

SALESIAN HIGH SCHOOL

148 Main Street, New Rochelle, NY 10801 ♦ 914-632-0248 ♦ FAX 914-632-1362
www.salesianhigh.org

Guidance Department

APPRAISAL / COLLEGE PORTFOLIO

Attached please find a copy of the **Appraisal/College Portfolio**. This form is required of all juniors to complete.

This form will be kept on file in your **counselor's office**. It may also be copied and given to faculty members whom you may choose to approach for a **letter of recommendation** to college. Be assured that anything that you write will not be shared with anyone unless you approve it beforehand. The information you do provide will give your counselor the best opportunity to create a letter of recommendation that truly describes your strong attributes, commitments, and activities, that **you** wish to highlight. It will also assist your counselor in best guiding you towards college choices and majors.

Please feel free to update the form at anytime, but fill it out as thoroughly and thoughtfully as possible.

This packet **& accompanying documents** (resume, college essay, and list of "colleges I'm thinking about", and parent portion) must be **fully** completed, stapled and handed in during homeroom on **Monday, April 4th**. No incomplete appraisals will be accepted.

Do not detach this page.

Name of Student _____

Date Submitted to your Counselor _____

Date Interviewed by Counselor _____

1. **Date of Birth:** ____/____/____ **Place of Birth:** _____

2. **Home Address:** _____

3. **Who do you live with:** Father ____ Mother ____ Stepfather ____ Stepmother ____
Other (please be specific) _____

Siblings:

Name: _____ Age: ____ School: _____

Name: _____ Age: ____ School: _____

Name: _____ Age: ____ School: _____

4. **Family:** Please check if parents are: Separated ____ Divorced ____ If so, how long? ____

Father's full name _____ Is he living? _____

Where was he born? _____

Home Address (if different from yours) _____

Occupation: _____

(DESCRIBE BRIEFLY)

(NAME OF BUSINESS/ORGANIZATION)

Name of College (if any) _____ Degree: _____ Year _____

Name of Professional or Graduate School (if any) _____

Degree: _____ Year: _____

Mother's full name _____ Is she living? _____

Where was she born? _____

Home Address (if different from yours) _____

Occupation: _____

(DESCRIBE BRIEFLY)

(NAME OF BUSINESS/ORGANIZATION)

Name of College (if any) _____ Degree: _____ Year _____

Name of Professional or Graduate School (if any) _____

Degree: _____ Year: _____

Is your home bilingual? _____ If so, what language(s) are spoken? _____

5. CALLING ALL STUDENT ATHLETES!!!!

(If you are not planning on playing a sport in college, please skip to question 6)

Are you planning on applying to “Division 1” or “Division 2” schools for an athletic scholarship?

If so, What sport: _____ Coach’s Name: _____

1. Log onto **www.ncaastudent.org** and fill out student eligibility form:
Must go through register with NCAA, submit initial transcript, and meet GPA and SAT/ACT requirements
2. Have you contacted coaches from colleges/universities yet? _____
 - a. If so, who? _____ From what school? _____

6. GENERAL HEALTH AND PHYSICAL CONDITION

(Indicate any long periods of illness or medical problems experienced during high school):

7. AUTOBIOGRAPHICAL INFORMATION

College admissions counselors rely on the high school counselor to provide them with information that may not appear in other parts of the application. Answering the questions below will not only help your counselor in writing your recommendation, but will also help you in writing an autobiographical-type essay in your application.

- A. Please describe any unusual circumstances that have impacted you that admissions counselors (or your guidance counselor) should be aware of (i.e. illness, divorce, moved, parent lost job, etc.)

- B. Please describe the aspects of your high school years that you have enjoyed the most? (i.e a particular teacher, class, paper you wrote, project, travels, service, etc.)

- C. Please describe what sets you apart from other Salesian High School students?
- D. What is your favorite quote and why? (can be from a person, book, song, poem, etc.)
- E. Where do you see yourself in five years? What are your aspirations and goals?
- F. Do you have a specific career goal(s) or major(s) in mind? If so, what is it?
a. **Why** would you like to pursue that goal/major?
- G. What accomplishment are you most proud of? (academic, social, personal, athletic, etc.)
Feel free to brag!!
- H. Did your culture play a role in your upbringing? If so, how did it influence your life?
- I. Will you be graduating with an Advanced Regents Diploma?

J. List ALL Honors and Awards you have received:

- a. Academic Honors/Awards: _____
- b. Community Awards: _____
- c. Athletic Awards: _____

K. How do you spend your summers?

L. What are the best three words that come to mind to describe you?

- 1. _____ Why? _____
- 2. _____ Why? _____
- 3. _____ Why? _____

M. Give evidence of the ways in which you have grown as a student and as a person since 9th grade:

N. What do you most want a college admissions committee to know about you?

8. College Essay

Most colleges require an applicant to write an essay, and admissions officers read the essay very carefully. **This is your time to shine!** This will give your application your personal voice. They are not looking for ordinary and “formula” responses to a topic. In reality, the essay *could be* the make-or-break factor in whether or not you are accepted to the college. **DO NOT TAKE THE ESSAY LIGHTLY.** Do not hesitate to consult your English teacher to see that your essay is both technically correct and truly captures you as an individual.

College essays should reveal something unique about you or your perspective. It is perfectly acceptable to use humor in the essay, as long as it is purposeful and not “over the top”. Do not write a shallow essay in which you express the same thought or idea in eight different ways. The essay demonstrates your ability to write clearly and concisely on a selected topic and helps you distinguish yourself in your own voice. *What do you want the readers of your application to know about you apart from courses, grades, and test scores?*

Choose the option that best helps you answer that question and write an essay of no more than 650 words, using the prompt to inspire and structure your response. Remember: 650 words is your limit, not your goal. Use the full range if you need it, but don't feel obligated to do so.

The following exercise will be your **first step** toward writing a college essay. You will go back and draft it as many times as necessary.

On a separate piece of paper, **type** an essay, on one of the following topics (250 word minimum, 1 ½ – 2 pages, double-spaced):

- Some students have a **background or story** that is so central to their **identity** that they believe their application would be incomplete without it. If this sounds like you, then please share your story.
- Recount an incident or time when you experienced failure. How did it affect **you**, and what lessons did **you** learn?
- Reflect on a time when **you** challenged a belief or idea. What prompted **you** to act? Would **you** make the same decision again?
- Describe a place or environment where **you** are perfectly content. What do **you** do or experience there, and why is it meaningful to **you**?
- Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within **your** culture, community, or family.

3 Things To Print Out & Attach to this Appraisal:

- 1) **Print** “Colleges I’m thinking about” directly your Naviance account and attach
- 2) **Print** “Resume” DIRECTLY FROM your Naviance account and attach
- 3) **Print** 1st draft of college essay

1) How to Print your “Colleges I’m Thinking About”:

College	Delivery type	Added By	Expected Difficulty	My Interest	Application Deadlines	Actions					
					Early Decision	Early Action	Priority	Regular Decision			
my colleges											
colleges I'm thinking about											
college visits											
college research											
SuperMatch™											
college search											
college match											
college connect											
Boston Coll	Reach	student	N/A	N/A	-	11/1	-	5/1			
Boston Univ	Mid-range	student	N/A	N/A	11/1	-	-	5/1			
Brown Univ	Reach	student	N/A	N/A	11/1	-	-	1/2			
Carnegie Mellon Univ	Mid-range	student	N/A	N/A	11/1	-	-	5/1			
Columbia Univ	Reach	student	N/A	N/A	11/1	-	-	5/1			
Cornell Univ	Reach	student	N/A	N/A	11/1	-	-	1/2			
Dartmouth Coll	Reach	student	N/A	N/A	11/1	-	-	5/1			
Duke Univ	Mid-range	student	N/A	N/A	11/1	-	-	1/2			
Drexel Inst of Tech	Mid-range	student	N/A	N/A	-	10/15	-	1/10			
Johns Hopkins Univ	Mid-range	student	N/A	N/A	11/1	-	-	5/1			
Lehigh Univ	Mid-range	student	N/A	N/A	11/15	-	-	5/1			

2. How to Create & Print Your Resume:

a. Go to “**About Me**” tab on Naviance

i. Click on “**Resume**”

ii. Go to “**add a new entry**” pull down menu and choose which categories are applicable to you. Categories include, but are not limited to:

- a. Education
- b. Work Experience
- c. Athletic Achievement
- d. Extracurricular Activities
- e. Volunteer Service

Step 1

Step 2

Step 3

Salesian High School
140 Main Street
New Rochelle, NY 10801
p: (914) 832-0248

add a new entry: - Select One -

Step 4

Add Volunteer Service

Position Title:

Organization:

Location:

Start date: month year

End date: month year
 to present

Average hours per week:

Total hours:

Grades Participated: 4 7 8 9 10 11 12

Description / Comments:

TIPS

- Note any special accomplishments or leadership positions with your volunteer service.
- As you look for volunteer service opportunities, think about something that you would enjoy committing to on a regular basis. Spending more time on fewer activities can provide you with an opportunity to make a meaningful contribution and demonstrate your commitment.

- iii. Enter as much information for each category as possible. If you aren't sure the total hours or the average hours per week, **estimate**. If the activity is self-explanatory, you may not need to include a description (For example: If you are adding an "Athletic Achievement" under that particular tab, you don't have to include a description, unless there was something different about your participation on the Varsity Wrestling Team, unless you won a particular championship, etc.)
- iv. Make the entries clear, but short. It shouldn't be too wordy.
- v. Once you have entered all your activities, work experience, extracurriculars, clubs, sports, etc., go to the **"Customize your printable resumes"** tab

careers **about me**

resume

BUILD YOUR RESUME

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.

Use the tools below to create and edit any sections you might want to use in your resume

add a new entry: - Select One -

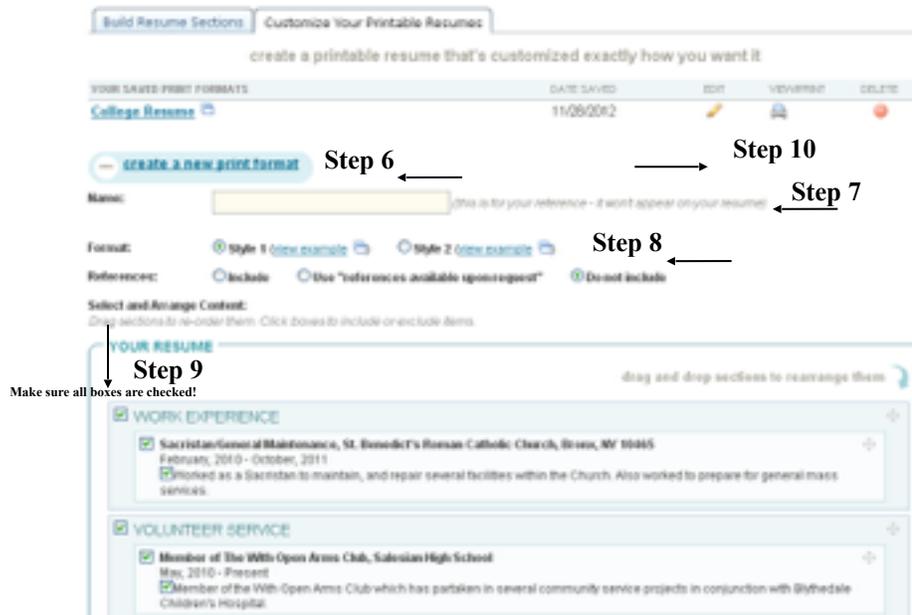
WORK EXPERIENCE

Sacristan/General Maintenance
 St. Benedict's Roman Catholic Church, Bronx, NY 10465

February, 2010 - October, 2011
 6 hours/week
 Grades 11,12

Worked as a Sacristan to maintain, and repair several facilities within the Church. Also worked to prepare for general mass services.

Step 5



vi. and Voila!!!! Print the resume and attach it!

vii. See the example below of a sample resume from Naviance



FYI- Listing an "Objective" or "References" are NOT necessary for you at this stage.

Remember: This is just the **beginning** of your college essay and resume writing.

They are not expected to be PERFECT, however, they *are* expected to be your **best effort**.

The best way to begin the task of writing the important college essay is to just begin writing. You will go back to refine and revise it after your first draft is complete.

We look forward to reading them!

Name of Student _____ Date _____

Parent Letter of Recommendation

1. Please describe your child in terms of achievement in school. What anecdote can you provide to illustrate the qualities you most admire about your child in the school setting? What example would you use to describe your child at his best?
2. Please describe your child as a person. What qualities do you most admire? What anecdote might illustrate your child at his best?
3. In what areas has your son shown the most development and growth during the high school years?
4. What are your expectations for your son's future career and/or college choice?
5. What would you most like a college admissions officer to know about your child?

Parent Signature: _____ Date: _____

Application Processing Deadline and Agreement for Students & Parents

TYPES OF COLLEGE ADMISSION

Early Decision: Students apply earlier than the regular admissions deadline and typically know their admissions decision by mid-December of their senior year. By applying through early decision, the student agrees to automatically accept the college's offer of admissions and withdraw their applications from other colleges. Students can apply to only one college via Early Decision (binding contract).

Early Action: Meant for those students who want to apply early to their first choice colleges but want to be able to compare acceptances and financial aid packages (this is non-binding).

Regular Admissions: Standard deadlines that usually fall anywhere from December to early March. *(However, all applications will be submitted to colleges and to his guidance counselor no later than December 1, regardless of admissions deadlines after 12/1.)*

Rolling Admissions: College has no official application deadline (or late Spring/Summer). Rolling admissions colleges will continue to review student applications as long as space is available. Many of these schools have *suggested* deadlines.

All applications must be submitted to your guidance counselor a minimum of **10 school days** prior to college application deadlines. A two week turn-around for processing applications in the high school guidance office is necessary to ensure all items are verified and processed.

Please consult the table below for application submission guidelines:

Application Must be Submitted, Paid For, & Tracking Sheets Must be Given to Counselor On or Before:	College's Application Deadline:
October 15, 2016	November 1, 2016
November 1, 2016	November 15, 2016
November 15, 2016	December 1, 2016
December 1, 2016	Anytime after December 1, 2016, or Rolling Admissions

I understand and agree to follow the above procedures to ensure accurate and timely processing of my son's application(s):

Parent Signature: _____ Date: _____

I understand and agree to follow the above procedures to ensure accurate and timely processing of my application(s):

Student Signature: _____ Date: _____