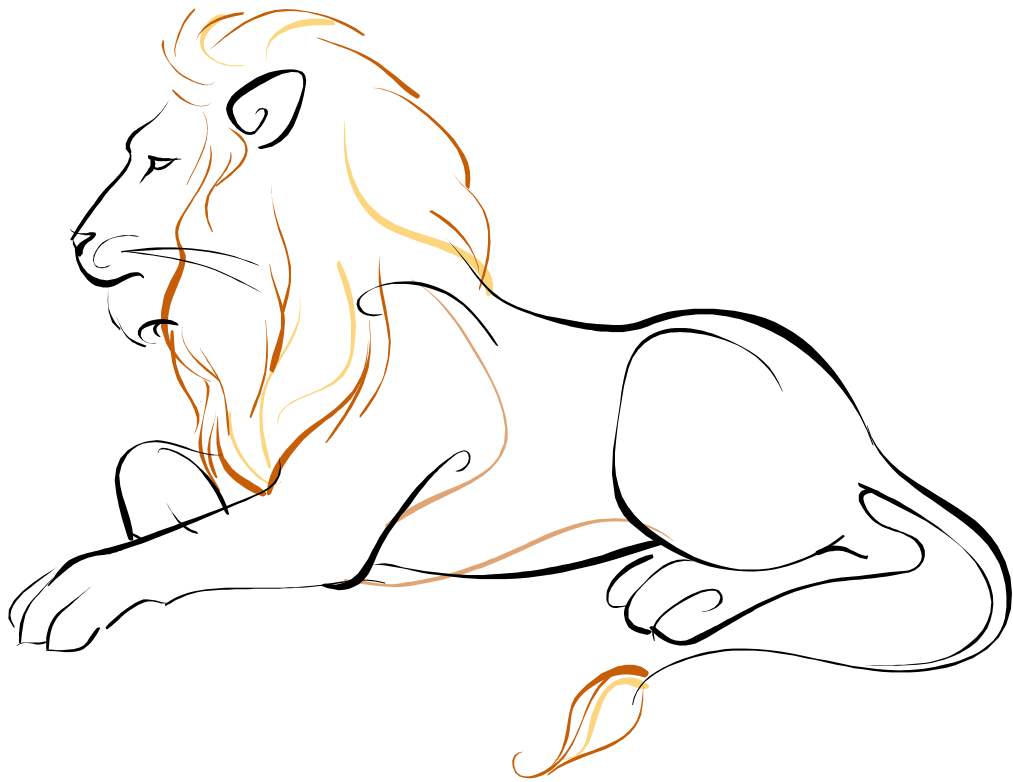


New Brighton High School



Junior/Senior Planning Guide

Table of Contents

Content	Page
Planning	1
11 th Grade Planning Activities	2
Summer Planning Activities	3
12 th Grade Planning Activities	4
Resources & Information	5
NBHS Contact Information	6
Web Resources	7
Military and Post-Secondary School Visitations	9
Post-Secondary School Visitations	10
Newsletter: Juniors Be Aware	12
College	13
College Search	14
College Admission Deadlines	15
Completing an Application	16
The Essay	18
Letters of Recommendation	19
Activities Resume	20
Guide to College Entrance Exams	21
Important Points about Testing	22
Technical Schools and Apprenticeships	23
Choosing a Vocational or Technical School	24
Making a Decision	25
Apprenticeships: Earn While You Learn	26
Apprenticeship Contacts	27
Athletics	29
NCAA Sports Eligibility	30
Checklist for the Athlete	32
Careers and Academic Majors	33
Career and Majors Search	34
Financial Aid	36
Financial Aid and Scholarships	37
Steps to Federal Student Aid	39
Forms	40
Transcript Release Form	41
College Application Checklist	42
School Profile Sheet	43

Planning



Getting Started

Post-Secondary Planning Checklist and Timeline Easy as 1-2-3

11TH GRADE SPRING PLANNING ACTIVITIES

1. Research

- Searching for Schools (see resource pages 13-22)
- College Catalogs and Career Books located in Guidance Offices
- College Visits in Little Theater at the High School
- Consider the Dual Enrollment Program – taking college courses while you are still in high school!
- Majors and Career Options
- Financial Aid and Scholarships

2. Prepare

Testing

- Check calendar for SAT/ACT test dates and registration deadlines
 - **Take at least one time in the spring!!!**
- Check the criteria for SAT/ACT scores for schools you are applying to
- Review any other testing requirements for technical schools, military, apprenticeships, etc.

Student Athlete

- Begin the process with the NCAA Eligibility Center at www.eligibilitycenter.org. Discuss Fee Waiver Eligibility with Guidance Counselor
- Add the NCAA Eligibility Center Code (9999) to your SAT/ACT registration
 - *If you are playing sports in college, the NCAA Eligibility Center requires your standardized test scores be sent **directly from the testing institution.***

3. Action!

Recommendation and Essays

- Prepare an essay for your teachers to review and ask for recommendations before the end of this year. Then you can begin your college applications during the summer!
- Complete the Transcript and Athletic Transcript Release Form
- Create or update an Activities Resume to highlight activities you've participated in at school and in the community (an example in this book).

11TH GRADE SUMMER

PLANNING ACTIVITIES

1. Research

Schools

- *Spring of Junior year:* Make a list of schools to investigate.
- *During the Summer:* Choose schools to visit (keep your graduation project in mind)
- Make a To Do List for completing the necessary paperwork and applications.
- Contact schools you are interested in and request a course catalog and financial aid information.
- Talk with older students who are home from college.

Careers & Majors

- **JOB SHADOW!** Explore different careers by job shadowing professionals in the careers that interest you. (keep your graduation project in mind)
- Complete career and major interest inventories to explore different areas of study and career paths. (see the “how to steps” in the back of this book)

Notes:

2. Visit

- Schedule an appointment with an admissions counselor and financial aid officer.
- Tour the campus.
- Request the opportunity to sit in on summer classes.
- Review the questions in this book on how to make your decisions!

3. Finalize

- Make some decisions!
 - Make a To Do list for when you return for your senior year.
 - Talk to students that are home from college or the military to help finalize your thoughts.
 - Update your activities on your resume.
 - Contact the Guidance Office to make sure your test scores were received from the SAT/ACT.

12TH GRADE

PLANNING ACTIVITIES

1. To Do List!

- **College/University/Technical Schools**
 - Complete admissions applications by their deadlines.
 - **Provide a stamped envelope with name of the post-secondary school to guidance counselor to send transcript to each post-secondary institution you are applying to.**
- **Military**
 - Contact a recruiter. You may request for them to meet you at school.
 - Review your options regarding: jobs, education, and training.
 - Schedule the ASVAB Exam.
- **Apprenticeship or Workforce**
 - Complete an Apprenticeship Application or create a Resume.
 - Contact potential references. Review strategies for applying for jobs and job interviews.
- **Final Testing**
 - Register for October and November SAT/ACT if needed.
 - Add the NCAA Eligibility Center Code (9999) to your SAT/ACT registration.
 - Register for SAT II – subject tests for universities or majors that require more specified testing for admissions.
 - Set up Admissions or Entrance Exams as needed.
 - Register for the ASVAB for Military Branches with your recruiter. NB does not offer the ASVAB.
- Check with counselor to finalize procedure for submitting final grades.
 - All post-secondary schools require a final transcript.
 - **Please request a transcript in the guidance office and let your guidance counselor or the guidance secretary know where they should be sent.**

Recommendation and Essays

- Ask teachers, counselors, employers, and coaches for letters of recommendation.
 - Provide an envelope with post-secondary school's address and stamp for each recommendation for each school OR have them return it to guidance to include with your transcript. Keep guidance aware and give your recommender a date to have everything completed by.
- Complete application essays.
 - Have a teacher review for grammatical errors and focus.

2. Money!!

Financial Aid and Scholarships

- Review scholarship bulletins in Guidance Area
- Register with scholarship websites
- Attend financial aid information night at the high school.
- Complete FAFSA forms
 - They can be filed after January 1st
 - Be aware of the FAFSA deadline and post-secondary school application deadlines
 - **FAFSA can only be completed on line at www.fafsa.ed.gov**
 - Ask your top institutions for a financial aid package to determine the final costs for you
- Contact post-secondary school's financial aid office to determine what scholarships they have available.

3. Finalize

- Review your goals
- Send in your confirmation to your school of choice
- Submit your FAFSA and complete any paperwork sent home from the national and state government
- Update your Guidance Counselor
- Relax, complete scholarships and enjoy your senior year!

Resources & Information



NBHS Contact Information

The information listed below will help you complete questions that are commonly asked on applications.

USEFUL DATA AND INFORMATION

School Data

High School Name: New Brighton High School
High School Address: 3202 43rd Street
New Brighton, PA 15066

High School Phone Number: 724-846-1050
High School Fax Number: 724-843-8651

High School or CEEB Code (needed for SAT registration): **392895**
High School WEB site: www.nbasd.org

Principal: Ryan Yates
Vice Principal: Robert A. Budacki, Jr.
Type of High School: Public
Location of School: Rural, Pulaski Township

High School Counselor: Michelle Hubbard
mhubbard@nbasd.org
Extension: 306

Aimee Young
ayoung@nbasd.org
Extension: 305



Web Resources

COLLEGE & TECHNICAL SCHOOLS

- College Board: www.collegeboard.org - Search engine for finding post-secondary institutions.
- CollegeNET: www.collegenet.com - Is a guide to colleges and universities that provides information on college admissions, links to academic resources, and online applications.
- College View: www.collegeview.com - Find colleges, careers, minority information, and more.
- Education Planner: www.educationplanner.com - College prep advice, SAT/ACT test strategies, resume advice, help with completing college, scholarship, and financial aid forms.
- GoCollege: www.gocollege.com - College searching advice on finding the right college.
- Mapping Your Future: www.mapping-your-future.org - Helps students prepare, chart out their future goals, and achieve them by creating a portfolio to explore their options!
- National Commission for Cooperative Education: www.co-op.edu - Cooperative education is a structured educational strategy, integrating classroom studies with learning, through field related work experiences to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. Co-op is a partnership among students, educational institutions, and employers with specified responsibilities for each party.
- PAPSA: www.papsa.org - Information about technical/vocational school profiles, career education, training, technology, and geographic indexes.
- The Princeton Review: www.princetonreview.com - College and major search, entrance exam help by instructors, FAFSA and loan advice and discussion boards.
- The Student Guide: www.ed.gov/students/landing.jhtml - The United States Department of Education's guide to questions about college and technical schools.

SAT/ACT INFORMATION

- ACT: www.act.org - Registration site for the ACT. One type of college entrance exam accepted at most colleges/universities. The ACT tests in five areas: math, reading, English (grammar), writing and science and comes up with a composite (average) score.
- SAT: www.collegeboard.org - Registration site for the SAT. One type of college entrance exam accepted at most colleges/universities. The SAT tests in three areas: math, critical reading and writing. Colleges/universities will take the best score for each area.
- Education Planner: www.educationplanner.com - College advice and SAT/ACT test strategies.
- Kaplan: www.kaplan.com - They offer private tutoring, courses, and online test preparation.
- Peterson's: www.petersons.com - They offer prep and practice to reach targeted test scores.
- The Princeton Review: www.princetonreview.com - College and major search, entrance exam help by instructors, FAFSA, loan advice and discussion boards.

ATHLETICS

National Collegiate Athletic Association: www.ncaa.org

NCAA Eligibility Center: www.eligibilitycenter.org - All students intending to play Division I or II sports in college must register with the NCAA Eligibility Center by their senior year.

National Association of Intercollegiate Athletics: www.naia.org

National Junior College Athletic Association: www.njcaa.org

FINANCIAL AID RESOURCES

Federal Student Aid: www.federalstudentaid.ed.gov - The Federal Student Aid Gateway. This is the source for free information, guidance, and tools for federal student assistance from the U.S. Department of Education's office of Federal Student Aid.

Financial Literacy Tips: www.360financialliteracy.org - Consumers can find information to help them make sound financial decisions at every stage of their lives, from childhood to retirement.

FAFSA: Free Application for Federal Student Aid: www.fafsa.ed.gov

Funding Your Education: www.finaid.org

National Commission for Cooperative Education: www.co-op.edu - Cooperative education is a structured educational strategy integrating classroom studies with learning through productive work experiences in a field related to a student's academic or career goals.

Pennsylvania Higher Education Assistance Agency: www.pheaa.org

Scholarships: www.big33.org

www.gocollege.com

www.cappex.com

www.collegenet.com

www.meritaid.org

www.scholarships.com

www.collegeview.com

www.educationplanner.com

CAREER PLANNING and EXPLORATION

Career Education and Work Internet Resources: www.pacareerstandards.com - An inclusive web-based guide to career outlooks, interest surveys and career planning websites.

Career Exploration: www.projectcareer.com and www.schoolfinder.com/careers: Interest inventories that take you through the steps from your interests to the jobs that match your interests.

MyMajors.com: www.MyMajors.com - An interest inventory that helps you explore the majors associated with the jobs you are interested in.

The Pennsylvania Department of Labor and Industry Career Guide: www.dli.pa.gov - A three part guide that will explore your interests, dispel career myths, examine wages, and job outlooks and provide resources to help in the job market, such as interviewing tips and resume building.

Bureau of Labor Statistics: www.bls.gov - The Occupational Outlook Handbook provides details on careers, including: training and education needed, earnings, job outlooks, working conditions and related careers. This is one of the most comprehensive sites to explore careers!

Pennsylvania Career Zone: www.pacareerzone.com - provides details about careers and allows students to take an interest inventory and search careers based on inventory results. Allows students to create an account so they can keep track of their profile and results.

JOB SEARCHES

www.timesonlinejobs.com

www.post-gazette.com

www.monster.com

www.careerbuilder.com

Military and Post-Secondary School Visitations

High School Visitations

Representatives from schools set up meetings each month at the high school. The schedule of these visits is published and communicated via the guidance office, website, bulletins, and/or announcements. Representatives from the military set up dates during lunch periods. Seniors can set up individual meetings with the representatives from the different branches of the military.

In order to participate in the college visits at the high school, please follow these steps:

1. Sign up in the Guidance Office at least one day prior to the institution's scheduled visit.
2. Pick up your pass from the Guidance Secretary **before** first period on the day of the visit.
3. Take your pass to the teacher whose class you will miss and obtain a signature of approval prior to attending the visit.
4. Present the signed pass to the guidance secretary at the location of the visit.

Visiting a Military Branch or School

Nothing is more valuable than a visit to the military office or campus. This allows you to see the office or campus where you will spend time. At a school, you can arrange to sit in on a class, taste the food, talk to other students, and view the community in which the school resides.

Seniors are allowed three excused absences to visit schools. Juniors are permitted one excused absence to visit schools. In order to receive an excused absence, students must bring an excuse from the school the day after the visit on the school's letterhead.

Things to consider when planning a visit to a military branch:

- ✓ Call the military office to make an appointment.
- ✓ Ask what type of paperwork will be needed to process an application or show proof of age.
- ✓ Set-up appointments for necessary testing.
- ✓ Have a list of questions regarding your enlistment, jobs, education, financial package, etc.

Things to consider when planning a visit to a post-secondary school:

- ✓ Call the school or make an appointment online for a college visit.
- ✓ While you are on the phone with the Admissions Office, ask with whom you will be meeting and where the interview will take place.
- ✓ Ask if a confirmation of your visit and directions to school and building will be sent to your home.
- ✓ Meet with an admissions officer. Make an appointment ahead of time and take a copy of your transcript and SAT/ACT scores.
- ✓ Meet with a financial aid officer to discuss financial aid and scholarships.
- ✓ Talk to students.
- ✓ Visit a class. (This should be arranged ahead of time).
- ✓ Meet with a faculty member.
- ✓ Have a meal on campus and spend time observing students on a typical college day.
- ✓ Spend an overnight weekend.
- ✓ Be prepared to complete an application on-the-spot—this may save you the application fee.

Post-Secondary School Visitations

The Interview

Some colleges require an interview as part of the application process. Things to consider:

- ✓ Be prompt.
- ✓ Be neat—dress appropriately.
- ✓ Know the name and title of the person with whom you will be interviewing with.
- ✓ Be well-prepared. Research the college and prepare questions to ask them.
- ✓ Answer questions to the best of your ability—don't be afraid to admit you don't know something.
- ✓ Be ready to offer information—grades, test scores, class rank, senior courses, etc.
- ✓ Be yourself—don't pretend to be something or someone you are not.
- ✓ When you get home, write a thank you note to your interviewer.

The Campus Tour: Things to Consider

Student Body

1. How many students attend?
2. What is the male-to-female ratio?
3. How big is the average class size?
4. What is the student-faculty ratio?
5. How many freshmen from last year returned for their sophomore year?
6. What was the grade point average for the freshman class last year?
7. What percentage of the student body graduates in four years?

Campus

1. Is this a walking campus? Do I need a car, bike, bus pass - is it free?
2. How long does it take to walk from one end of campus to the other?
3. How much time do I have between classes?

Location

1. How far from my home is it?
2. What travel options are available for me to get home? (planes, trains, buses, and cars)
3. What can you tell me about campus and community safety?
4. What is the surrounding community like?
5. What off-campus activities are available to the college student population?
6. What interesting facts about the surrounding community should a student at this institution know?
7. Are any malls or shopping centers near the campus? How do students get to them?



Post-Secondary School Visitations

Majors

1. What majors is the school best known for?
2. What special or unique programs are offered?
3. Do any of your majors have special requirements for admission?
4. Does this school have any special programs for transfer students?
5. Request a course catalog to read more about the degree requirements and career.
6. What is the academic calendar?
7. Do professors teach the classes or are graduate students/teaching assistants used?
8. What services does the school offer for those who are undecided about a major?
9. Does your school accept AP credits? If so, what are the minimum scores?
10. Support Services:
 - Tutoring?
 - Study Skills Workshops?
 - Counseling?
 - Are they free?
11. Internships:
 - How many students do them?
 - Are you guaranteed credit?
 - When is the best time to schedule one?
 - For which majors are they required?
12. Study Abroad Programs:
 - What countries?
 - Do I take classes abroad?
 - What is the cost?
 - How do I get involved?

Housing and Residence Life

1. What is the percentage of students who reside on campus?
2. Are residence halls co-ed, single sex, or both?
3. May I choose my residence hall?
4. What are the procedures for selecting a roommate?
5. Can I change my roommate if I am not happy?
6. How safe are the residence halls?
7. What are the rules and regulations that govern campus and residence hall life?
8. What are the bathrooms like?
9. Can I bring my own computer?
10. Is housing guaranteed for freshman? When is the deadline?
11. Is housing guaranteed after my freshman year?
12. Meal Plan:
 - Do I have to have a meal plan if I live on campus?
 - How many different meal plans do you offer?
13. Does your school have a Health Center? What is the fee for use of the facility?
14. Could you tell me a little about the library and the services provided for students there?
15. Computer Labs:
 - What are the hours of the labs?
 - Do they extend hours during mid-terms and finals weeks?
16. What gym facilities do you offer students? Is there an additional charge?
17. What kinds of campus jobs can I get if I qualify for work-study?
18. Are there any jobs available for students who do not qualify for the work-study program?

A monthly newsletter is distributed to the homerooms, will be available in the guidance area and is posted on-line! This is a great resource for programs, career exploration, scholarships and more!

SAMPLE NEWSLETTER

WE ARE..... NB!

DECEMBER 2017

Wildlife Leadership Academy

We are looking for highly motivated 14-17 year-old students with an interest in wildlife and /or fisheries conservation and the outdoors, who would like to become an ambassador for wildlife conservation. Applications for the 2017 summer 5-day residential field school will be available on January 1, 2017. Students will gain extensive knowledge about wildlife/fisheries and conservation, leadership experience, and communication skills. As a Conservation Ambassador, students receive a letter of recommendation for college applications and certification of community service work. Students are also eligible to apply for three college credits through Cedar Crest College. Please contact your guidance counselor for more information.

Scholarship Information

As students prepare college applications and financial aid forms, don't forget to check out the many scholarship opportunities available. Several scholarships have deadlines pending in January and February. For more information, please see the Scholarship Newsletter available on the NBHS webpage, NBASD Facebook page, or in the Guidance Office.

IMPORTANT DATES!!!

Dec. 8—Progress Reports will be mailed
Dec. 15—High School Band/Chorus Concert—7:00 PM
December 21—Registration Deadline for Jan. 21 SAT Exam
Dec. 22—1 Hour Early Dismissal
Dec. 23-Jan. 2—Holiday Break NO SCHOOL
January 12—End of first semester
HAPPY HOLIDAYS!

College



College Search!

The internet has a vast majority of ways to explore colleges and universities. One way is using CollegeBoard . The website uses a series of questions designed to help you find the perfect school to match your needs. Use the following steps to find a match!

1. Go to www.collegeboard.org. Create an account if you haven't already (if you took the SAT, you have an account). Share your login info with your guidance counselor and they will keep a copy in the event you forget what it is.
2. On the homepage, there is a section: under STUDENT, click on Big Future
3. The title: Big Future allows you to find the school that is right for you using search filters.
 - a. Test Scores & Selectivity
 - b. Type of School
 - c. Location
 - d. Campus and Housing
 - e. Majors & Learning Environment
 - f. Sports & Activities
 - g. Academic Credit
 - h. Paying
 - i. Support Services
 - j. Diversity
4. Answer the questions under each tab. If you do not have a preference on a search area, click NO PREFERENCE. This will allow your list of schools to remain open for you to search.
5. Once you've answered all questions, click See Results.
6. CollegeBoard will give you a list of the schools that match your criteria. Now click on, SAVE SEARCH. (This will prompt you to create an account or log in if you already have an account.) This allows you to research each school on your list and refine your list as you learn more about what you want and what you don't want in a school.
 - a. If you've already registered for the SAT or have taken the PSAT, you will already have an account. Log in! If not, create an account. All info will be saved in one account.
7. Research! Now it's time to look at the criteria offered on CollegeBoard and also review the websites of the schools on your list.
8. Begin to narrow the list! It's suggested to narrow your list to 5 to 8 schools. Think that's hard, imagine getting accepted to all 8 and then having to decide!
 - a. Keep a list of the pros/cons of each school.
 - b. Pick a Reach School! This is a school that financially you think is out of your budget or academically too high for you. Applying to these schools (and financial and academic back-up schools) allows you to see what financial and academic possibilities that school can offer you.
9. Apply!

College Admission Deadlines

Regular Admissions

Colleges set a date in which all applications must be received or post-marked, such as January 15th or February 1st. These colleges review all the applications at one time and notify the students about their decisions at a uniform date, usually around April 1st. Students need to notify the colleges of their decisions by May 1st or sooner.

Early Decision

This option is for students who really want to go to one specific college. **This option is binding.** If a student is accepted under early decision, he/she agrees to enroll and withdraw all other college applications. Therefore, only students who are certain that they want to attend this college should use this option. Students can only apply early decision to one college. Typically, the deadline for early decision is between November 1st and 15th. Colleges then notify the student of their decisions by mid-December. If a student is not accepted under early decision, many colleges will then give a student a second chance under their regular admissions.

Early Action

This option is similar to early decision, but is **not binding**. This program also has early deadlines and acceptance dates. If a student is accepted under early action, he is not obligated to attend this school. Students have until May to make a decision about attending the school.

Rolling Admissions

Colleges evaluate students' applications when they have received all required credentials. The college reviews the applications and usually makes a decision within three to six weeks. Applications are accepted until the college has filled its allotted number for the freshman class. Therefore, it is in the student's best interest to apply early.

Deferred or Delayed Admissions

Most colleges allow students to post-pone their enrollment for up to one year. A student must notify the college in writing that he/she is requesting to defer admission. A student must send in a deposit by May to hold his/her place.

Open Admissions

Virtually all applicants are accepted without regard to academic qualifications. Many community colleges fall under this category.



Completing an Application



Often your application is the only way schools get to know you. If the application is incomplete or illegible, the admission representative reviewing the application might receive a negative feeling about your real interest in attending that school. Remember, some schools only require an application. Including a recommendation, activities resume and/or an essay adds value to your application.

In order to be sure that your application is favorably reviewed, it is important that you pay attention to the details involved in completing the application. The following checklist should assist you in doing that.

Checklist for Completing Post-Secondary Applications

- **Write in pen or type. Make sure it is legible.** Your handwriting is a reflection of you.
- Use your full legal name and complete **all** sections.
- Consider researching and writing college application essays during the summer before your senior year when there is more time and fewer distractions.
- Include an activities resume if you have areas you wish to focus on in your application.
- Consider teachers, coaches, and/or sponsors from whom you would like letters of recommendation. Give them at least 15 school days to complete the recommendation.
- If the application has a counselor section, please submit it to your guidance counselor **a minimum of 7 school days prior to the date it is to be sent.**
- Use Thanksgiving as a good deadline to send your applications. This helps keep you focused and allows you to stay competitive.
- Don't hold applications due to SAT or ACT scores. Your scores can be sent after the application.
- Your application is not complete without an official transcript. **Request a transcript in the guidance office and be sure to let your guidance counselor or the guidance secretary know which school to mail it to.**

At the back of the book you will find blank copies of the College Application Checklist for your use when applying to schools.

All schools require a final transcript that includes your graduation date. Before graduation, request a final transcript and let your guidance counselor or guidance secretary know which school you have chosen to attend. The Guidance Secretary will mail your final transcript after graduation.



Completing the Application

On-Line Application:

1. Visit the post-secondary school website and locate the application.
2. Complete all sections of the application, including the essay if required. Proofread your application before you submit it.
3. Download any forms necessary for your counselor or teachers to complete.
4. Distribute forms to teachers and/or counselor allowing at least one week for completion. Your counselor will include your transcript with any SAT or ACT scores.
5. Gather all materials that need to be mailed to the school (recommendation, counselor form, check for application fee) and submit to your counselor.
 - If you want the school to mail all of your materials together with your transcript, please provide these materials when you request that a transcript be mailed to your chosen school. If materials are not left with the guidance secretary at the time of request, your transcripts will be mailed at our convenience and you will be responsible for mailing the additional materials on your own.

Paper Application:

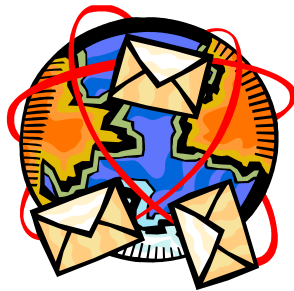
1. Fill in required information neatly and legibly. Make sure your name is on all attachments (essays, activities, resume, etc.). Type or complete in ink—do not use pencil.
2. When submitting an essay, be sure to respond to the questions or topic that is listed. Express yourself clearly. Have an English teacher review the essay.
3. Proofread for spelling and other errors.
4. Staple the check or fee waiver to the application. Students participating in the free or reduced lunch program may be eligible for application fee waivers—see your counselor.
5. Many applications include an envelope for mailing. Please keep this envelope for use upon completing your application for mailing.
 - If you want the school to mail all of your materials together with your transcript, please provide these materials when you request that a transcript be mailed to your chosen school. If materials are not left with the guidance secretary at the time of request, your transcripts will be mailed at our convenience and you will be responsible for mailing the additional materials on your own.
6. ***Submit the application to your counselor a minimum of two weeks before the due date.***
7. If you complete an application while visiting a school, remember to request a transcript from your guidance counselor or guidance secretary.

If you receive free/reduced lunch and used a fee waiver to pay for the SAT's, you are eligible to 4 fee waivers for college applications. Check the individual schools website for details on submitting a fee waiver.

The Essay

When high school seniors are filling out college applications, they are often faced with the task of writing a college essay. Some post-secondary schools will require an essay as part of the application, while other schools make the essay an option. **Choosing to participate in any optional portion of the application can increase your application status.** Here are some helpful tips and information.

- Before you write, think about how you are different from all the other applicants. What unique background do you bring to the college? What interests, activities, travel, struggles, or situations are unique to you?
- Demonstrate that you know how to write well, an ability colleges value. Admissions officers are looking for a glimpse into your personality, evidence of analytical skills, depth of thought and clarity of expression.
- Choose a topic that matters to you. When students write about something they know intimately and care about, it makes the admissions officers care too.
- Present yourself positively without sounding like you are bragging. The admissions officer will be much more convinced if you give specific examples rather than a list of glorious adjectives about yourself.
- Use the college essay to strengthen your application by explaining mistakes of the past, failed courses, low SAT scores or few extracurricular activities.
- Have an English teacher or parent proofread your essay.



Sample Essay Questions

Here is a list of sample essay questions that a college may use. Most applications give students a list of essay questions to choose from. You can use your essay for multiple applications as long as the question coincides with their requirements of that institution.

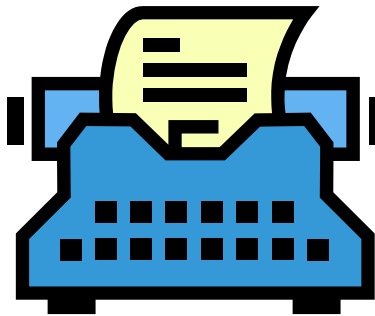
- ❖ Write about something you never did in school but wish you had done.
- ❖ Evaluate a significant experience, achievement or risk you took and its impact on you.
- ❖ Indicate a person who has had a significant influence on you and describe that influence.
- ❖ Describe a character in a fictional or a historical work that has had an influence on you.
- ❖ How important is diversity in today's corporate environment and why?
- ❖ Describe a situation where you have achieved a goal despite significant problems or challenges and that required your courage, self-reliance and determination.
- ❖ How will you contribute to the XYZ University?

Letters of Recommendation

Many colleges require one to three recommendations. Many other schools have recommendations as optional or supplemental information. A recommendation is one of the best ways to increase your application you present to a school.

- ✓ *Ask the appropriate teacher at least a minimum of three to four weeks before the due-date deadline.*
- ✓ If the letter of recommendation is to be sent with your application, give the teacher a deadline date of when you need it. If the letter is to be mailed separately to the school, provide a stamped, addressed envelope to the teacher.
- ✓ Follow up with the teacher to ensure the recommendation was completed by the deadline.

If the above procedures are not followed, it could cause a delay in processing your application and you could possibly miss a required deadline!



Things to remember when working on recommendations:

1. Select people who can best speak to your abilities, unique qualities, and character.
2. Consider the area you expect to study and tailor your choices of letter-writers so that your skills in that area are discussed.
3. When sending multiple letters, select people to write letters who will discuss different qualities or characteristics you have to offer.
4. Provide the letter writers with information they need in order to effectively write the letter.
 - ✓ Pre-addressed college envelopes
 - ✓ A copy of your “Activities Resume”
 - ✓ A copy of your transcript
 - ✓ Information about your major
 - ✓ Information they might not know about you but would assist them in writing the letter
 - ✓ Deadline for letter and how the letter is to be sent. (See above)
5. **Send your letter-writer a “thank you” note.**

If your college requires a teacher or counselor evaluation form, follow these steps.

Activities Resume

Your high school transcript can only include activities that are directly related to the high school.

They cannot include community service, jobs, awards and leadership roles. These items are important to highlight in your application. Below is an example of an activities resume that allows you to further detail these accomplishments.

Ann B. Student New Brighton High School

Home Address: 32 10th Street

City: New Brighton

State: Pennsylvania

Zip Code: 15066

Phone #1: 724-555-5555

Phone #2: (if applicable)

E-Mail: abstudent@hotmail.com

Honors/Awards

National Merit Scholar – Commended Student
Tribune Review Outstanding Citizen, Finalist
New Brighton Outstanding Young Citizen
National Honor Society – President (12), Vice President (11)
Beaver Medical Center Student Leadership Award
Ronald McDonald House Outstanding Student Fundraiser Award

Grades Participating

12
12
11
11, 12
10
10

Activities

Math League – Secretary (10)
Newspaper – Writer, Editor (11) 2009 Award Winner
Web Page Club – President (11)
Special Olympics – 2007 Event Coordinator (11)

- Planned and executed the county wide student partners program for our high school.

Math League – Secretary (10)
Marching Band

Grades Participating

9, 10, 11, 12
9, 10, 11
9, 10, 11
10, 11

9, 10, 11, 12
9

Athletics

Basketball (Women) – Captain (12)
Cross Country (Women)
Softball – Co-Captain

Grades Participating

9, 10, 11, 12
9, 10
9, 10

Community Service

Homework Club
Tutored elementary students twice per week.
Friendship Ridge
Nursing home volunteer
Peer Tutoring
Tutored students at New Brighton High School as a member of the National Honor Society

Grades Participating

10, 11

9, 10, 11

Employment

Panera Bread Company – Cashier
Child Care

Grades Participating

11, 12
9, 10, 11, 12

Guide to College Entrance Exams

SAT I Reasoning Test

- The SAT I should be taken by any student in grade 11 and 12 planning to go to college.
- This test is offered many times throughout the year. Students in grade 11 should take the test in the spring: March through June. Students in grade 12 should take the test in the fall: October, November, December.
- The SAT I can be taken more than once. Students take it an average of three times.
- SAT scores are sent to colleges with a student's transcript and application. Colleges use SAT scores as part of their admission criteria. Some colleges require the scores sent directly from CollegeBoard. This is the student's responsibility.
- Registration for the SAT and information on the test can be found at College Board's website: www.collegeboard.org.
- **Fee Waivers are available for students who qualify.** At NBHS, any student who receives a free/reduced lunch is eligible. Students are able to receive two fee waivers.
 - If you register for the SAT test with a fee waiver, you are eligible for a college application fee waiver as long as that school accepts fee waivers. Please see your Guidance Counselor for information.

SAT II Subject Tests

- The SAT II Subject Tests should be taken by any student in grade 11 or 12 who is planning to attend a very competitive college for specific programs of study. Students should check with the colleges to find out if the test is required.
- Registration is done the same way as SAT I.
- The SAT I and II cannot be taken on the same day.

ACT

- The ACT is another college entrance exam that is accepted by most colleges. Students can take this test in addition to or as a substitution to the SAT I.
- The ACT tests in the following areas: English, Reading, Math, Science and Writing.
- ACT's Writing Section is optional. **Students should check with the colleges to find out if a writing test is required.**
- Students who want to take this test should follow the same guidelines as testing on the SAT.
- **It is recommended that this test be taken only once — scores normally do not fluctuate.**
- Some colleges accept the ACT in lieu of both the SAT I and SAT II.
- Registration for the ACT and information on the test can be found at ACT's website: www.actstudent.org.
- **Fee Waivers are available for students who qualify.** At NBHS, any student who receives a free/reduced lunch is eligible. Students are able to receive two fee waivers.

Preparation booklets, fee waivers and a calendar of testing dates and registration deadlines are available in the Guidance Office.



Important Points About Testing

1. Registering on line is the most effective.
 - You receive your admission ticket immediately.
 - Up-to-date information on the availability of testing locations.
2. **New Brighton High School Code must be entered for the high school to receive your scores and put them on your transcript. Our CEEB code is: 392895.**
3. The SAT I fee increases each school year. Please see your guidance counselor for what the fee is this year.
4. The ACT fee increases each school year. Please see your guidance counselor for what the fee is for this year. The writing portion is highly recommended for this exam.
5. Fee waivers are available for students who receive free/reduced lunch or whose families are experiencing economic hardship.
6. Students in need of accommodations due to a learning disability or physical disability should see their counselor for help with registration.
7. **Students must bring their admission ticket and photo identification in order to be admitted for testing.**
 - Acceptable ID includes a driver's license, school ID, or passport.
 - Students without proper ID should see their counselor for a Test-Taker ID Form.
8. **Keep accurate records of your user name and password. These will be used to register for all additional tests, viewing scores, sending scores to schools, etc.**

Some schools require SAT/ACT scores directly sent from the College Board or ACT. Designate, on your application, the schools you want to receive your test scores. After your four free score reports, you may request additional reports from www.collegeboard.org for a fee.

Standby Testing

Students who miss both the regular and late deadlines to register for a test may be able to take the test as a standby student. In order to do this, follow these steps:

1. Complete a paper registration form (available in the guidance office). Include the test fee in for the appropriate amount for the SAT I or the ACT.
2. Find out the locations where the tests are being offered.
3. Call the test center two days before the test date to check if there is room for standby students and find out about standby procedures for that center.
4. Arrive at the test center **early**—standby students are taken on a first-come, first-serve basis. There is no waiting list and no guarantee that you will be admitted.
5. Bring valid photo ID, registration form, pencils, and calculator.

The testing calendar for each school year is available on the websites some time during the summer. Please be aware there is always a JUNE test date. The first test date during the school year is in OCTOBER.



Technical Schools & Apprenticeships



Choosing a Vocation or Technical School

One of the best ways to prepare for a good career is to obtain a career education at an accredited vocational school. These schools provide intensive training in dozens of careers. Getting the right training at a good school is a key to a sound career future.

The choice of an institution should be guided first by individual goals, the program, the school environment and the nature of the school; second by financial concern. The first step in choosing a school is to research or visit three or more schools offering training in your chosen career. Then compare each school according to the checklist below.

1. **State Licensing** – Is the school licensed by your state’s post-secondary school licensing bureau? Check with the Dept. of Education in your state for the department or bureau which regulates private vocational schools. Make sure the school is operating in accordance with the laws of your state.
2. **Accreditation** – An important indicator, accreditation means the school has passed a thorough examination of its business practices and teaching ability by an accrediting agency approved by the US Office of Education. Accreditation is usually listed in the school’s catalog, and it is a good idea to double-check with the accrediting agency itself.
3. **Courses** – Are the courses offered up-to-date, well-rounded and of high quality? Will they adequately prepare you for your field? Who teaches them – instructors with professional experience in the career? How long will training take?
4. **Facilities and Equipment** – What type of buildings, classrooms, facilities, and equipment does the school offer? Are they educationally sound? Is the equipment similar to that used in the field?
5. **Hands-On Training** – Does the school have a laboratory or shop setup which duplicates a real work environment? This is a point in the school’s favor since hands-on training enables the student to obtain practical and valuable experience.
6. **Placement Assistance** – Does the school offer regular placement assistance? How does it help find jobs for graduates? Is it lifetime placement with updating of skills on request?
7. **Cost** – What is the total cost of tuition, supplies, and fees? Can you realistically afford the school? Find out what the school’s refund policy is. Ask about scholarships and financial aid. Can students test out of some of the courses from their academic courses taken in high school?

**Asking questions is the best way
to ensure you pick the right
school for you!**



Choosing a Vocation or Technical School Making the Decision

PAPSA

A Guide to Career Education Opportunities in Pennsylvania

www.PAPSA.org

Pennsylvania's Career Schools offer a rich and diverse choice of programs geared to meet the needs of many students. The PAPSA website includes information about career education, training and technology, school profiles and career and geographic indexes. The schools:

- Are post-secondary and career oriented.
- Offers entry level skills training focused on specific areas.
- Have over 3,000 separate programs throughout PA.

Navigating Your Search with PAPSA

**About PAPSA - Workshops & Seminars - Annual Conference - Member Login -
About Career Education - School Profiles - County Index -
Career Index - Products and Resources**

About Career Education: Career schools are post-secondary, occupationally oriented, education institutions. Schools offer entry-level skills training focused on specific careers. Courses stress training in specialized job requirements along with technical writing and math skills. Programs vary in length from three months to three years. Explore the links:

- About Career College and Schools
- About Career College and School Students
- Facts About Career Education
- The Need for Technical and Technologically Trained Workers
- Selecting a Career College or School

School Profiles: An alphabetical list of all schools in Pennsylvania. The profile includes:

- Admissions Information
- Financial Aid and Placement
- Programs and Length of Time
- Housing
- Student and Staff Ratio

Career Index: A list of 17 career areas to explore. The profile includes the type of degrees or certifications you will achieve and the institutions that offer the programs.

County Index: A detailed map of the state of Pennsylvania outlining the different institutions per county.

There are many options to explore on this website.

If you are interested in a Technical or Career School....CHECK IT OUT!

Apprenticeships: “Earn While You Learn”

An Apprenticeship is a combination of on the job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are operated on a voluntary basis by employers, employer associations, or management and labor groups (unions).

The Federal and State Governments are also involved in that they promote the establishment of apprentice programs and they also provide technical assistance to program sponsors. The related classroom instruction is usually given in the program sponsor’s training facility. Most trades require four to five years to complete a program.

The pay scale for apprentices is somewhat less than that of "Journeymen" (i.e., workers who have completed the program), and may start at about 35% to 50% of the Journeyman rate. Apprentices receive pay increases as they advance through the program. Such increases may occur every six months or every year. Additionally, there are fringe benefits, such as vacation, health & welfare plans, pension plans, and other benefits.

Contacts

- Pittsburgh Apprentice Coordinators Association: Pittsburgh Joint Apprenticeship Training Committees, 2227 Jane Street, Pittsburgh, PA 15203, 412-481-9888
www.apprentice.org
- Apprenticeship Training Resources: Vocational information Center:
<http://www.khake.com/page58.html>
- U.S. Department of Labor: Employment & Training Administration:
<http://www.doleta.gov/OA/>
- Carpenters’ Joint Apprenticeship & Training Committee:
www.greaterpacarpenters.org
- Sheet Metal Workers International Association: www.smlocal12.org
- Steamfitters: Local Union 449: www.ua449.com
- Western PA Construction Craft Laborers Joint Apprenticeship: www.laborpa.org

Additional information on other unions and Joint Apprenticeship Training Programs can be found in the Guidance Office. Unions will send updated hiring information to the Guidance Office throughout the school year. Most programs allow students to apply when they are 17, but they must have proof of a diploma or graduation date.



Apprenticeship Contacts

Attached are several contacts for apprenticeships in Western Pennsylvania. Each company and apprenticeship has different requirements and application information. Please contact them directly to gather further information about their programs.

Company Name	Contact Number	Address	General Information
Job Training			www.jtbc.org
PA Career Link	724-846-0016	2103 Ninth Ave. Beaver Falls, PA 15010	
Renaissance III Inc.	412-642-2020 emeeksjr@yahoo.com	425 Sixth Ave. Suite 2670 Pittsburgh, PA 15219	In correlation with CCAC.
The Builders Guild of Western PA, Inc.	412-921-9000 kzarisnak@buildersguild.org	650 Ridge Rd. Suite 200 Pittsburgh, PA 15205	www.buildersguild.org
Boilmakers – Local Union #154	412-343-3072	1221 Banksville Rd. Pittsburgh, PA 15216	
Bricklayers & Allied Crafts Local Union #9	412-825-0923	2502 Monroeville Dr. Monroeville, PA 15146	
Carpenters J.A.T.C. of Western PA	412-262-1830	222 Third Street Neville Island, PA 15225	
Plasterers & Cement Masons – Local Union #31	412-761-6310 412-464-2851	2606 California Ave Pittsburgh, PA 15212	
Electricians IBEW Local Union#5	412-432-1145	5 Hot Metal Street Pittsburgh, PA 15203	
Elevator Constructors Local Union #6	412-341-6666	2945 Banksville Rd. Pittsburgh, PA 15216	
Insulators & Allied Workers - Local Union #2	724-695-3902	1057 Clinton Rd. Clinton, PA 15026	
Plumbers & Steamfitters Local Union 47 JATC	724-774-1335	186 Wagner Rd. Monaca, PA 15061	

Company Name	Contact Number	Address	General Information
Ironworkers Local Union #3	412-471-4535	2315 Liberty Ave. Pittsburgh, PA 15222	
Western PA District Council # 57 Joint Apprenticeship Program	412-276-5758	101 Ewing Rd. Carnegie, PA 15106	Includes Drywall Finishers, Glaziers & Painters
Western PA Construction Craft Laborers Joint Apprenticeship & Training Program	724-352-5011 1-800-442-8868	317 Deer Creek Rd. Saxonburg, PA 16056	
The Builders Guild Operating Engineers Local Union #66	724-668-2244	107 Operator Way New Alexandria, PA 15670	
Plumbers Local Union #27	724-695-9047	1040 Montour West Industrial Park Coraopolis, PA 15108	
Western PA Roofers JAC	412-732-9720	230 Lincoln Ave. Pittsburgh, PA 15202	
Sheet Metal Workers Local Union #12	412-828-1386	1200 Gulf Lab Rd. Harmarville, PA 15238	Must apply in person- www.smlocal12.org
Sprinkler-Fitters Local Union #542	412-931-2241	P.O.Box 58161 227 Stanton Ave. Pittsburgh, PA 15209	
Steamfitters Local Union #449	412-481-0333	1459 Woodruff St. Pittsburgh, PA 15220	
Northeast Line Apprenticeship	(610) 326-2860 Email: neatslu@aol.com	1513 Ben Franklin Hwy. Douglassville, PA 19518	www.nwlinejatc.com/
Beaver County Labor Council	724-770-0606	217 Sassafras Alley Beaver, PA 15009	
Greater PA Regional Council of Carpenters	412-922-6200	650 Ridge Road Suite 200 Pittsburgh, PA 15205	
Western PA Operating Engineers Joint Apprenticeship Training Program	724-668-2244	107 Operators Way New Alexander, PA 15670	www.wpaoperators.org
United Union of Roofers, Waterproofers and Allied Workers	412-262-4420	PO Box 9314 Pittsburgh, PA 15225	
Constructors Association of Western PA	412-343-8000 1-877-343-cawp	1201 Banksville Rd. Pittsburgh, PA 15216	www.cawp.org

Athletics



NCAA FRESHMAN-ELIGIBILITY STANDARDS REFERENCE SHEET

www.eligibilitycenter.org

KNOW THE RULES!

Core Courses

- **16 core courses are required in Division I.**
- **16 core courses will be required for Division II.**
 - See the chart below for the breakdown of this 16 core-course requirement.

Test Scores

- **Division I** has a sliding scale of test score and grade-point average.
- **Division II** has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- The **SAT** score used for NCAA purposes includes **only** the critical reading and math sections.
- The **ACT** score used for NCAA purposes is a **sum** of the four sections on the ACT: English, math, reading and science.
- **All SAT or ACT scores must be sent directly to the NCAA Eligibility Center by the testing agency. When registering for the SAT or ACT, use the eligibility center's code of 9999 to make sure the score is reported to the clearinghouse.**

Grade-Point Average

- Only core courses are used in the calculation of the grade-point average.
- Look at your high school's list of NCAA-approved core courses on the clearinghouse website to ensure the courses you take have been approved as core courses.
- **Division I** grade-point average requirements are available in Guidance office.
- **The Division II** grade-point average requirement is a minimum 2.000.



DIVISION I 16 CORE-COURSES RULE	DIVISION II 16 CORE-COURSES RULE
16 Core Courses: 4 years of English 3 years of mathematics (Algebra I or higher) 2 years of natural/physical science (1 yr of lab if offered by your high school). 1 year of additional English, mathematics or natural/ physical science. 2 years of social science. 4 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).	16 Core Courses: 3 years of English 2 years of mathematics (Algebra I or higher). 2 years of natural/physical science (1 year of lab if offered by your high school). 3 years of additional English, mathematics or natural/physical science. 2 years of social science. 4 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

NCAA Eligibility Center

Every prospective student athlete must be approved by the NCAA Eligibility Center.

Eligibility Center Registration

- ✓ Registration must be completed ONLINE and it is recommended that students register at the END OF THEIR JUNIOR YEAR.
- ✓ There is no registration deadline. However, you must be registered before a scholarship can be offered to you.

Online Registration

- ✓ Log on the eligibility center website at www.eligibilitycenter.org.
- ✓ Click on “**NCAA College-Bound Student-Athlete**”.
- ✓ Click on “**New Account**” in the top right-hand corner of the page.
- ✓ Enter a permanent working email address: they will email you a verification code. Minimize the eligibility center webpage and access your email to obtain your verification code. Go back to the eligibility center webpage and enter your verification code.
- ✓ Complete **ALL** components of the registration process.
- ✓ There is a one time registration fee that must be paid by credit/debit card.
- ✓ You may be eligible for a fee waiver if you received a waiver when taking the SAT. If this is the case, you **MUST** notify your guidance counselor that you completed the registration process. It must be verified by a counselor that you did, in fact, use a fee waiver for the SAT.

What Does Registering Do For ME??

1. It authorizes each high school you have attended to send the eligibility center your transcript, proof of graduation and other necessary academic information.
2. It authorizes the eligibility center to send your academic information to all colleges that request your eligibility status.

Things YOU Must Do After You Register!

1. **At the end of your junior year**, have your transcripts sent after you have completed 6 semesters (3 years) of school.
2. When you register for the ACT or SAT (or both), register the NCAA Eligibility Center as a recipient of your scores. Their code is **9999**.
3. Transcripts must be mailed directly from NBHS.
NCAA Eligibility Center
P.O. Box 7136
Indianapolis, IN 46207
4. One transcript will be mailed at the end of the student’s junior year and one at the end of the student’s senior year upon graduation.

Check Your Status with the Eligibility Center

After you have registered with the eligibility center, paid the fee, had your transcripts mailed, and registered the eligibility center as a recipient of your SAT or ACT score(s), check your status by using your log-in information.

Questions??

There are many rules and regulations that **MUST** be followed so that your eligibility is not jeopardized. Go to www.ncaa.org and click on “information for college-bound student-athletes”. Click on “The student guide for college-bound student-athletes”. Contact the eligibility center staff toll-free at 877-262-1492 or check the web site: www.eligibilitycenter.org for more information.

Checklist for the Athlete



Many athletes get caught up in the athletic aspect of college searching and overlook the academic aspect. Just because a college or university is offering a scholarship, stay focused on the academics; do they offer your desired major, do they have the teacher/student ratio you're looking for. Below are some additional questions that you can ask to help narrow your search.

1. What will be my total cost per year *over* the scholarship?
2. Are special programs in academic counseling and/or tutoring available?
3. What are the academic requirements for athletic scholarships?
4. How and where will I fit into the athletic program?
5. Do they have plans to “red shirt” me?
6. Can I play both fall and spring sports?
7. What is the athletic department's attitude toward two-sport athletes?
8. How stable is the coaching staff in terms of employment?
9. Am I really being offered a scholarship or are we just at the talking stage?
10. How are the players treated?
11. Can I meet the coaching staff?



NOTES:

Career & Academic Majors



Career and Major Searches

Step 1: Interests & Skills: Explore one or all of the following websites. Take the interest/skills surveys to accumulate a list of potential career paths or interest areas.

1. **PACareerZone.com**- click on “Register Now” to create an account OR click “Explore” then “interest profiler” under Assess Yourself click take an interest inventory and begin exploring careers that match your results
2. **Education Planner**- www.educationplanner.com
3. **OverGrad**- www.overgrad.com
4. **Bureau of Labor Statistics**- www.bls.gov
5. **Project Career**: <http://www.projectcareer.com>. **First** - Make a login and password by answering a few questions. **Second** - Answer 105 questions about things you like or dislike. **Third** - Results. You will view your top results including a full description of the job field, type of education required, job duties and related job titles. The final page is a full review of the job field categories and your percentage for each category. You can then click on each job category and read the description for further career exploration. Downside: Many pop-ups for school advertisements, but you can decline each.
6. **MyMajors.com**: **First** - Click on the “I’m New” link to answer a set of questions about you and your interests/likes/dislikes. **Second** - Once you’ve completed the questions you will receive a list of 5 areas of study that fit your answers. For example: Art, Ethnic and Regional Studies, Film, etc. **Third** - Review the information that is outlined in each of these areas of study. The review includes information on what you would study if you focused on this area, the type of job positions available, 2 or 4 year programs of study to consider, type of students that major in this field, etc.
7. **<http://schoolfinder.com/careers>** - Click on 3 Step Career Quiz. **First**: Sign up for your FREE account. You’ll find this link on the left side of the page. Answer a set of questions about yourself and this will create a profile where you can store information you are researching. **Second**: Go through the three steps of the program. Step 1: Take the Quiz; Step 2: Identify your Career Options and Step 3: Research Career Options in Your Profile. Once you choose a specific career category to explore, then a career, you can explore the Profile (description of the career), Statistics (information about the job market), Requirements, Employers & Earnings and an Outlook. The downside is it’s a Canadian-based site which makes the exploration of schools and scholarships related to your career choice invalid. **Third**: After exploring the careers that best suit you, Google those careers. Go to Collegeboard.com and explore schools that have those careers/majors.

Step 2: Researching Career Options. Take your list of potential career paths and explore the careers on-line. A great site is www.bls.gov/oo the Bureau of Labor Statistics. This links you to the Occupational Outlook Handbook (OOH). Read ‘Ways to Use the OOH Site’ located in the middle of the page. This will explain the options available to search for careers that you are interested in or areas you’d like to explore.

1. If you search for a specific career, a list of websites will come up. The website options that have ‘oco’ in their address will take you to the OOH webpage which will give: Description of the career, job outlook, salary information, education needed, and related fields.

2. The other websites will give you a description of the job/career as well as other information that may or may not be included in the OOH.
3. We recommend that you search the OOH first to help answer your initial questions about a career!

Step 3: Explore: Careers that may be related to the interest, skills or career matches you found while exploring websites in Step 1 and Step 2. Many of the websites you log into in Step 2 will give you related career matches.

Step 4: Searching for a School: Two great websites are: www.collegeboard.org or www.papsa.org to explore educational facilities that will help you achieve your career goals.

Collegeboard: Click on the link labeled—Find Your Match followed by the link—College Matchmaker. Answer the questions listed on the 8 tabs regarding the type of school you want to go to. The “No Preference” option is the best to choose if you do not know or don’t mind either option under a particular category. Choosing this option will give a broader range of choices for that area.

PAPS: Informational about technical and vocational schools, including: school profiles, career education, training, technology and geographic indexes. This is a great resource if you are looking for a 2 year school!

Step 5: Still unsure??? See your Guidance Counselor! Ask your family, friends and neighbors about their career, type of schooling or training they have, what they would do different, what they like/dislike about their job, etc. The more knowledge you have, the better prepared you will be!

Step 6: APPLY TO SCHOOLS!!!

Financial Aid



Financial Aid

Financial Aid is available to assist students in paying for school. It is important that students research all forms of assistance available and apply on time. See the website resources for at the beginning of this booklet for more information.

Scholarships

- Money given to students based on academic, athletic, community achievements or membership in particular groups.
- Bulletins published regularly through the Guidance Office update students on local and national scholarships.
- Check with employers, churches, community groups, and local businesses to see what is available.
- Follow all steps to appropriately apply for each scholarship. **WATCH DEADLINES!**
- This money does not need to be repaid.
- Utilize the www.Raise.Me website to earn micro-scholarships.

Loans

- FAFSA: Free Application for Federal Student Aid.
- Different loans available based on income levels.
- Apply using FAFSA form.
- This money **does** need repaid.
- Additional assistance filing for FAFSA and answering many questions regarding applying for schools, grants, and loans can be found at www.equity.psu.edu/eocswpa. **Trio Educational Opportunity Centers.** Local branch can be reached through Penn State Beaver, Monaca, 724-773-3768 or by calling 1-800-EOC-SWPA.



Grants

- Money given to students based on income.
- Apply using the FAFSA form.
- This money does not need re-paid.

Work Study

- A part-time job through the school that is available based upon income levels.
- Apply using FAFSA form.
- This money does not need repaid.

College Money

- Colleges offer varying amounts of aid in addition to money generated through the FAFSA.
- Check with the college for details.

FAFSA Form

The FAFSA form is available on-line at www.fafsa.ed.gov.

The agency requires 100% on-line registration. The FAFSA form cannot be completed prior to January 1st of your senior year. The usual deadline for the FAFSA application is May 1st. Some colleges have deadlines earlier than May 1st. *Be sure to check college financial aid deadlines.*

SAMPLE SCHOLARSHIP ANNOUNCEMENT

(copies sent to senior homerooms & in guidance)

SAT TEST DATES www.collegeboard.org

Jan. 21– Late registration Jan. 10	May 6 – Registration Deadline April 7
Mar. 11 – Registration Deadline Feb. 10	June 3 – Registration Deadline May 9

Fee-Waiver Facts

Don't let test fees hold you back from taking the SAT or applying to college. Ask your school counselor about SAT fee waivers or visit sat.org/fee-waivers to see if you qualify.

ACT TEST DATES www.actstudent.org

February 11 – Registration deadline Jan. 13	April 8 – Registration deadline Mar. 3
	June 10 – Registration deadline May 5

PHEAA and FAFSA – Important dates for High School Seniors:

May 1, 2017

The 2017-18 FAFSA filing deadline for the Pennsylvania State Grant Program for all new applicants who plan to enroll in baccalaureate degree programs.

STUDENT OF MONTH

New Brighton Lions Club (*forms given to Seniors beginning of school year*)

New Brighton Rotary Club (*forms given to Seniors beginning of school year*)

OPEN HOUSES / COLLEGE EVENTS / TRADE SCHOOL NEWS

College / Trade School	Details	Date
PA College of Art & Design	Open House Dates Register at www.pcad.edu/openhouse or call 800-689-0379, ext. 1001	Jan. 16, March 19, June 24
Community College of Beaver County	FAFSA Workshop Do you need help filling out the FAFSA? You and your parents may attend a FREE workshop at CCBC. Don't miss out on free money for college. By filing out the Free Application for Federal Student Aid, you take the first step to see if you qualify for federal, state, and local aid.	Jan. 24, 2017 3:00 to 7:30 PM In the CCBC Science & Technology Center, room 4114.
Frostburg State University	Music Scholarship Audition Day . Bachelor of Science and Bachelor of Arts Degree programs in Music Education, Performance, Music Industry, and Music Studies. In order to be considered for music scholarships, students must be declared majors in music and must be accepted to FSU prior to the application deadline. For assistance, call 301-687-7452 or www.music@frostburg.edu	February 16, 2017

SCHOLARSHIPS

Organization/Scholarship Name	Details	Deadline
American Council of the Blind	Four-year renewable scholarship to students who are legally blind and have a GPA of 3.3 or higher, and who are enrolled in a post-secondary school for 2017. Applications must be completed online at www.acb.org/scholarship-application	Online application - Feb. 15, 2017, supporting documents must be postmarked 2/15/17.
The American Legion Dept. of PA Scholarship & Endowment / Joseph P. Gavenonis (4 Yr. Program)	Variable 4 year award to the child or grandchild of a member of the PA American Legion or a service member killed or missing in action, who is entering a 4-year school in the State of Pennsylvania. Applications are available in the Guidance Office or online: www.pa-legion.com	Must be postmarked by May 30, 2017

Steps to Federal Student Aid:

STEP

1

Get free information and help from your school counselor, the financial aid office at the college or career school you plan to attend, or the U.S. Department of Education (ED) at www.FederalStudentAid.ed.gov or 1-800-4-FED-AID (1-800-433-3243). Free help is available any time during the application process. You should never have to pay for help.

STEP

2

Get a Federal Student Aid PIN, a personal identification number. A PIN lets you apply, “sign” your online *Free Application for Federal Student Aid (FAFSA)*, make corrections to your application information, and more – so keep it safe. Go to www.pin.ed.gov.

STEP

3

Collect the documents needed to apply, including income tax returns and W-2 forms (and other records of income). A full list of what you need is at www.fafsaed.gov. Tax return not completed at the time you apply? Estimate the tax information, apply, and correct information later.

STEP

4

Complete the FAFSA between Jan. 1, 2012 and June 30, 2012 (no exceptions to either date!). BUT, apply as soon as possible after Jan. 1 to meet school and state aid deadlines (see note at bottom of page). Apply online (the faster and easier way) by going to www.fafsa.ed.gov. If you don’t already have your PIN, you can get it when you complete the online FAFSA.

STEP

5

ED will send you your Student Aid Report (SAR) - the result of your FAFSA. Review your SAR and, if necessary, make changes or corrections and submit your SAR for reprocessing. Your complete, correct SAR will contain your Expected Family Contribution (EFC) - the number used to determine your federal student aid eligibility.

STEP

6

Your school might request additional information from you. Be sure to respond by any deadlines, or you might not receive federal student aid.

STEP

7

All applications: Contact the financial aid office if you have any questions about the aid being offered.

First-time applicants: Review award letters from schools to compare amounts and types of aid being offered. Decide which school to attend based on a combination of (a) how well the school suits your needs and (b) its affordability after all aid is taken into account.

Note: You also might be able to get financial aid from your state government, your school, or a private scholarship. You can begin researching nonfederal aid as early as the spring of your junior year. Be sure to meet all application deadlines!

Forms



New Brighton School District

3202 43rd Street * New Brighton, PA 15066-2697

724-846-1050 * 724-843-8651 Fax * www.nbsd.k12.pa.us

ACADEMIC RELEASE OF RECORDS

Under the Family Right and privacy Act of 1976, it is necessary for a parent/guardian or student, if 18 years or older, to authorize the Release of Records before they may be sent to another school or agency. A parent/guardian or student 18 years or older has the right to request a review of student records at any time, to request a copy of the records, and to challenge the content of the records.

I grant permission for a period of three (3) years from the date of this signature, for release of my school transcripts to the following types of institutes, that I request records sent to: colleges, employers, scholarship programs, nursing schools, armed services, government agencies, other schools.

Student's Signature: _____ Date: _____

Please print student's full legal name: _____

Student's date of birth: _____

Parent/Guardian Signature: _____ Date: _____

Please print name: _____

(Please complete this section also if applicable)

ATHLETIC RELEASE OF RECORDS

I grant permission to a representative of New Brighton High School to release a copy of my high school transcript to college athletic representatives. I understand that this release remains valid for a period of three (3) years.

Student's Signature: _____ Date: _____

Please print student's full legal name:

Student's date of birth: _____

Parent/Guardian Signature: _____ Date: _____

Please Print Name: _____

College Application Checklist*

Student Name:	App. Due Date:
College/Major:	

<i>Insert Date Completed</i>	
	Paper Application (Be sure to sign and date your application.)
	On-line Application or completed at college
	Activities Resume (optional)
	Essay(s)
	Check/credit card application fee \$ _____
	Signature page if completed online
	Letter of recommendation #1 _____
	Letter of recommendation #2 _____
	Letter of recommendation #3 _____
	Letter of recommendation #4 _____
	Counselor form(s)
	Academic Release form
	Athletic Release form (if applicable)
	Transcript/School Profile (inserted by counselor upon receipt of application.)
	Addressed application envelope (NBHS as the return address) + postage

***This is a helpful tool to ensure completion of necessary items in completing a post-secondary school application.**

***You must provide an addressed envelope and postage to your counselor for items to be mailed to college/universities/technical schools.**

These forms are helpful when collecting information on schools and during college visits.

School Profile Sheet

College Name:		Web address:		Date:	
Location:		Drive/Fly Time from Pittsburgh:		% Admitted:	
Size of City/Affiliation:		# of Students:		% Men/Women:	
Deadlines:		Early Action:	Early Decision:	Regular:	Rolling:
Mid-Range	SAT I:	ACT:	GPA:	Class rank required on transcript:	Yes No
SAT II # Required:				Used for admissions or placement?:	Y/N
High School Requirements					
Math:		Science:		Foreign Lang:	
Is credit awarded for AP courses?		Y/N	Score:		
Factors considered most important in acceptance:					
1.			3.		
2.			4.		
First year transition program?					
Services for students with disabilities?					
Cost					
Tuition:		Room/Board:		Total:	
% of students receiving financial aid:			Merit Awards:		
FAFSA app. due date:			Other financial aid forms required:		
Honors programs:			Co-op programs:		
Student/teacher ratio:			Average class size:		
% returning sophomores:		% graduates in 4 or 5 years:		% to graduate school:	
Housing					
Single Sex	Co-ed	Suite/Apt.	Guaranteed	% off campus	
Describe campus security:					
Extra-curricular activities:					
Are students' on-campus weekends?					
Fraternities/Sororities:					
Athletics					
Division:		Scholarships:		Conference:	
What else would you like us to know (new programs, majors, etc.)					