

Notes to the seniors and their parents of 2009

This is a time of exciting decisions and a time for the student to take one step forward into adulthood as the parents take one step back with a sigh of relief and pride. We are here to help and only as far away as e-mail. Please, do e-mail us with questions and concerns.

There are some wonderful books out there that can be a wealth of information and websites as well.

Suggested readings:

- ❖ *The Launching Years* by Laura S. Kastner, Ph.D and Jennifer Wyatt, Ph.D
- ❖ *The Gate-Keepers* by Jacques Steinberg
- ❖ *The Hidden Ivies* by Loren Pope
- ❖ *College Unranked* by Lloyd Thacker.

Websites:

- ❖ CollegeBoard.com
- ❖ Actstudent.org
- ❖ Fastweb.com
- ❖ Princetonreview.com
- ❖ Fasfa.com

BASICS:

1. Due to the elevated cost of letterhead, printing, stamps and envelopes and other processing costs there will be a processing fee due September of senior year.
2. Because you will apply to college in a knowledgeable and responsible manner equipped with good self knowledge that will start with today's discussion, it is strongly suggested that you apply to no more than 8 colleges or universities..

Pieces to this packet include:

1. Examples of resumes
2. Your Transcript
3. Your credit check

Big Brown

Instructions for seniors to access recommendations for college.

Please note that this is a privilege, not a requirement. Staff writes these often on their own time. Please act accordingly in all your requests.

1. Collect all of the offline application pieces to all of your colleges(hard copies).
2. Make a timeline of all due dates.
 - a. Count back 2 weeks form the earliest of your due dates. That is your target date to have your applications packets sent.
 - b. Count back 6 weeks from the earliest due date. That is the last day you can give your information to instructors to write for you.
3. Create your complete resume. Add sizzle, your perceptions of the experiences.
4. Make a list of 3 or more campus specific reason for you to go to each college.
5. Ah-ha! Moments. Describe 2 or 3 strong times of your life that you discovered an idea, or perception to help create the character you are now. List a struggle or winning moment of your life, for Mrs. Comeau.
6. Type neatly on a plain sheet of paper, the addresses of all of your colleges. This will be photocopied and pasted onto your envelopes to be sent. Make sure it the addresses are accurate.
7. With all of the above in hand get an appointment and see Mrs. Comeau.
8. Remember you can ask no more than 2 instructors to write for you and earlier is always better.
9. Mrs. Comeau will be noting the BB envelopes that leave her office and instructors will be encouraged NOT to write for a student who has not followed the above process. This enables us to keep the recommendations more organized and efficient so that there is more time for writing great recommendations.
- 10. No recommendations will be written unless you have a conference with Mrs. Comeau in which she signs off on you brown envelopes for teachers and discusses your final choices with you. Signup for this starting in September.**

Senior Instructions for the Big Brown Envelope:

Save this.

1. Seniors will be charged a processing fee of \$50.00 to cover transcripts for 8 colleges, the big brown envelopes (BB), letterhead, letter size envelopes, postage and a number of other processing pieces.
2. When you get your envelopes, fill out the names of the colleges to which you are applying, in the order of preference on the outside form you have. Go online and get the due dates to put on the list. Fill in a short reason for applying to each college in the appropriate slot.
3. Address one big brown envelope to each college to which you are applying, and give them to Mrs. Comeau.
4. **Make a timeline on which you put all of your due dates. Put it in an obvious place that you will see daily.**
5. To ask for letters of recommendation, tape the copies of the college list to the outside of the BB envelopes. Stuff the envelopes with all pertinent information for the application: a resume, a note thanking the instructor and what if anything you would like highlighted in the recommendation, plus self addressed envelopes for the instructor to mail the recommendation off to your colleges of choice and any other forms the college requires.
6. Add a copy of your current schedule in the BB for Mrs. Comeau
7. On all common applications and others that apply, Fill in the address of the school, ceeb code, phone number, fax etc, whenever they are asked for.
8. Give the BB to chosen instructors to fill out for you. BE sure you have given them at least four weeks processing time before the due date. The instructor will not accept your recommendation request if you have not given enough prior notice.
9. For private colleges add a cover letter from you to the college introducing yourself and talking about goals, plans and passions, in a brief but authentic manner. Use this time to explain anything not covered in the app or essay example the extraordinary classes you took in 7th and 8th grades. ***Don't be repetitive.*** They will thoroughly read your apps several times. Send graded writing examples to privates so that the colleges can see the rigor of the curriculum and how well you did.
10. For Mrs. Comeau. - A) Make an appointment with her on the door schedule. B) Show up for the appointment on time. C.) Make arrangements with your instructors prior to the appointment if you will miss any class time. It is their decision to let you out of class for this. Give to Mrs. C. :
 - *A short description of your best, happiest, funniest, most surprising, most satisfying, most annoying, frustrating, etc, moments as a student from 9th to 12th grades, at school or at home etc.
 - *The whole Big Brown with addresses etc.
11. Be sure you set a date to check up the BB from the letter writer. NEW We will mail all information that we are required to complete ie: transcripts, recommendations, school forms etc.

Mid-Year reports and Transcripts:

1. Order your transcripts from Lili.—give 3 days notice.
2. Pick up your transcripts from Lili
3. Make an appointment on the door of Mrs.Comeau's office.
4. If signing the transcripts is all that is needed, it takes about 10 minutes for 6 transcripts. If Mid-Year reports are involved, it will take from 30 minutes Note the approximate time on the appointment schedule.

**DUE DATE FOR ALL APPLICATION PIECES TO MRS. COMEAU
WILL BE BEFORE WINTER BREAK!**

PLEASE NOTE:

***Once you are accepted most colleges and universities retain the ability to refuse you and will require your final transcript for entrance to their institution. YOU must give to Lili a self addressed, stamped envelope for this before you leave ICS or it will not occur.

Name _____

Instructor _____

If you wish you may have the instructor give Mrs. Comeau the recommendation envelopes to be put with the rest of your application.

We strongly suggest you apply to 6 colleges. These colleges should be wisely researched and chosen as a fit for you personally, academically, and financially. Once this request for recommendations process is started you may not change your requests of the instructors. Chose wisely. Remember to give writers at least one month prior to sent date. **Your requests will not be honored**

Name and address of college or university This should be typed.	App Type	Sent Date This should be 2 wks prior to final due date!	Reasons you chose this college? List briefly here and on inside provide a more detailed list.	Exactly what pieces are needed for this college? Circle each or write in others. BE SURE THEY ARE IN THE ENVELOPE.
PHONE AND FAX NUMBERS	Comm on SUPPLEMENT <u>Independent</u>			Transcript, School report, Application, Letter of recommendation, ICS Profile, Supplement Other list here-
PHONE AND FAX NUMBERS				Transcript, School report, Application, Letter of recommendation, ICS Profile, Supplement Other
PHONE AND FAX NUMBERS				Transcript, School report, Application, Letter of recommendation, ICS Profile, Other
PHONE AND FAX NUMBERS				Transcript, School report, Application, Letter of recommendation, ICS Profile, Other list here-
PHONE AND FAX NUMBERS				Transcript, School report, Application, Letter of recommendation, ICS Profile, Other list here-
PHONE AND FAX NUMBERS				Transcript, School report, Application, Profile, Letter of recommendation,

In each space type the complete address of the college that your application, recommendation and other records etc should be sent.
Be sure to provide a full zip. Double check the address.

THE Six
Colleges and/or Universities I am applying and how I *fit*
their criteria.

REACH schools. You should have at least one college here. Last year these colleges accepted freshmen who had slightly higher scores than yours. The Ivy League schools are always REACH schools.

School name.	Average scores and gpa of admitted freshmen 2006	Requirements ie 3 classes math, 5 art etc.	Level of selectivity if available.	Other requirements or reasons you feel you can fit here.

COMFORT schools. These schools should be a reasonable gamble for your to gain entrance. The test scores of admitted freshmen should be similar to yours. You should have all of the requirements needed for entrance. You should have a minimum of two schools here.

School name.	Average scores and gpa of admitted freshmen 2006	Requirements ie 3 classes math, 5 art etc.	Level of selectivity if available.	Other requirements or reasons you feel you can fit here.

SAFETY schools. These schools require less than your gpa, and course work. You should be a “shoe-in’ for these schools. You should apply to two of these.

School name.	Average scores and gpa of admitted freshmen 2006	Requirements ie 3 classes math, 5 art etc.	Level of selectivity if available.	Other requirements or reasons you feel you can fit here.

****Please star your first three favorite choices.

