IMPORTANT: All off campus credits, especially correspondence courses required for graduation, must be submitted by the end of May or they will not appear on the transcript and you will not be able to participate in graduation.

College Funding Options For All!

As part of the college admissions process, most colleges include in their application packets financial aid information brochures that describe the various types of aid opportunities available to prospective students. These brochures also describe the process for obtaining financial aid, scholarships and loans; including due dates.

There are also a number of private scholarships available to students who apply for them. Ways to access this information are listed below. But remember, MOST scholarship funds are provided directly by the colleges and are based on information you give the college via the federal FAFSA form (see below), required for consideration for almost all financial aid.

Steps to Supporting College Costs:

1. **Attend District-Wide Financial Aid Night at Sunset High School December 6th at 7 PM.** Speakers will give helpful information about applying for financial aid, including a close-up look at the FAFSA (Free Application for Federal Student Aid).
2. **Visit the College and Career Center** to get information on scholarships, help with applications and to find funding options. Please check the CCC webpage regularly: <http://www.beaverton.k12.or.us/beaverton/collegecareer/collegecareer.html>
3. **Complete the FAFSA form.** All students should complete the Free Application for Federal Student Aid, as it is required for some scholarships, such as OSAC. The FAFSA should be submitted as soon as possible after January 1st. Worksheets are available in the College/Career Center or on the web at www.fafsa.ed.gov. Free help with the FAFSA is available in mid-January at all of the Portland Community College campuses. Info at <http://www.collegegoaloregon.org/>
4. **All students should complete the OSAC (Oregon Student Assistance Commission) scholarship.** By filling out one application, students are potentially eligible for over 320 scholarships. Applications are available on line at www.getcollegefunds.org after November 1st. Workshops to help students complete the OSAC application will be offered in the fall in the College and Career Center. The application deadline is March 1st; Early Bird deadline February 15th. Essays are required.

5. **Complete the CSS/Profile form** if you are applying to a private school that requires one. This is a customized form available at www.collegeboard.com and should be completed in the early fall of senior year. Please check the list of participating institutions and priority filing dates. More information is available in the College/Career Center.
6. **Apply for institutional scholarships from colleges you are applying to.** Many colleges require their own scholarship and aid applications. Double-check with colleges of interest to you for all forms and due dates.
7. **Do a scholarship search.** Take advantage of your access to the Oregon Career Information Systems website now available at home or at school for all Beaverton School District families. Complete with information on all colleges, possible career paths, links to applications, etc., it also has a very detailed database of scholarships based on all sorts of criteria, including talents, athletics, interests, academics, financial need, etc. Access the site at www.oregoncis.uoregon.edu The common signing for BHS families is Beavertonhs and the password is beaverton1. Stop in the CCC to learn how to access a customized student portfolio and to learn to use all the features of this website. For additional customized searches of scholarship opportunities, use a website such as www.fastweb.com or www.finaid.org. Also be sure to check out the Beaverton High School scholarship listings at www.beavton.k12.or.us/beaverton/home.html. Go to the drop-down menu for students and find College/Career and then the Weekly Updated Scholarship List.
8. **Check out NELA (Northwest Education Loan Association).** NELA is a not-for-profit company in the financial aid industry. For twenty-five years, NELA has provided college planning information and student loans to students through the Northwest. Check out www.nela.net.

Request for Counselor Letter of Recommendation

STUDENT NAME: _____ ADDRESS: _____

FATHER'S NAME: _____ OCCUPATION: _____

MOTHER'S NAME: _____ OCCUPATION: _____

Did either of your parents attend college? ___ YES ___ NO

If yes, please list colleges: FATHER: _____

MOTHER: _____

Number of children in your family and ages: _____

How many are in college? _____

What colleges are they attending? _____

List three adjectives that you feel best describe you and why:

What academic areas would you like to explore as a college student?

Describe the most significant course you have taken at Beaverton High School. Explain why you chose this class and how the course impacted you:

Describe in detail the most meaningful extracurricular activity you have participated in. Specifically explain what you did or accomplished and why it was meaningful to you.

Describe any paid work experiences and discuss the positions in detail including how many hours per week. What were your major duties? What did you learn about yourself?

Describe any volunteer work you have performed in your community. Provide examples of specific projects and what you've learned.

Describe one incident/situation during your high school experience that you feel you have grown from and represents your character.

Describe in detail one or two contributions you have made to the Beaverton community and how these contributions have made an impact.

Describe your most positive personality or behavioral characteristic. Is there a personal quality you want to improve, and if so, why and how do you plan to improve it?

Is there anything on your academic transcript that needs to be explained? (For example: low grades, a light schedule, an unusual GPA for one semester)

Describe any special information about you or your family situation or anything unique about you which you feel should be included in a recommendation. (For example: special talent, outside interest, recognition you've received for something, parents' divorce, illness etc.)

Teacher Evaluation Form For Counselor Recommendation – Page 1

Student: Make 5-6 copies and give to current or former teachers you feel know you best and can provide valuable information for your counselor regarding your academic qualities. Put teachers' names on the forms.

Teacher: Please return this form to my counselor before _____. Thank you for taking 10 - 15 minutes to evaluate me. My counselor is gathering information that will help her/him write my letter of recommendation. Since she/he does not have daily contact with me, your evaluation and comments are important. You provide valuable insight about my academic and personal development and potential. Please return this form even though you may be writing a letter of recommendation for me. I appreciate your help.

STUDENT: _____ COUNSELOR: _____ DT: _____
 (Please return this form to the counselor named above)

EVALUATING TEACHER: _____ SUBJECT: _____

Evaluation: Compare this student with other seniors you are teaching this year.
 Are you also writing a recommendation for this student? YES _____ NO _____

No Basis	Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)	Outstanding (top 5%)	One of the top few I've encountered (top 1%)
Academic achievement							
Intellectual promise							
Quality of writing							
Productive class discussion							
Respect accorded by faculty							
Disciplined work habits							
Maturity							
Motivation							
Leadership							
Integrity							
Reaction to setbacks							
Concern for others							
Self-confidence							
Initiative, independence							
OVERALL							

Please add further comments on the reverse side of this form.
 All comments are kept confidential and will not be shared with the student.

Teacher Evaluation Form *For Counselor Recommendation – Page 2*

List three adjectives that best describe this student:

Please comment on this student and share any information you feel is important:

If possible, give specific examples based on what you have witnessed in the classroom:

Please note that your comments are kept confidential and will not be shared with the student.

Parent Comments for Counselor Composite Letter of Recommendation

Your son/daughter is applying for college entrance and/or scholarships requiring a counselor letter of recommendation. This is your opportunity to share anything about your son/daughter that would assist us in writing a strong letter of recommendation.

Some suggestions for your comments:

Look over your student's responses to the questions in the "Request for Counselor Letter of Recommendation Packet" found on pages 7 - 10. Is there anything you feel is important for us to know that he/she failed to mention? The following questions are provided as a guide for you to provide additional information that your son/daughter may not have provided for us. Please note that anecdotes and specific examples are especially helpful.

1. What do you like best about your son/daughter?
2. Please give me your frank assessment of your son/daughter's strengths and weaknesses.
3. Describe our child's community or school activities, awards, or special experiences that you think were worthwhile or interesting in some way.
4. Describe any specific life experiences your child has had that has affected who he/she is today. For example, a divorce in the family, a foreign exchange experience they had, a particular work experience, or person who enriched their life, etc.
5. Please share anything else you feel I should know to have an accurate "picture" of your son/daughter.

Please type your responses on a separate piece of paper with your child's name at the top. Please return this sheet to your son/daughter's counselor at least three weeks before the earliest college or scholarship deadline! Thank you.

Outside Recommendation Form

Dear _____

I _____ am applying to a college/scholarship that requires a school counselor to complete a composite letter of recommendation and evaluation form about me. I would appreciate you completing this form (or attaching a separate letter of recommendation) by _____ (date). You can return it to me in a sealed envelope, e-mail it to my school counselor, or send it directly to my school counselor at the address below.

Name of School Counselor _____

Beaverton High School
13000 SW 2nd Street
Beaverton, OR 97005.

My counselor will then summarize the information received to give a complete "picture" of me and may even quote things you say on this form in his/her letter of recommendation. Thank you for your help in my college/scholarship application.

To Recommender:

Please complete, if you can, the following questions about the above student.

1. What is your name and how do you know this student? (For example, soccer coach, employer, youth pastor, etc.)
2. Describe the activities or duties where you have observed this student.
3. Describe the abilities and skills you have seen this student demonstrate.
4. Comment on this student's dependability, citizenship, persistence, initiative, and maturity.
5. Comment on this student's relationship with other people (communication skills, friendliness, etc.)
6. Describe any leadership skills this student has demonstrated.
7. Describe any personality characteristics or behaviors this student has demonstrated that you have appreciated.
8. Describe anything else about this student you feel a counselor should know to write an effective and specific recommendation letter.

Preparing a High School Activities and Awards Form

A High School Activities and Awards Form is a document you will be asked to prepare for the purposes of obtaining a Counselor Letter of Recommendation. It is a resume of your academic and extracurricular high school experience. This Activities and Awards Form can be also be included with your scholarship applications if the scholarship rules allow additional materials to be attached.

Directions: Complete steps 1-7. See Sample Awards Resume on the next page.

1. Write down all the activities in which you have participated and awards you have received, both in school and in the community, starting with the 9th grade. Include all activities you intend to participate in throughout your senior year.
2. Organize your activities and awards into the following categories: Academic Honors, Positions of Leadership, School Activities, Athletics, Community Activities, Work Experience and Other Information. When listing these items under a category, arrange them chronologically starting with most recent first. (If you do not have any items in a particular category, eliminate the category).
3. In the "Other Information" category, list any information that doesn't belong in any other category, such as IB/AP test scores, special activities, private lessons, international travel, summer programs, etc.
4. Next to your activities indicate the grade level(s) you were in while participating in the activity and the usual number of hours per week or month you were involved in the activity.
5. Compose a first draft of this material and have several people check it for spelling errors.
6. Compose your final draft in a typed format. Be sure to proofread!
7. Make several copies of your final resume for your own use all year with your college and scholarship applications.

- See sample "High School Activities and Award Form" on the next page

High School Activities and Award Form

Student's Name

Student's SS # (Optional)

<u>Category</u>	<u>Grade</u>	<u>Hours per Week</u>
HONORS		
AP Scholar with Honors	12th	
National Merit Semifinalist	12th	
English Honors	9th, 10th	
POSITIONS OF LEADERSHIP		
Student Council Treasurer	11th, 12th	10 hrs per week
JVH Soccer Captain	11th, 12th	10 hrs per week
Japanese Club President	11th, 12th	2 hrs per week
Hummer Feature Editor	11th, 12th	4 hrs per week
SCHOOL ACTIVITIES		
IB Diploma	11th, 12th	12 hrs a week
Student Council	10th - 12th	2 hrs per week
National Honor Society	11th, 12th	1-2 hrs per week
Hummer Staff	11th, 12th	6 hrs per week
Japanese Club	9th - 12th	1 hr per week
SPORTS		
Dragon Boat	12th	6 hrs per week
JV Soccer	11th, 12th	15 hrs per week
JVII Soccer	9th, 10th	15 hrs per week
Swim Team	9th, 10th	12 hrs per week
COMMUNITY ACTIVITIES		
Outdoor School Counselor	11th, 12th	144 hours
Boy Scouts of America	9th - 12th	2 hrs per week
Church Youth Group	9th - 12th	2 hrs per week
Sunday School Teacher	9th - 11th	2 hrs per week
WORK EXPERIENCE		
Cashier (Target Stores)	12th	20 hrs per week
Lifeguard (YMCA)	11th, 12th (summers)	16 hrs per week
Baby Sitting	9th, 10th	10 hrs per week
OTHER INFORMATION		
Cumulative GPA : 3.85		
Class Rank : 32 out of 426		
IB Diploma Candidate		

Beaverton High School

Release of Information to Colleges and Scholarship Organizations

I give permission for my counselor, _____ to release the following information to colleges and scholarship organizations through letters of recommendation, lists, and verbal conversations.

_____ academic information (cumulative GPA, semester grades, test scores, skills)

_____ name, address, social security number, and ethnic background

_____ extra curricular involvement

_____ personal information

Student's Name (please print) _____

Student's Signature _____

Student's Social Security Number (Optional) _____

Parent's Name (please print) _____

Parent's Signature _____

Date of release _____. This release of information form will be in effect for one year from the date of release.