

SUTTON HIGH
SCHOOL
GUIDANCE DEPARTMENT

CLASS OF 2010

**** Post-Secondary Planning Packet ****

Mr. Parcels 508-581-1640 ext. 1185 (A-K)
Ms. Baiocchi 508-581-1640 ext. 1186 (L-Z)

www.suttonschools.net

(click on 'High School' and then 'Guidance')

Attention Parents/Guardians:

The Sutton High School Guidance Department in conjunction with MEFA will host a Financial Aid Workshop for all Class of 2010 parents/guardians on Monday, November 16th from 7-9pm in the high school auditorium.

Sutton High School Guidance Department *Post-Secondary Planning*

Students and Parents: Where will you be next year at this time? The research you will do in these next few months will have much bearing in helping you find the answer to this question. You are in the drivers seat...talk things over with your parents, your counselor and your friends.

Your counselor invites you to put your cards on the table. What are your current plans? Will you apply to college, the military, or enter the work force? How can your counselor help or advise you on this matter? All counselors are experienced in the field of advising students. Do not hesitate to speak to them with regard to your future plans. **We are more than happy to provide this service!**

Important Application Information:

Sutton Memorial High School
383 Boston Road
Sutton, MA 01590
www.suttonschools.net
Phone: (508) 581-1640

College Board Code (CEEB): **222095**

Guidance Office

Counselor: Mr. Parcels ext. 1185 Email: parcellj@suttonschools.net
Counselor: Ms. Baiocchi ext. 1186 Email: baiocchl@suttonschools.net
Secretary: Mrs. Wassell ext. 1169
Guidance Fax #: 508-917-0063

Type of School: Public
Dates of Attendance: 8/06-present
Size of Senior Class: **101**
Date of Graduation: 6/4/10

Things you may need to know:

Social Security Number
Date and Place of Birth
Names and ages of siblings and colleges they attend
Name of parent's/guardians employers and job titles
Dates of testing: SAT/ACT/SAT Subject Tests

Make a copy of your application/financial aid materials before they are mailed (this needs to happen outside of school hours). You may want to include a self-addressed stamped postcard so you know they received your application. If you apply on-line you can check your account as often as you like.

Sutton High School Guidance Department *Important Information for Seniors/Juniors*

Students: Below is a list of important test dates and registration deadlines for various tests that you make take during your junior or senior year. There are also contact names and numbers for various Military and Career Occupations. If you have further questions, please contact your counselor. **The Sutton High School CEEB Code is: 222095**

SAT Test Dates and Deadlines

Oct 10, 2009= SAT & Subject Tests (deadline: 9/9/09)
Nov 7, 2009= SAT & Subject Tests (deadline: 10/1/09)
Dec 5, 2009= SAT & Subject Tests (deadline: 10/30/09)
Jan 23, 2010= SAT & Subject Tests (deadline: 12/15/09)
Mar 13, 2010= SAT Test Only (deadline: 2/4/10)
May 1, 2010= SAT & Subject Tests (deadline: 3/25/10)
June 5, 2010= SAT & Subject Tests (deadline: 4/29/10)

ACT Test Dates and Deadlines

September 12, 2009=ACT Test (deadline is: 8/7/09)
October 24, 2009= ACT Test (deadline is: 9/18/09)
December 12, 2009= ACT Test (deadline is: 11/6/09)
February 6, 2010= ACT Test (deadline is: 1/5/10)
April 10, 2010= ACT Test (deadline is: 3/5/10)
June 12, 2010= ACT Test (deadline is: 5/7/10)

** SAT or ACT Tests are not given at Sutton High School. Numerous area high schools host SAT Testing (Douglas, Northbridge, Holy Name).

AP Exam Dates

Depending on the Subject that will be tested, the AP Exams are administered beginning May 4, 2009 and ending on May 15, 2009. More information will be issued at a later time.

Military Information (contact specific branch for ASVAB Testing)

Air Force	508-791-1341	Marine Corps	508-754-3733
Air Force Reserves	508-753-7616	Marine Reserves	508-856-9600
Air Nat. Guard	508-864-6264	Navy	508-875-5451
Army	508-753-1255	Navy Reserves	508-853-5400
Army Reserves	508-757-8336	Coast Guard	508-565-8656

Work Force Central Locations and Numbers

44 Front Street, Worcester	508-799-1600
14 Beach Street, Milford	508-478-4300
Dudley Plaza, Airport Rd, Dudley	508-943-1240

College/Career Research

1. Make an appointment with your counselor for help with research.
2. Check with the *Occupational Outlook Handbook* (also available on-line at <http://www.bls.gov/oco/>) for career choices and helpful information.
3. College and Career searches are very important as well. *The Princeton Review* is a great tool to use. Go on-line to <http://www.princetonreview.com/college/default.asp> or <http://www.collegeboard.com> for more information.
4. When selecting a college or university that is best for you, consider the following:
 - Location of college or university
 - Curriculum
 - Admissions Requirements (SAT/ACT scores, GPA, Class Rank, etc.)
 - Application Deadlines
 - Financial Aid and Cost

Now that you have researched and determined which colleges appeal to you, you need to come up with a final list. This list should be between 4-8 colleges.

1. The first choice (or group) should always be a 'long shot' or 'reach', i.e., the college actually admits very few persons with your credentials. In other words, you have an outside chance.
2. The second choice (or group) should be a 'fifty-fifty' proposition. Your credentials make you very competitive for admission compared to other applicants.
3. The third choice (or group) should be on where your chances appear 'likely'.

Parents are welcome to visit Sutton High School's Guidance Office. We would be pleased to have you share in your child's research instruction and to meet with college representatives at the College/Career Fair who will be visiting our school. In this way, you as parents will be better prepared to help you son or daughter reach a decision about college.

Guidance Appointments

Each student is assigned a guidance counselor. You may make an appointment to see your guidance counselor before or after school hours and during lunch and Student Production Periods. Your counselor may also request to see you during a class session. Please make an appointment as soon as possible. **It is important to keep counselors up to date on what you are doing. This makes it much easier for us to help you!**

Senior Bulletin Boards

Senior Information Bulletin Boards are located outside the Guidance Offices. Please refer to them often in order to be up to date with important information. Bulletin boards also provide a large variety of information from colleges and universities.

Scholarship information is updated regularly and a list with their requirements and deadlines will be posted on the guidance bulletin boards. Local scholarship information and requirements will be provided to all seniors in early spring. **Ask your parents and other family members to check at work to see if their employers offer scholarships to employees' families.**

Sutton High School College / Career Fair

The Sutton High Guidance Department will host a college/career fair for the **Class of '10 on Friday, September 18 in the high school gymnasium**. This will be the fourth annual fair hosted at the school and we are expecting over 75-college reps, military reps, and various vocational groups to be in attendance.

College Interviews and Visits

We hope that each of you visited several colleges over the summer. If you did not, you should find time to do so on weekends (when interviews are not usually available) or on days when there is no school. However, the ideal visit should take place on a weekday. A comprehensive visit should consist of a conversation or interview with an admissions counselor, a tour of the campus and (if possible) visits to classes, information discussions with students and faculty, a meal in the dining hall.

Prior to your visit you should procure an unofficial transcript of your three-year record and test scores and bring this along with a short resume of your interests and achievements.

Students are allowed a maximum of **five absences** from school to visit colleges for interviewing, provided you have informed the Guidance Office and filled out the necessary paperwork in advance. You are also responsible for completing any work, tests or quizzes that may be missed while you attend your college campus visit. **In order to visit a college on a school day, you must:**

Obtain the Visit Verification Packet from the guidance secretary and return the permission slip the day before visit and the signed copy of verification the day of your return to school in order to have the absence count as a college visitation trip.

Applications

Over 300 colleges/universities accept the **Common Application** (www.commonapp.org). This is where students can enter their application information only once and forward it online to multiple colleges and universities. This limits the amount of essays that need to be written, as one essay would be used for all CommonApp accepting colleges. (See complete list at end of packet!)

If your college or university does not accept the Common Application, we encourage you to visit their admissions website to access their online application.

ATHLETES!!

If you are an athlete who has aspirations of *participating in a collegiate sport*, there are a couple of things that must be done *on your part* to become eligible for collegiate athletics. This is for student-athletes who may be participating on the Division I or II level. Students participating on the Division III level should check to see what they need at each individual college of your choice.

1. Register online with the NCAA Eligibility Center at:

<https://web1.ncaa.org/eligibilitycenter/common/>

(or google search: NCAA Eligibility Center)

2. Make sure you have your SAT and/or ACT scores sent directly to the NCAA Eligibility Center by choosing code 9999 (just like sending scores to a college).

3. Students must turn in the attached *NCAA Transcript Release Form* to the Guidance Office no later than May 1st of senior year. A final transcript will be sent with all high school grades by the SHS Guidance Department no later than June 30th.

4. You must provide us with a stamped envelope to send the final transcript to the NCAA when you hand in your *NCAA Transcript Request Form*. (*attached at end of packet*)

Sutton High School Guidance Department

Procedure for Submitting College Applications – Reference Sheet

Students: The guidance counselors will be meeting with seniors during the month of September. You will receive a packet containing important information regarding the college application process. Here is a quick reference sheet that may be of great assistance. **The Sutton High School CEEB Code is: 222095**

It is important that applications be brought to the Guidance Office a minimum of two weeks before the specific college application deadline to ensure that all deadline dates are met and the application can be reviewed to ensure accuracy and quality.

1. All seniors requesting personal information to be released need to have a signed ***Release Form*** returned to Guidance before any information can be released.
2. Students who are requesting Letters of Recommendations from teachers and counselors are reminded that those people should be given a ***Teacher Recommendation Form*** four weeks in advance. **BE DILLIGENT!!**
3. The entire completed application packet should be brought to Guidance. This includes the student application (if not submitted online), essays, and payment. We will attach your transcript and teacher/counselor recommendations.
4. If mailing materials, students should come to their mailing appointment with addressed 9x12 envelopes. You should also have postage stamps with you, but do not put them on beforehand. Please do not put a return address on your envelopes.
5. If you applied online, please make sure to inform your counselor of this. Any materials not submitted online need to be mailed.
6. The counselor and student will then put together the application package, which, depending what has been sent online, may include copies of student transcript, current grades, school profile and letters of recommendation.
7. In most instances ***Early Decision*** applications should be submitted around November 1st. Regular Decision applications should be submitted as soon as possible after first quarter grades close. Students are responsible to be aware of all application deadlines for the schools they are applying to.
8. Students using the ***Common Application*** (www.commonapp.org) will be able to submit all application materials online, including payment. Please do not hesitate to have your counselor review your online common application before submitting.
9. Mid-year grades will be sent to all colleges for which you request. Final grades will be sent only to the school that a student will enroll. Remember, college admission representatives review all senior year grades carefully and acceptances can be rescinded based on this information.
10. It is **IMPERATIVE** that students send their SAT scores directly from College Board. This will cost \$9.50 per school if you do not request scores to be sent at time of registrations. Any scores included on your SHS transcript are not considered official.

The College Visit / Interview

Some colleges require an interview as part of the application process, but most do not. It is still very important for you to visit the college at which you may spend the next four years of your life! The visit or interview may help you in selecting a college or to verify your choice.

If you visit before you apply or before school reports arrive, you should take a copy of your transcript along with you. An unofficial transcript can be obtained from the guidance office.

Be sure to call the admissions office before you visit to find out when tours are scheduled. This is also a good time to find out if someone will be available after the tour for an interview or to answer any questions you may have. Schools differ in their policies for tours, information sessions, and interviews. It is best to not drop in unannounced to an admissions office.

If you do schedule an interview, know that they are usually meant to be informative to both parties. They are not meant to be anxiety provoking or intimidating. Ask in advance whether your interviewer will be an admissions counselor, student, or other college professional. Are you being evaluated or is the interview for informational purposes only?

Some questions you may be asked at an interview are:

- Why would you like to attend this college or university?
- What do you hope to gain from the college experience?
- What might you be interested in as a future profession?
- What do you hope to do in college outside of the classroom?
- How would your teachers describe you?
- Where do you see yourself in four years?
- What are your academic strengths and weaknesses?
- What has been your most significant contribution to your community?
- Who is your favorite teacher and why?

Some questions you may want to ask at an interview are:

- What is the average size for classes in the freshman year?
- What makes this college different from other colleges?
- What percentage of freshman return for their sophomore year?
- Does the college have a strong and active alumni association?
- How accessible is the faculty for individual help?
- Do graduate assistants teach any of the freshman and/or introductory courses?

- What types of study abroad programs does the college offer?
- What courses do typical freshmen take? Are there any courses that all freshman are obligated to take?
- Is it difficult to change majors or areas of study after the freshman year?
- What factors do you consider in the admissions process and, of those, which do you consider most strongly?
- How important are SAT/ACT scores in the admissions process?
- Do you have any advice for me?
- What internship opportunities are available for students?
- Does the college offer a career planning and placement program and, if so, how does the program work?
- What percentage of your students have been placed in a fulltime job or graduate school within six weeks of graduation?
- What percentage of students in the major in which I am interested are placed in a fulltime position upon graduation?
- Which graduate schools have your students attended?
- Are counseling services available on campus?
- What are the most active clubs or student organizations on campus?
- How active is the student government association?
- What student publications are available on campus?
- What religious services are available on campus and in the community?
- Is there a Greek system (fraternities and sororities) on campus and how active is it?
- What percentage of the student population resides on campus and about how many students is that?
- If students choose to live off campus, what are their living options?
- Approximately how many students go home on the weekends?
- Does the college offer scholarships and if so, are they need-based, merit-based, or both?
- What financial aid forms are required?

After the interview:

Send a thank you note. Just a short message thanking them for their time. A little kindness goes a long way.

Sample resume for college visits or college/scholarship applications; this is an example; include information that highlight YOUR STRENGTHS!

Name
Address
Phone #
Email – if Available
Social Security Number

College Major/ Career Goal:
(include this only if you have one)

G.P.A. (optional)
SAT: same
ACT: same

Honors and Awards

- National Merit Semi-Finalist (11)
- Lamp of Learning Academic Achievement Award (9, 10, 11)
- Massachusetts All State Choir (10,11)
- National Honor Society (11, 12)

High School Activities

- SHS Yearbook Staff (10, 11, 12)
-Editor in Chief (12)
- SHS Soccer Team (10, 11, 12)
-Varsity Team Captain (12)
- SHS Pep Band (9, 10, 11, 12)
- Spanish Club (9, 10, 11)

Community Activities

- Meals on Wheels Volunteer (Summers, 2006-Present)
- Deliver 3-5 meals to senior citizens every Saturday throughout the year.
- Church Youth Group (9, 10, 11, 12)
- Coordinated over 100 youth members for a 2-week mission trip.
- Sutton Youth Soccer (9, 10, 11, 12)
- Coached and participated in clinics for 8-10 year olds.

Work Experience

- Worcester YMCA Summer Gymnastics Camp Instructor (2005-Present)
- 20 hrs/wk during the school year and 45 hrs/wk during the summer.
- Sutton Library (2005-07)
- Approximately 10 hours per week during the school year.

Interests

- Diving – Greenbriar Pool Dive Team (6 years)



Sutton Memorial High School

383 Boston Road, Sutton, MA 01590
Tel. 508-581-1640 Fax 508-917-0063
<http://www.suttonschools.net>

GUIDANCE DEPARTMENT - RECORDS RELEASE FORM

I authorize the Sutton High School Guidance Department to release requested academic records as part of the application process to colleges and/or universities.

Information that could be sent is:

Permanent Transcripts (from grades 9-12)
Standardized Test Scores (SAT, SAT Subject Tests, ACT for example)
Discipline Records; if requested
Attendance Records; if requested
I.E.P. / 504 Documents; if requested
Confidential Letters of Recommendation

Student Name (print): _____

Parent/Guardian

Sig: _____ Date: _____

Student Sig: _____ Date: _____

Sutton Memorial High School Guidance Department Teacher / Guidance Recommendation Form

STUDENTS: Please answer the following questions completely, providing information that will be helpful to your teachers when writing a recommendation. Please remember that your teacher's recommendation is confidential. Your counselor will add the letter to your guidance file and will copy it as needed for your application packets. Give your teachers this form at least 4 weeks in advance of the date it needs to be into the Guidance Department.

TEACHERS: Please send the completed letter directly to the Guidance Office.

Student Name: _____ Phone: _____ D.O.B.: _____

Address: _____ Town: _____ Zip: _____

SAT Scores: CR _____ M _____ WR _____ CR _____ M _____ WR _____

SAT II: _____ ACT: _____

Numerical Weighted Average: _____ GPA: _____

List possible college choices: _____

List possible majors: _____

List favorite academic subjects:

List your hobbies: _____

What 3 adjectives would you use to describe yourself? Why?

1. _____

2. _____

3. _____

What values are most important to you? _____

Name: _____

Counselor: _____

**SUTTON HIGH SCHOOL
COUNSELOR INFORMATION SHEET FROM SENIORS FOR GUIDANCE**

What do you consider your most outstanding accomplishment during the past three years and why?

What do you consider your most outstanding traits (patience, cheerfulness, leadership, etc.)? Give an example to illustrate these traits.

Please describe any special circumstances that might have affected your high school achievements.

Describe specific circumstances in your life which you feel have helped to shape your character, personality, and/or attitudes?

Any last thoughts on how I can best highlight you to a college?

Thank you for your effort in answering these questions, it will help me in writing your college recommendation.



Sutton Memorial High School

383 Boston Road, Sutton, MA 01590
Tel. 508-581-1640 Fax 508-917-0063
<http://www.suttonschools.net>

Paul D. Daigle, *Principal*
Lindsey A. Baiocchi, *Guidance Counselor* / Jeff M. Parcels, *Guidance Counselor*

NCAA Transcript Request Form

Student Name: _____

Sutton Student ID #: _____

Social Security #: _____

Please send my Final High School Transcript to the *NCAA Eligibility Center* no later than June 30th.

I understand that it is my responsibility, as the student-athlete, to have my SAT and/or ACT scores sent directly to the NCAA Eligibility Center and that Sutton High School is not responsible for this act. (College Board code for the NCAA is: 9999)

FORM IS DUE IN THE GUIDANCE OFFICE NO LATER THAN MAY 1st!!

Today's Date: _____

Student Signature: _____

Parent Signature: _____

(if student is under 18 years of age)

Date Received by Guidance Department: _____

Date sent out to NCAA Elig. Center: _____