Lake Forest High School

Postsecondary Planning Guide

2018-2019

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Your High School Transcript and How it Relates to College

Before you know it that day which seemed so far off in the future will arrive. You will put on a cap and gown, line up with your fellow seniors, some whom you may have known since pre-school**,** and march in your graduation ceremony. For twelve plus years you have had a place to go, things to do, and an environment which provided you with structure, safety, and opportunities for a variety of activities. Now the world offers you limitless possibilities. There is no longer a specific institution which mandates your attendance. So, where do you go? How do you explore what is available to you and begin the next phase of your journey? Sit back, take a breath, and take a peek at all of the wonderful opportunities out there for you.

The college and career search and admissions process can be as exciting as it is overwhelming in nature. This planning guide was designed to assist you through the process of planning your future.

For college admission there will be no document as important as your high school transcript. Your high school transcript reflects what you have done on a daily basis since stepping into your very first class as a freshman. The courses, their levels, and the grades you earned in each class every semester are posted on your transcript along with your cumulative GPA (Grade Point Average).

Your counselor, teachers, department chairs, and instructional directors are all comprehensive resources available to you at Lake Forest High School to assist you with choosing your classes, determining if you are in the correct levels and attaining the best grades possible for you.

All colleges also look favorably on elective courses when supplemented with a strong academic program. Explore the many electives that Lake Forest High School offers in art, business, telecommunications, music and applied technology just to name a few. Review the Student Guide to Courses available on the website at www.lakeforestschools.org for more information.

Challenge yourself. Develop your time management and organizational skills. Learn to be a self- advocate. If you are having trouble with a math problem, be confident and approach your teacher. If your teacher is not available, go to the resource center. This advice goes for every subject.

Colleges and universities have certain required courses for entrance into their institution. Many colleges look for candidates who have challenged themselves academically and been successful. The more selective a college, the more that college can demand in academic achievement . Below is a subjective analysis of categories based on data used by Baron's Profiles of American Colleges. Remember that colleges and universities use many different factors to determine admission eligibility. These may include any or all of the following factors: Pattern of high school coursework; overall grades in academic courses and GPA; test scores; evidence of exceptional motivation; letters of recommendation; community involvement; leadership roles; athletic ability; special talents; and chosen college major.

Types of College Admission Categories and Course Requirements

Most Competitive" Colleges:	**"Highly & Very Competitive" Colleges:**	**"Competitive" Colleges:**	**Community Colleges/Vocational Schools:**
English.....4 years Mathematics .....4 years Foreign Languages.....4 years Lab Science.....3-4 years Social Studies .....3-4 years Academic Electives .....2 years (Honors & AP courses recommended) ACT: 29-36/SAT: 1350-1600	English.....4 years Mathematics .....3-4 years Foreign Language.....2-3 years Science .....3 years Social Studies .....3 years Academic Electives .....2 years (Honors & AP courses recommended) ACT: 24-28/SAT: 1160-1340	English.....4 years Mathematics .....3+ years Science .....2+ years Social Studies .....2+ years Academic Electives .....2 years (Art, Foreign Language, Music) ACT: 19-23/SAT: 980-1150	Requirements vary greatly from an open admission policy taking a general college prep curriculum to selective admission as specified by the different departments

College Planning Calendar : Freshman Year

Fall Semester

□ Participate in Freshmen orientation day.

□ Meet with your counselor during seminars; your counselor plays a big role in the college search process and by establishing a good relationship with them early on they will be able to assist you along the way.

□ Develop study skills and time management strategies.

□ Set reasonable and attainable academic and personal goals.

□ Get involved in extracurricular activities and service opportunities.

□ Participate in "Open Doors"-A career exploration program.

□ Document your service hours in X2Vol (through Naviance).

□ Develop a four-year academic plan in seminars.

Spring Semester

□ Register for sophomore year classes with your counselor.

□ Take the PSAT 9 at LFHS.

□ Create reasonable and attainable academic and personal goals for Sophomore year .

□ Make plans for summer: work, service, travel, etc.

□ Enjoy your summer-stay involved!

College Planning Calendar : Sophomore Year

Fall Semester

- □ Review the goals you set for this school year.
- □ Continue to participate in service and extra-curricular activities.
- □ Consider taking the PSAT/NMSQT test in October at LFHS.
- □ Participate in "Open Doors"-A career exploration program.
- ☐ Document your service hours in X2Vol.
- □ Meet with counselors in seminars for career planning.
- □ Review and update your four-year academic plan in Naviance.

Spring Semester

- □ Register for junior year courses- continue to challenge yourself academically for a rigorous junior year.
- □ Sign up for AP exams for courses you are enrolled in.
- □ Work towards leadership positions in the service and extra-curricular activities you like best.
- □ Take the PSAT 10 at LFHS.
- □ Check out X2Vol online for service opportunities.
- □ Make plans for summer: work, service, travel, etc.
- □ Create reasonable and attainable academic and personal goals for Junior year.
- □ Enjoy your summer-stay involved!

College Planning Calendar : Junior Year

August/September

□ Begin thinking about post high school plans
□ Talk to friends, parents and faculty members about colleges and careers
□ Meet with your counselor during seminars
□ If you are interested in playing Division I or II college sports, attend the NCAA Student Athlete Night, register with the NCAA Eligibility Center and make sure you are taking a core curriculum that meets their requirements
□ Sign up on Naviance to meet with college representatives visiting Lake Forest High School in the CCRC
□ Attend area college fairs and local college receptions
□ Attend the Financial Aid Night Program at Lake Forest High School with your parents

Fall Semester

□ If you are interested in playing Division I or II college sports, attend the NCAA Student Athlete Night, register with NCAA Eligibility Center and make sure you are taking a core curriculum that meets their requirements.
□ Sign up on Naviance to meet with college representatives visiting LFHS.
□ Attend area college fairs and local college receptions.
□ Take PSAT /NMSQT test in October.
□ Review the testing calendar for additional ACT/SAT testing dates throughout the school year. The testing calendar is available on Naviance, or in this booklet on page 11.
□ Register for "Open Doors"-A career exploration and service program.
□ Continue participating in service work.
□ If you are interested in attending a Military Academy, you will need to start the application process now.
□ Attend the Financial Aid Night Program at LFHS with your parents.

Spring Semester

□ Explore the colleges or careers you are interested in and match courses to meet admissions requirements and/or personal interests.
□ Register for senior courses, making sure that you will meet all graduation requirements. Continue to challenge yourself academically.
□ Sign up for AP exams for courses you are enrolled in.
□ Research and add schools to the list of colleges you are thinking about in Naviance.
□ Take the SAT exam at LFHS in April.
□ Sign up for SAT Subject tests if they are required by schools you are considering.
□ Check out X2Vol online for service opportunities.
□ Visit college campuses during spring break and meet with admissions personnel.
□ Meet with your counselor for your college planning meeting.
□ For the colleges you are considering, investigate through the College Board website which AP scores will be accepted.
□ Start finalizing your list of potential colleges and continue to utilize Naviance.
□ Complete the Junior autobiography for your counselor through Naviance
□ Begin working on your résumé.
□ Ask 1 or 2 current teachers to write college recommendation letters.
□ Make plans for summer: work, service, travel, etc.
□ Use the summer to finalize your college list.
□ Ask parents to fill out Parent Perspective on your Naviance account.

College Planning Calendar : Senior Year

September

□ Request letters of recommendation from teachers , if you have not already done so.
□ Register for ACT, SAT and SAT Subject Tests for September and October, if necessary. (Talk to your counselor if you have questions).
□ Finalize the list of schools to which you will apply. Utilize the application planner in this handbook
□ Meet with your counselor in seminars to review the application process.
□ Attend application workshops at LFHS
□ Begin the application process, completing the common application and requesting transcripts through Naviance. Reminder: keep track of your passwords and keep them consistent.
□ Start writing essays and personal statements.
□ Sign up on Naviance to meet with college representatives visiting LFHS in the CCRC.
□ Attend area college fairs and local college receptions.
□ Throughout the fall, search for outside scholarships through Scholarship Scoop, Naviance and various scholarship websites.
□ Attend the Financial Aid Night Program at LFHS with your parents.

October

□ Submit FAFSA online as soon after October 1 as possible. Check deadlines for each you are college applying to.
□ Attend FAFSA completion workshop at LFHS.
□ Register for "Open Doors"-A career exploration program.
☐ Note admission type (i.e. early decision, early action, or rolling). Plan your timeline accordingly to meet specified deadlines.
□ Continue meeting with college representatives visiting LFHS in the CCRC.
□ Make sure test scores are sent directly from ACT or College Board to the colleges you have applied to.

November

□ Check your email on a regular basis, as this is how colleges will communicate with you.
□ Submit the CSS Profile (financial form), by the specified deadline, if required by any of your colleges.
□ Attend FAFSA completion workshop at LFHS.
□ Continue meeting with college representatives visiting LFHS in the CCRC.
□ If not already completed, make sure test scores are sent directly from ACT or College Board to the colleges you have applied to.

December

☐ Withdraw all applications if you are accepted early decision.
□ Complete applications with January deadlines and allow enough time for transcript processing. Remember, the transcript office is closed during winter break.

College Planning Calendar : Senior Year (continued)

January

□ Send thank you notes to teachers who wrote your recommendations
□ Local scholarship applications are available through Naviance beginning on January 15
□ Continue to explore other scholarships through Scholarship Scoop, Naviance, and various scholarship websites

February/March

□ Register for Advanced Placement (AP) exams
□ Update or correct SAR (student Aid Report) from FAFSA to reflect current fiscal year
☐ Compare financial aid offers from schools which you have been accepted
□ Visit schools accepted to if still undecided
□ Continue to explore scholarships through Scholarship Scoop, Naviance, and various scholarship websites
□ Local scholarship application deadline is March 15th

April

□ Send only one deposit to your selected college or university and make housing arrangements
□ Inform all colleges that accept you whether you plan to attend or not (See sample emails)
□ If you are placed on the "wait list" and you would like to attend that school, let them know of your interest in remaining on the waitlist, but be sure to accept and deposit at a college that accepted you
□ Continue to explore scholarship opportunities through Naviance, the CCRC and elsewhere

May

☐ Reply on or before May 1 to all schools communicating your desire to attend or withdraw your admission
□ Take Advanced Placement (AP) exams and have scores sent to the college you have selected
□ Complete Senior Survey and final transcript request through Naviance during Senior Seminars

June

☐ Attend Graduation!

Alternatives to Four-Year Colleges

For many reasons, not everyone wants to or can attend a four-year college upon graduation from high school. Some students go to a two-year community college while other students are interested in technical or vocational schools to learn hands-on skills to help them find jobs. Some students choose to go into the armed services or directly into the world of work, while others may travel or take some time off and have a Gap Year. No matter what you choose to do after you graduate, your counselor will help you with your post-high school goals.

Whatever path you take, see your counselor to help formulate a plan.

Local College Fairs:

Colleges That Change Lives Fair
Sunday, August 19, 2018
11:00 AM to 1:00 PM
Lincolnshire Marriott Resort
10 Marriott Drive
Lincolnshire, IL 60069

NACAC College Fair
Saturday, September 29, 2018
11:00 AM to 3:00 PM
McCormick Place
2301 S. Lake Shore Drive
Chicago, IL 60616

Chicago Christian College Fair
Thursday, October 11, 2018
6:30 PM to 8:30 PM
Schaumburg Christian School
20 N. Roselle Rd.
Schaumburg, IL 60194

ICE/CLC College Fair
Thursday, October 18, 2018
6:00 PM to 8:00 PM
College of Lake County
19351 W. Washington St.
Grayslake, IL 60030

NACAC Performing and Visual Arts Fair
Thursday, October 25, 2018
6:30 PM to 9:00 PM
UIC Forum
725 W. Roosevelt Rd.
Chicago, IL 60608

Lake Forest Academy College Fair
Tuesday, September 25, 2018
7:00 PM to 8:30 PM
Lake Forest Academy
1500 Kennedy Rd
Lake Forest, IL 60045

NACAC College Fair
Sunday, September 30, 2018
3:00 PM to 6:00 PM
The Wisconsin Center
400 W. Wisconsin Ave.
Milwaukee, WI 53203

Chicago Christian College Fair
Wednesday, October 17, 2018
6:30 PM to 8:30 PM
Moody Bible Institute
820 N. LaSalle Dr.
Chicago, IL 60610

Choices College Fair
(For college bound students with disabilities)
Monday, October 22, 2018
Deerfield High School
1959 N. Waukegan Rd.
Deerfield, IL 60015

ICE/CLC College Fair
Thursday, March 14, 2019
6:00 PM to 8:00 PM
College of Lake County
19351 W. Washington St.
Grayslake, IL 60030

Students with Disabilities Applying to College

Introduction
Most colleges and universities offer support services for students with disabilities; however, there are a wide range of services and costs associated. Students with disabilities may qualify for support services in college under the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. It is critical that students become knowledgeable about their rights and responsibilities in post secondary education because the student is responsible for seeking accommodations and services. Being well informed will help ensure you have a full opportunity to access the benefits of the postsecondary education experience without confusion or delay. Your high school counselor at Lake Forest High School serves as the point advocate assisting you with finding the appropriate college "fit".

Yes. Section 504 and Title II protect elementary, secondary, and postsecondary students from discrimination. Nevertheless, several of the requirements that apply through high school are different from the requirements that apply beyond high school. For instance, Section 504 requires a school district to provide a free appropriate public education (FAPE) to each child with a disability in the district's jurisdiction. Whatever the disability, a school district must identify an individual's educational needs and provide any regular or special education and related aids and services necessary to meet those needs as well as it is meeting the needs of students without disabilities.

Unlike Lake Forest high school, your postsecondary institution is not required to provide FAPE; however, your postsecondary school is required to provide appropriate academic accommodations as necessary to ensure that it does not discriminate on the basis of disability. In addition, if your postsecondary school provides housing to nondisabled students, it must provide comparable, convenient, and accessible housing to students with disabilities at the same cost.

Sharing your Disability
Disability information is considered confidential and the high school can not share 504 plans or IEP Plans with post-secondary schools. Also, colleges are not allowed to ask students whether they have a disability. a postsecondary school may not deny your admission simply because you have a disability. SAT and ACT score reports do not indicate if students received accommodations on the tests. Additionally, your high school transcript does not indicate whether you received services. It is the students' choice to share their disability. Even if you register with your college's disability office, no one will contact your college professors and share your information unless you facilitate the process. Sharing your disability may help you open the door to obtain accommodations and resources that may be helpful in college.

Levels of Service
Post-secondary institutions provide services for students with disabilities in a variety of ways. Typically, colleges and universities offer a continuum of services to meet students needs. The best way to understand how schools provide support services is to contact the Office of Disability at prospective colleges directly or visit their websites to learn more about their support services. Typically, there is a fee for services in college. Also, there is a separate application and documentation is required.

Documentation of Disability
Post-secondary schools may request documentation of your disability to establish the validity for the request for accommodations and help identify which accommodations are required. Typically, universities request documentation that is signed by a physician or professional familiar with the student's disability. The documentation should verify the disability and suggest appropriate accommodations. If previous documentation exists, most schools will accept it if it is current (no more than 3 years old). If no current documentation is available, then it is your responsibility to have new documentation prepared. This might mean paying for an appropriate profesional to conduct a new evaluation. Neither your high school nor your postsecondary school is required to conduct or pay for a new evaluation to document your disability and need for an academic accommodations.

Tips for talking to your professors
If you choose to talk to your professors about your disability, follow these tips: (*Taken from Virginia Commonwealth University/Going to College)

1. Set up a meeting with your professor to talk about your accommodation letter received from the Office of Disability. Doing it in this way helps to remind the professor that this information is confidential and not to be shared with others. Visit the professor during office hours (hours are usually posted in the syllabus).

2. At the meeting, give your professor your accommodation letter. Your letter will not identify your specific disability. You do not have to share specific disability information. You may just want to share that you are a student with a disability and what your accommodation needs are.

3. If you decide to share specific disability information, be sure to use brief, positive everyday language that focuses on your strengths and abilities and effective accommodations. Be prepared when you talk with your professors; have an idea of what you want to talk about with them. With busy schedules, professors appreciate forethought and succinct explanations. It is your choice as to how much information you wish to share concerning your disability.

4. Discuss the information on the letter by approaching it as you are a student registered at the disability support services office and these are the accommodations that you are to receive. Be prepared to answer any questions. If you do not feel comfortable answering the professor's questions, you can refer him or her to the disability support services coordinator.

Refusal of Accommodations
Colleges can refuse your accommodation request for a few reasons:

- If providing the accommodation would put an excessive financial and/or administrative burden on the institution.

- If providing the accommodation would change the nature of an academic program or the school's curriculum, including giving you an unfair advantage over other students, lowering academic standards, and significantly altering what is required of you to complete a class or program.

- If the accommodation requested is of a personal nature; colleges are not required to provide students with disabilities with personal care attendants, personal readers, or personal devices.

- If the school refuses to provide you with the specific accommodation you requested, it will likely suggest an alternative accommodation that accomplishes the same purpose. While the school is obligated to provide you with equal access to education to the maximum extent possible, you are not required to accept any offered accommodations.

Why is Career Planning Important?

Explore the World of Work at: www.careervision.org for more information

"Open Doors" Program: A Career Exploration and Job Shadowing Opportunity

Participating in service opportunities during their high school years helps prepare students to make informed choices for their post secondary plans. LFHS, with major support from the APT, also offers a two day career exploration opportunity in November of every year. The "Open Doors" program allows students to select from job mentoring options according to the student's and the mentor's availability.

The Open Doors program provides a "hands-on" approach to career exploration giving students a unique opportunity to experience a specific profession. Career exploration opportunities available through Open Doors include mentoring in the fields of advertising, architecture, design, education, engineering, financial services, fitness training, healthcare, medicine, hospitality, journalism, law, law enforcement, marketing/ communications, merchandising, military, human resources, photography, sports, and the visual arts. Volunteer service opportunities are also options of the program. The program is administered by the Volunteer Service office and questions should be directed to: Jim Sullivan at 847-582-7702 or jsullivan@lfschools.net

Volunteer/Community Service

Volunteer service is encouraged for all students at Lake Forest High School. Volunteering not only promotes citizenship and community awareness, it also provides students an opportunity to develop leadership skills and exposes them to potential colleges or career interests. Volunteer service is a requirement for entrance into the Lake Forest High School chapter of the National Honor Society, and can help lead to future scholarships, internships, leadership seminars, and national and local service awards.

Lake Forest High School utilizes an online service hour reporting system called X2Vol, which can be found within each student's Naviance account. Students can find volunteer opportunities listed on X2Vol, or by participating in our numerous service-based clubs, extra-curricular activities, or also throughout the community with not-for profit organizations or churches. Information about the various Lake Forest High School service-based clubs is located on the school website. Students should keep track of their time spent performing volunteer community service in X2Vol.

X2Vol will keep track of a student's hours for their entire high school career and can print out a record whenever it is needed. For more information, contact Jim Sullivan, Assistant Principal for Engagement and Enrichment at 847-582-7702 or jsullivan@lfschools.net

Lake Forest High School Informational Career Fair

This annual event is designed to help our students understand about a variety of fields, career options, and how to best prepare to enter a field of their choice. Employer Partners from all clusters engage our students through sharing information about their firm, industry or career path. Students are encouraged to ask question about the required training and education needed to pursue their field.

ScoutInterns

This internship program provides an extended, real-world experience for students in a field of their choice. Interested students are matched with employer partners, who provide them an authentic learning experience. Our interns work anywhere from 20-200 hours, typically during the summer.

College and Career Resource Center

The College and Career Resource Center is a facility devoted to college and career exploration. We offer an extensive library that provides students and parents with a wide variety of resources. Inside you will find materials conveniently organized and both students and parents have the ability to check out items for one week. Some of the items you will find:

Printed Materials

- College majors and career guides
- Fine and performing arts majors
- Special needs college guidebooks
- College athletic information
- Financial aid information
- Scholarships, grants, and financial aid
- College visit guides
- Summer and GAP Year programs
- Standardized testing information
- Test prep information

College Workshops and Programs

Each year the Educational Services/Counseling Department plans informational evening programs for students and parents .

September

Senior Parent Seminar: "College Application Workshop" - August 30th
Junior/Senior Parent Meeting: "Financial Aid Night" - September 20th

October

Junior Parent Meeting: "The College Kick-Off " - October 4th

Hours and Location

The College and Career Resource Center is located in Room 103A, near the school's entrance. It is open from 7:30 am to 3:30 pm during the school year. To reach the College and Career Resource Center by phone, call 847-582-7342.

ASSESSMENT CALENDAR
2018 / 2019

LFHS School Day Assessments

PSAT / NMSQT	Wednesday, October 10th	**A practice SAT for all Juniors and any Sophomores Upon Request.** Used by the National Merit and other scholarship agencies.
PSAT 8	October 13th & 20th	**All 8th Grade Students who will to enroll at Lake Forest High School.** Held at LFHS West Campus. Used by LFHS to help determine placement as Freshmen.
PSAT 9 & 10	April 9th	**A practice SAT for all Freshmen and Sophomores at Lake Forest High School.**
SAT	April 9th	**All Juniors and any Seniors that missed taking it during their Junior year**. *(State Required for graduation)* Measures developed reasoning ability in verbal and quantitative areas and writing section.
AP	May 6th – 17th	**Open to all students currently enrolled in an AP Course.** Advanced Placement Exam. Taken at the conclusion of an AP (college level) course. AP courses follow a nationally standardized curriculum; college credit, placement or exemption may be earned.
Science	March – April Window	**All Freshmen enrolled in a Biology Course**.
STAR	Aug. 27 - Sept. 14 Nov. 12 - Dec. 7 April 16 - May 18	**Star Reading assessments** align to all state standards. Inform reading instruction and determine student reading skills, growth or need for intervention.

National Assessments Held at LFHS

TEST	National Test Date	POSTMARK	LATE REGISTRATION POSTMARK DATE *(Additional Fee Required)*	TESTING INFORMATION
SAT **Test Center 14 015**	December 1, 2018 March 9, 2019	*November 2, 2018* *February 8, 2019*	*November 13, 2018* *February 19, 2019*	***Saturday, National Registration*** ***Saturday, National Registration*** ***SAT I Only***
ACT **Test Center 174 260**	December 8, 2018 February 9, 2019	*November 2, 2018* *January 11, 2019*	*November 3-19, 2018* *January 12-18, 2019*	***Saturday, National Registration*** ***Saturday, National Registration***

PSAT, SAT & ACT Questions
Contact Mrs. Bridget Mobile,
at 847-582-7332

AP Questions
Contact Mrs. Elizabeth Del Fava,
at 847-582-7761

Score & College Reporting Questions
Contact Student Counselors
at 847-234-3600

Typically, scores are returned within a 6 to 8 weeks after Assessment Date.
Students who register under a personal or school email will receive scores via email also.
LFHS representatives will contact all students when reports, from school day assessments, become available.

National Assessments NOT Held at LFHS

TEST	National Test Date	POSTMARK	LATE REGISTRATION POSTMARK DATE *(Additional Fee Required)*	TESTING INFORMATION
SAT **Test Center** **14 015**	August 25, 2018 October 6, 2018 November 3, 2018 May 4, 2019 June 1, 2019	*July 27, 2018* *September 7, 2018* *October 5, 2018* *April 5, 2019* *May 3, 2019*	*August 7, 2018* *September 18, 2018* *October 16, 2018* *April 16, 2019* *May 14, 2019*	*The Language Tests with Listening are offered in* ***November ONLY.*** ***Saturday, National Registration***
ACT **Test Center** **174 260**	July 14, 2018 September 8, 2018 October 27, 2018 April 12, 2019 June 8, 2019 July 13, 2019	*June 15, 2018* *August 10, 2018* *September 28, 2018* *March 8, 2019* *May 3, 2019* *June 14, 2019*	*June 16 - 23 2018* *August 11-26, 2018* *Sept. 29-Oct.14, 2018* *March 9-25, 2019* *May 4-20, 2019* *June 15-24, 2019*	***Saturday, National Registration***

2018 SAT Test Fee: $47.50
2018 SAT w/ Essay: $64.50
2018 SAT Late Fee - Add: $29.00
2018 SAT Standby Fee - Add: $51.00
2018 Change of test, date or center - Add: $29.00

2018 ACT Test Fee: $50.50
2018 ACT Plus Writing: $67.00
2018 ACT Late Fee - Add: $30.00
2018 ACT Standby Fee - Add: $53.00
Test Date or Test Center Change - Add: $30.00

If you are eligible for special testing circumstances, you should ask your case manager about filling out the proper paperwork so that you qualify.

http://www.collegeboard.org/ssd/student/index.html
Services for students with disabilities

LFHS CEEB CODE: 142-520

http://www.act.org/aap/disab/
Services for students with disabilities

To rush or send your SAT or ACT scores to colleges you will need:

1. Your registration number and test date
2. Your social security number
3. The college and scholarship program code
4. Credit card number and expiration date

On-line:

ACT: Use the 'jump to' feature to go to 'Score Reports and info'.
(College/Scholarship Codes are available online) www.actstudent.org

SAT: Click on 'send SAT scores'
(College/Scholarship Codes are available online) www.collegeboard.com

Evaluating and Identifying Personal Goals and Priorities

There are a number of factors to consider as you begin to examine your post-high school options. In order to choose a college or select a career path, you have to know yourself, your interests, goals, strengths, weaknesses and dreams. Now is the time to be honest and realistic about your strengths and weaknesses, likes and dislikes, needs and desires. This will make it easier to find a reasonable list of colleges with which to begin your search. Remember that while you are going to college to further your education, the campus will be your "home" for the next four years.

The questions that follow can help you focus college selection where it belongs: on you as an individual. An honest and thoughtful self–evaluation can reveal the qualities you should look for in colleges and prepare you for statements you will be asked to make about yourself in essays and interviews during the admissions process. If you are willing to look seriously at yourself, you can find the colleges and quite possibility a career path that is right for you.

- What satisfactions and frustrations do you expect to encounter in college? What are you looking forward to? What do you hope to gain from college? What is the overriding consideration influencing your college choice?

- Why do you want an education? Why are you going to college?

- How do you want to grow and change in the next few years? What kind of environment would stimulate or inhibit the growth you would like to see?

- Which interests do you want to pursue in college? Do your interests require any special facilities, programs or opportunities? Consider your interests in terms of fields of study, activities, community and cultural opportunities. Are you more interested in career preparation, technical training or general knowledge and analytical skills?

- What degree of academic challenge is best for you? What balance of study, activities and social life suits you best? How interested are you in the substance of intellectual life, books, ideas, issues and discussion? Do you want an academic program where you must work and think hard, or one where you can make respectable grades without knocking yourself out? How important is it to you to perform at the top of your class? How well do you respond to academic pressure and competition from others?

- How much structure and direction do you need?

- How would you enjoy living in a different part of the country? How often do you want to be able to go home? What kind of change in your life–style and perspective might be exciting?

- What kind of surroundings are essential to your wellbeing? Are there certain places, activities, countryside, weather or pace of life that make you happy? Do you prefer a fast–paced environment where you can join a wide variety of planned activities, or a more serene and relaxed environment where you can go your own way?

- How would you feel about going to a college where the other students were quite different from you? Would you find it exciting or intimidating?

- How free do you feel to make your own college decisions? Do you and your parents agree about your plans for college? How important to you are the opinions of your parents, teachers and friends? How important are considerations of college prestige or reputation in your community?

- Have you and your parents carefully considered issues of financial aid? What type of financial aid do various schools offer? Do the schools guarantee they will meet 100% of demonstrated need? Do the schools offer merit scholarships? If finances are a top priority in your search, please talk with your counselor.

Creating an Academic Résumé

The college admissions résumé is created to show colleges what you have done during your years as a high school student in a one-page, easy- to- read format. It is also a helpful resource for people writing your letters of recommendation.

Your résumé should be submitted with your college application either in addition to the space provided or in place of that space, if the college application indicates you may submit your résumé in lieu of completing their activities section.

In Naviance you will find a résumé builder which you can start at any time. You may add new activities, revise what you have listed, and print it out to give to a teacher, coach, counselor or even a prospective employer. You can find your résumé builder under the "About Me" section in Naviance.

Heading

At the top of your résumé, include your name, address, phone number, and email address.

Education

List your high school (s), including location and years attended.

Awards and Honors

List any awards or certificates you have received. Indicate if you have been on the High Honor Roll or Honor Roll and the number of times or semesters and any additional academic recognition you have received. If you have none, do not create this category.

Extracurricular Activities

List all of the extracurricular activities in which you were involved within the school and outside of the school: clubs, sports, art, music, drama, journalism, religious groups, and so on. List the most recent at the top.

Community Service

For each item on your list, do the following:

- Describe the activity.
- Spell out acronyms. Do not assume a college knows what CROYA is. If you list an activity like CROYA put its title next to it in parentheses. For example, CROYA (Committee Representing Our Young Adults). Specify how long you have been an active member of this activity.
- Mention any leadership roles, such as chairperson, executive board member and so on. You can also include awards here, or list them in a separate "Awards" section.
- Put your achievements in perspective whenever possible. For example, write, "Only three students at Lake Forest High School received this award."
- List the number of hours you worked per week.

Work Experience

Include, if applicable, any jobs you have held during the school year as well as in the summer. If you did an internship, mention it here and describe your duties.

Summer Activities

List and explain your summer activities, such as hobbies and camps you attended, provided they are service oriented or noteworthy. List them in chronological order with the most recent first. Make any comments next to the activity if you feel they would be helpful in explaining an activity more fully.

Additional Information

If there is something you did that does not fit into any of the categories above, include it here.

A sample résumé is provided on the following page.

Sample Academic Résumé

Alex Smith

1234 College Drive • Lake Forest, IL 60045 • alexsmith@gmail.com • (847) xxx-xxxx

Education:	Lake Forest High School 1285 North McKinley Road Lake Forest, IL 60045 **GPA:** 4.85/5.0 weighted Lake Forest High School does not rank students **ACT:** 30 **SAT:** Verbal 650, Math 720, Writing 680	Years Attended
Awards and Honors:	National Honor Society	11, 12
	Cum Laude	11, 12
	Honor Roll	9, 10, 11, 12
	Quill & Scroll Honor Society	11, 12
	Illinois Boys State Representative	11
	National Presidential Service Award-Silver	11
	Rotary Club Volunteer of the year	11
	North Suburban Conference All Academic	11, 12
Extra-Curricular Activities:	Student Council	9, 10, 11, 12
	•*Vice-President*	9
	•*President*	12
	Concert Orchestra-Violin	9, 10, 11, 12
	Peer Tutor	9, 10
	Boy Scouts	9, 10, 11, 12
	•*Eagle Scout*	11
	CROYA (Committee Representing Our Young Adults)	9, 10, 11, 12
	Swimming	9, 10, 11, 12
	•*Captain*	12
	Basketball	9
	Soccer	9, 10, 11, 12
	•*Captain*	9
Community Service:	Habitat for Humanity, 20 hours/week, summers	9,10,11,12
	Holy Family Food Pantry, 2 hours/week	9, 10, 11, 12
	Relay for Life, 5 hours/week	10
	Lake Forest Open Lands, 2 hours/week, summer	2015
Work Experience:	LFHS Booster Club, *Concessions,* 2 hours/week	12
	Kumon, *Tutor,* 1 hour/week	11,12
	XYZ Company, 3 hours/week	2015-Present
	Lake Bluff Park District, *Lifeguard,* 15 hours/week	Summer 2016

Student Athletes, NCAA Eligibility

The National Collegiate Athletic Association (NCAA) has established rules on eligibility, recruiting and financial aid for students looking to participate in college athletics. They have three membership divisions: Division I, Division II and Division III. The NCAA Guide for the College Bound Athlete can be found on our website at: www.lakeforestschools.org

Sample Athletic Résumé

Photo of Athlete

Athletic Information:

Height: 5'5"
Weight: 135
Sport: Swimming
Events: 100 Fly; 200 IM; 200 & 400 Free Relay
Other Sports Played: Soccer
NCAA Clearinghouse:
NCAA Clearinghouse ID:

Athletic Accomplishments:

Swimming:
Varsity: 9, 10, 11, 12
Conference Champion-9, 10, 11, 12
100 Yard Butterfly; 200 Yard IM
Sectional Champion-9, 10, 11, 12
100 Yard Butterfly; 200 Yard IM
200 & 400 Free Relay-11, 12
IHSA State Meet-100 Yard Butterfly:
55.43 -2nd Place-2014
55.56 -4th Place-2013
55.97 -7th Place–2012
IHSA State Meet-200 Yard Individual Medley:
2:03.00 -3rd Place-2014
2:03.62 -3rd Place-2013
2:04.78 -5th Place-2012
IHSA State Meet-200 Yard Free Relay:
4th Place-2014; 7th Place-2013
IHSA State Meet-400 Yard Free Relay:
2nd Place-2014; 4th Place-2013
All Conference-9, 10, 11, 12
All State-10, 11, 12
All Academic-11, 12
MVP-11, 12; Captain-12

Soccer:
JV (A): 9; Captain-9; Varsity: 10,11
Conference Champions-9, 10, 11
Sectional Champions-10, 11
State Champions-11
All Conference-11
All State-11
All Academic-11

Personal Information:

Alex Smith
Female
1234 College Drive
Lake Forest, IL 60045
847-xxx-xxxx
alexsmith@gmail.com
Date of Birth: 4/29/20_ _
Parents: Mark and Susan Smith

High School Information:

Lake Forest High School
1285 N. McKinley Road
Lake Forest, IL 60045
847-234-3600
www.lakeforestschools.org
North Suburban Conference
Athletic Director: Tim Burkhalter
Phone & Email:
Coach Name, Phone & Email:

Academic Information:

Date of Graduation: June, 4, 2019
GPA: 4.85/5.0
ACT Score: 30
SAT Score: Verbal: 650; Math: 680; Writing: 620
Major Course of Study: Business

Extra Curricular Activities and Awards:

Student Council	9, 10, 11, 12
•*Vice-President*	9
•*President*	11
National Honor Society	11, 12
Peer Tutor	9, 10
Big 2 Little	9, 10, 11, 12
Red Cross Club	9, 10, 11, 12
•*Secretary*	11
•*Vice-President*	12
Scholastic Bowl	9, 10
Robotics Club	11, 12

Community Service:

Habitat for Humanity	9, 10, 11, 12
Holy Family Food Pantry	9, 10, 11, 12
Bernie's Book Bank	11, 12
Relay for Life	10

Standardized Tests

Standardized tests are one of the many factors colleges use in reaching admission decisions. They do not take the place of your transcript but they do provide another indication of your college readiness. Most colleges and universities require candidates to submit scores from either the ACT or the SAT. The following is a brief description of each test and its purpose. Lake Forest High School does not include test scores on the transcript nor does it forward any test scores to colleges.

PSAT

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT), is given in October to all Juniors and any Sophomores that wish to take it. Students receive scores for critical reading, math and writing skills and a selection index score which is used exclusively for the National Merit competition. Outstanding students will be identified as being commended or semi-finalists in the fall of their senior year. Semi-finalists will be asked to complete an application to become finalists in the National Merit competition.

ACT

The ACT is a multiple choice test , divided into four parts: English, math, reading and science reasoning. In addition, there is an optional writing test. Students receive four separate scores plus a composite score and the ACT scores range from 1 to 36. For the writing component, the scores range from 2-12. Most schools are recommending that students take the writing portion and some are even requiring it for admission. The ACT website is www.act.org. See the Assessment calendar on page 11 for dates the ACT is administered.

SAT

The SAT exam, administered by the College Board, measures critical reading, mathematics and writing. Each of the three sections will be scored 200-800 with the highest composite score of 2400. Unlike the ACT test, the writing portion is not optional on the SAT exam. LFHS administers the SAT to all juniors in April. See the Assessment calendar on page 11 for dates the ACT is administered.. The College Board website is www.collegeboard.com.

SAT Subject Tests

These are one hour tests measuring knowledge in specific subject areas and your ability to apply that knowledge. Students may register for up to three tests on one date. Some of the most competitive colleges require three SAT subject tests. Explore the requirements of the colleges you are considering before deciding which tests to take and when to take them. Visit www.collegeboard.com for registration, information and dates for the SAT subject tests.

AP (Advanced Placement) Tests

These are high school examinations taken at the conclusion of an AP (College level) course. AP courses follow a nationally standardized curriculum and the AP exams are given once a year in May. The scores, which range from 1-5, may be used for college placement, credit or advanced standing, but are not used for admission purposes. Registration is through the high school and takes place in February. More information can be found online at www.collegeboard.com

Testing Information

Lake Forest High School CEEB CODE: 142-520

To access the testing calendar, go to our website at: www.lakeforestschools.org

CONCORDANCE: **SAT to ACT**

SAT TOTAL	ACT COMP	SAT TOTAL	ACT COMP	SAT TOTAL	ACT COMP	SAT TOTAL	ACT COMP
1600	36	1340	29	1080	21	820	14
1590	36	1330	29	1070	21	810	14
1580	36	1320	28	1060	21	800	14
1570	36	1310	28	1050	20	790	14
1560	35	1300	28	1040	20	780	14
1550	35	1290	27	1030	20	770	13
1540	35	1280	27	1020	19	760	13
1530	35	1270	27	1010	19	750	13
1520	34	1260	27	1000	19	740	13
1510	34	1250	26	990	19	730	13
1500	34	1240	26	980	18	720	12
1490	34	1230	26	970	18	710	12
1480	33	1220	25	960	18	700	12
1470	33	1210	25	950	17	690	12
1460	33	1200	25	940	17	680	11
1450	33	1190	24	930	17	670	11
1440	32	1180	24	920	17	660	11
1430	32	1170	24	910	16	650	11
1420	32	1160	24	900	16	640	10
1410	31	1150	23	890	16	630	10
1400	31	1140	23	880	16	620	10
1390	31	1130	23	870	15	610	9
1380	30	1120	22	860	15	600	9
1370	30	1110	22	850	15	590	9
1360	30	1100	22	840	15		
1350	29	1090	21	830	15		

Test-Optional Schools

There is a growing number of colleges where admission is now "test optional". These schools do not require applicants to submit scores from standardized tests. However, these schools may require a graded writing sample to assess the academic skills of the applicant. For a complete list of the test-optional schools, go to www.fairtest.org/univ/optional.htm

Special Testing for Students with Accommodations

Parents of students who qualify for accommodations will need to contact their child's case manager for IEP's or Mr. John Maher (847) 582-7746 for 504's to complete the necessary paperwork for approval of accommodations.

Reporting Your Scores

Students must contact the testing companies and request their scores be sent directly to the colleges and universities. Lake Forest High School does not release test scores.

At the time you register for the test, you may elect to have your scores sent to up to four colleges at no additional cost. You may also send your scores to the NCAA Eligibility Center if you plan to play Division I or II sports (*their code ¦5555¦*). Scores may also be sent after testing has been completed. You may do this online .

ACT: www.actstudent.org

SAT: www.collegeboard.com

Applying to College

Researching the Colleges

There are many resources available to assist you in researching various colleges and universities. What follows are some descriptions of the resources available to assist you.

College Fairs

In the fall and spring many schools and organizations sponsor college fairs. Both Lake Forest Academy and the College of Lake County host college fairs on their campus. The National Association for College Admission Counseling holds a huge college fair in Chicago. See the attached college fair calendar for details.

One of the best ways to get to know a college is to visit the campus. Colleges offer a number of opportunities for formal and informal visits. You should call the admission office before going to campus to see when they are conducting information sessions, campus tours, visits to classes and lecture halls, and housing tours. Always check in at the admission office when you are on a campus.

College Representatives Visiting at Lake Forest High School

Every year admission representatives from over 200 colleges visit Lake Forest High School to talk with prospective juniors and seniors. The majority of the visits occur in the fall and late spring and are held in the College and Career Resource Center. You can access the college representative visit schedule and sign up to attend visits through Naviance.

The Interview

Few colleges offer an interview as part of their application process. They may be conducted on the campus of the college, or locally with an alumnus of the college who lives in your area. Regardless of who is conducting the interview, you should look at it as a time to tell the college everything you want them to know about you and find out everything you need to know about the college.

Your Final List

Once you have met with your counselor, researched colleges on your list and perhaps even visited some of those colleges, it is time to narrow down your list to a reasonable number of colleges. It is suggested that you have colleges that fall into three categories: reach, target and safety schools. The category a specific college falls into will vary from student to student depending on the student's academic and personal achievements.

REACH: Schools with features important to you but whose admission criteria is above your current status.

TARGET: A school where your academic credentials fall well within the average range. Admission is likely.

SAFETY: Schools that have many features you find appealing and your academic credentials fall well above the school's average. Therefore, admission is highly likely.

Completing the Application

Now that you have found a number of colleges to consider, how do you apply?

Most colleges have very sophisticated websites with on-line applications. Over 700 colleges subscribe to the Common Application (www.commonapp.org) which is a standardized application for basic student information. You only need to complete it once and then send to any number of colleges that are members of the Common App. Many colleges will ask that you complete their supplemental application as well.

Be extremely diligent about proofreading all your information before hitting the "submit" button. Take this process very seriously. Everything you send to a college is a direct reflection of you.

When you begin, follow directions carefully. Make sure to submit all the required documents to complete your application file.

Once you have submitted your application, request your transcripts be sent through Naviance. The first eight are free and then the fee is $12.00 for each additional transcript request. Make arrangements for your standardized test scores to be sent directly from the testing agency either ACT, College Board or both.

Remember that it takes colleges as long as three to four weeks to process all your materials once they have been received.

Essays

Your college essay provides a wonderful opportunity to share your thoughts with the college admission officers and let them see another side of you. Your essay makes you more than just a name, a transcript, a GPA, a test score and a list of activities. The essay provides the college admission officer another way in which to evaluate your character, creativity, power of persuasion, depth of knowledge, style and mastery of standard written English.

Tips for Writing Your Essay

Think About Your Topic

There is no right or wrong answer. Be sincere and tasteful. Keep in mind that not everyone's sense of humor is the same. Meet with your counselor to discuss writing about sensitive topics. Be mindful as to how your reader may interpret what you write.

Think about yourself

What are your strengths? How have you overcome obstacles? What is your passion? What is your reaction to setbacks? Rather than describing an event or a position you've held, comment on your feelings, reactions and insights you learned from the experience.

Beginning the process

Once you have decided on a topic, your next step is to organize your thoughts so that the writing of your essay is easier. Whether using a visual or graphic organizer, brainstorming, outlining, don't just start writing your essay without this step.

Write your first draft

Then put it aside for a while -- perhaps even a day or two. The interval will make it easier to catch mistakes or awkward writing before writing your second draft. It is also a good idea to have someone who knows you proofread your essay to give you feedback and make suggestions as well as find any spelling or grammatical errors.

Keep your focus narrow and personal

The reader must be able to easily find your topic and follow it throughout the essay. Read your opening to someone and ask that person what your topic is.

Answer the question

Be sure you understand the question to which you are to respond. If you have choices, consider each one. The one you may have wanted to eliminate at first may be the exact question you end up using for the basis of your essay.

Be yourself

Don't write about what you *think* it is colleges want to read. Be personal, refreshing, and genuine. Remember ad mission officers read numerous essays. Somehing that may seem unique to you may be shared by many other high school seniors. Come up with an idea that is yours alone.

Proofread! Proofread! Proofread!

Careless mistakes make you look like you do not care. This is not the impression you want to leave with the individual who is reading your essay. Check your spelling and your grammar.

Don't be afraid or embarrassed to ask for help

Your English teacher, your counselor, and the Humanities resource center are available to you. And remember, this essay is about you. You want to convince the college of your choice to admit you into their student body. This is your chance to shine!

Personal Statements

Some colleges ask that you write a personal statement instead of or in addition to the college essay. The same rules of writing apply. The difference between the personal statement and the essay is the personal statement is a narrative about you. YOU are the topic. Self expression of who you are and who you want to become is usually the focus of a personal statement.

Letters of Recommendation

Letters of recommendation may be required as part of your application. Think of a teacher(s) who know you well and have a conversation with them about writing a letter for you. Most LFHS students will only need one letter. Remember you are one of many students who are asking teachers for recommendation letters so make sure that you ask early and give them enough time to meet the colleges' deadlines. Be prepared to provide teachers with more information; remind them of a project or paper from their class in which you excelled.

Counselors also write you a letter of recommendation when required. Make an appointment to meet with your counselor and make sure you complete the Junior Autobiography found in Naviance. There is also an optional Parent Perspective in Naviance that is helpful with the recommendation process.

Approximately two weeks before the letter is due, send a thank you note or thank you email to your teachers and counselors. They will appreciate your thoughtfulness and if they have not written their letters, your note will remind them of the deadline.

Requesting Transcripts

You must request a transcript for each school to which you apply even if you are using the Common Application. Please request each transcript 10 school days in advance of a deadline. Follow the steps outlined below:

Steps to Request Transcripts (Seniors)

1. Log into your Naviance account. Select the COLLEGES tab on top, or COLLEGES I'M APPLYING TO.
2. Select REQUEST TRANSCRIPTS then CHOOSE INITIAL.
3. Click on the drop down arrow WHERE ARE YOU SENDING THE TRANSCRIPTS?
4. Choose the schools you have applied to and click on DONE.

If your college requests a seventh semester transcript or mid-year report, you do not need to do anything. We automatically send a transcript to each school to which you applied in the fall.

Types of Admissions Decisions

Every college has its own type of admission practices. Your counselor can guide you in determining which type is best for you.

Early Decision

Early decision is for a student who has decided that a particular college is his or her very first choice and outweighs all the other aspects of any other college of consideration. Early decision is a **binding** agreement and if admitted he or she must attend that college. It allows a student to apply between November and January for an early determination of admissibility. A student may still send applications to other colleges under early action or regular decision but to only one early decision college. If accepted, the student must withdraw all other applications. There is a separate form for early decision which must be signed by the student, the parent and the counselor before its submission.

Some colleges offer an ED II plan, with an Early Decision deadline at the end of January. These programs are designed either for students who were denied or deferred from an Early Decision application submitted in November. This is not open to students denied or deferred from a November (ED I) Early Decision plan and who want another application chance at that school. ED I deferrals are placed in the regular application pool for a second consideration.

Early Action

Early action is a **non-binding** plan that allows students to receive an early admission decision without having to commit to attending that school. Applying to schools early action is an indication to the school of your high level of interest like early decision. Students, in most cases, may apply to more than one early action school.

Early Action Single Choice/Restrictive EA

Some early action schools will specify that you must only file one "early" application whether single-choice early action or early decision. Rolling decision and regular decision applications may still be submitted. This plan does not require students to enroll if admitted. Please see your counselor for further explanation if needed.

Priority Filing, Early Notification

Some colleges assure a student that if they get their application in by a specific deadline they will be notified by an earlier date of their admission status.

Rolling Admissions

Schools offering rolling admissions, which are typically the large, state schools send notification of your admission status as soon as the application is complete and has been processed (usually in four to six weeks).

Open Admissions

Students are generally admitted upon application (community colleges) although some programs may have more selective admissions.

Regular Decision

Most regular decision deadlines are in January and February with some as late as mid-March. It is not advisable to wait until just before the deadline to apply. The earlier an application is submitted the greater the likelihood of it being reviewed earlier. Schools with regular decision may review your application upon its receipt yet will wait to notify all applicants at one time. Check each school for its policies.

Deferred Decision

The college or university determines that more information is needed to make a final decision about a candidate's application. Often the decision is delayed until seventh semester grades and/or new test scores are received.

Deferred Admission

Some colleges or universities will permit a student, after being accepted, to defer or postpone their admission for a semester or year to pursue other plans.

Alternate Admission

A few colleges and universities will offer a student admission for an alternate term from which they initially applied such as the spring semester or the fall semester of the following year.

Wait List

If a college places you on their waiting list and your heart is set on that school, keep your grades up and let the admissions office know that you are still interested. If you receive any awards and honors, be sure to inform them.

Name: _____

College Name	Attain Application/ create online account	Send Test Scores	Submit Application	Transcript/ Secondary School Report	Supplement if required	Essay if Required	Teacher Recs if Required	Visit/Interview (optional)	Deadline	Other

Sample Emails

Confirmation for a Teacher Who has Agreed to Write a College Recommendation Letter

Date

Dear_____:

Thank you for agreeing to write a recommendation for me. Here is some information that will help you.

My first deadline is _____ . I have also attached additional information about my academic and co-curricular involvement.

Again, thank you for taking time to recommend me. I will be sure to let you know what my status is as soon as I hear.

Sincerely yours,

Signature

Name
Telephone
E-mail Address

Thank You for Your Visit email

Date

Director of Admissions
College or University

Dear_____:

Thank you for spending time with me when I visited your campus. I especially appreciated your arranging for me to see (name of activity or interest). The visit increased my interest in (name of college or university). I am excited about the opportunity to attend (name of college or university).

Once again, thank you.

Sincerely yours,

Signature

Name
Your Street Address
City, State, Zip
Telephone

Withdrawal of Application email

Date

Director of Admissions
College or University

Dear_____:

I was pleased to be accepted as a student at (college or university). However, after much consideration, I have decided to attend another school. Please know that this decision was very difficult for me.

Please withdraw my application and accept my thanks for your help and consideration.

Sincerely yours,

Signature
Name
Your Street Address
City, State, Zip
Telephone

College Acceptance email

Date

Director of Admissions
College or University

Dear_____:

I am a senior at Lake Forest High School in Lake Forest, Illinois, and was pleased to be informed by your office that I have been accepted for admission in the fall term.

I will be looking forward to attending (name of college or university). Thank you for your favorable decision.

Sincerely yours,

Signature

Name
Your Street Address
City, State, Zip
Telephone

Financial Aid

Financial aid is the money you and your family can get for educational expenses and is designed to supplement the amount you and your family contribute. Federal or institutional aid may be offered.

There are four types of financial aid and most financial aid packages usually offer a combination of these four:

- **Grants-**are usually awarded based on need and do not have to be repaid.
- **Scholarships-**may be awarded based on academic achievement, special ability or interest and may be need-based and/or merit based. They are gifts and do not require repayment.
- **Work Study-**is a program that offers part-time jobs both on and off campus. Work study money does not need to be repaid.
- **Loans-**are funds borrowed from the federal government that carry a low interest rate and must be repaid.

Institutional Aid
Institutional aid is offered to students by schools they have been accepted to. Colleges may offer aid in the form of grants and scholarships to students who either demonstrate financial need or qualify academically.

Federal Student Aid
Determining who will receive federal aid is not simple. Family income alone will not predict your eligibility. A number of other factors are considered such as: family size, debt or educational expenses for other family members. For this reason, don't rule out any college on the basis of cost alone. The only way to know for sure if you're eligible for financial aid is to actually apply.

"Need" is the difference between what it costs to attend a particular college and what the Free Application for Federal Student Aid (FAFSA) determines your expected family contribution to be. Since college costs differ, you will be eligible for different amounts of aid from different colleges. If you receive enough financial aid, you might end up paying the same to attend a higher cost college as you would to attend a lower cost one.

What changes as costs go up is your "need", not what you can pay. Financial need is determined by calculating all the various costs of the education and subtracting an expected family contribution (EFC).

Applying for Financial Aid
To apply for financial aid, families must complete one or both of the following forms which are available online only. Check with your college or university to find out if both forms are required.

Free Application for Federal Student Aid (FAFSA) is the application all students must file to be considered for federal and state aid including the Illinois Monetary Award Program (MAP). The FAFSA is the main document required for all need-based aid and is required to qualify for federal student loans.

The FAFSA should be completed as soon after October 1 of the student's senior year. The webpage is **www.fafsa.ed.gov**.

The CSS/Financial Aid Profile form is a second form required by some colleges, primarily private ones. It can be accessed at **www.collegeboard.com.** Registration for the Profile may be done online beginning October 1. In addition, some colleges often have their own forms that may be required. Follow the instructions carefully for each institution and pay attention to deadlines.

Reminders
Schools have limited funds, so you are advised to file early, making sure to adhere to each school's financial aid deadlines. Keep in mind that completing these forms necessitates timely completion of your income taxes.

In March or April you will receive a financial aid award letter from each school that you are accepted to. The financial aid decisions are made by the individual colleges and universities and therefore, it is recommended that you work with the financial aid officer at each school to which you are applying. Finally, be sure to reapply every school year as your financial aid is not automatically renewed.

Questions To Ask Colleges About Financial Aid

- What kind of financial assistance does the college offer: need-based, merit-based, or both?
- What forms are needed in order to apply? (FAFSA, CSS Profile, Institutional forms)
- When is the application deadline date?
- What institutional costs are taken into account by The financial aid offer? Tuition, room, board? Does the assistance take into account additional costs? Books and fees, transportation, personal expenses, etc.?
- When will the family be notified about the amount of assistance they could expect?
- Does the institution have an appeal process to review special circumstances?
- Is there a commitment for assistance beyond the first year?
- How and when do you apply for financial aid after the freshman year?
- What if the family doesn't qualify for need-based aid? Are there alternative financing options available?
- What is the average loan debt of students at the time of graduation?
- How long does it take a student to graduate? Four years? Longer?

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Scholarships

Scholarship information is available in the College and Career Resource Center as well as in Naviance and the students are encouraged to check these resources on a regular basis throughout the school year as the information is constantly being updated. In addition to Naviance and the College and Career Resource Center, scholarship information might be found through places of employment, clubs and organizations, local and civic community groups and places of worship. Some scholarship deadlines are as early as October or November of the senior year. Students should give their counselor early notification for letters of recommendation that may be required for some scholarships.

Helpful resources include:

www.collegesavings.org
www.fastweb.org
www.wiredscholar.com
www.fafsa.ed.gov
Naviance

Local Scholarships

Each year local organizations and established memorial funds award over $80,000 in scholarships to graduating Lake Forest High School seniors. The scholarship applications which are available January 15-March 15 can be obtained through the scholarship section in Naviance. All completed applications must be submitted to the College and Career Resource Center by the posted deadline. Seniors should pay attention to the daily announcements for further details.

Scholarship Tips From the Experts

Start Early. Early in high school is a good time to start thinking about extracurricular activities that are exciting to you and will allow you to stay involved for four years. Join a club or get involved in a sport. Religious or community involvement is equally important. Any of these involvements could potentially qualify you for a scholarship.

Search for Scholarships. Think of it as your part-time job in your senior years of high school. Spend a couple of hours a week in the library researching scholarships; some are well publicized, some are not.

Apply, Apply, Apply. Apply for every scholarship that meets your needs. Keep looking because new scholarships are created frequently. Also, check with the financial aid office of the college you wish to attend. They have information on scholarships from that school.

Plan Ahead. Allow adequate time to obtain letters of recommendation. Obtain transcript information early. Pay close attention to deadlines, and make sure that your applications are current.

Follow Directions. Make sure that you follow all directions pertaining to the scholarship application. Don't provide six letters of recommendation if the application only asks for two. Type your application. Make sure your information is organized. Remember, these people have never met you; your application is all they have to gain a sense of who you are. Lastly, have someone proofread your scholarship application.

The College and Career Resource Center has several scholarship books to supplement the offerings listed in Naviance. There are many scholarships available to students but you need to do the research.

Appendix

College Information:

Naviance—connection.naviance.com/fc/signin.php?hsid=lfhs
ACT—www.act.org
College Board - www.collegeboard.com
Peterson's Guides - www.petersons.com
Princeton Review—www.princetonreview.com
College Profiles - www.collegeprofiles.com
Campus Crime Statistics—www.clerycenter.org
College Guide—www.mycollegeguide.org
College View - www.collegeview.com
Go College - www.gocollege.com
NCAA - www.ncaa.org
Virtual Tours - www.campustours.com
School Profiles - www.collegenet.com
Schools in the UK—http://www.studyabroaduk.co.uk/uk-colleges-list/

Financial Aid and Scholarships:

Illinois Student Assistance Commission—
Financial Aid Information Page
FastWeb
FAFSA on the Web
ACT Financial Need Estimator
CSS Profile

Students with Special Needs:

Association of Higher Education and Disability
National Center for Learning Disabilities
Children and Adults with Attention Deficit Disorder
LD online
Learning Disabilities Association
National Dissemination Center for Children with Disabilities
American Council of the Blind
College Board
ACT

Career Resources:

Career Builder
College Major
College by Career
Department of Labor
Illinois Workforce Information
Illinois Career and Work Information
Labor Market Information
Naviance
Occupational Outlook Handbook

Professional Websites:

Architecture
Medicine
Physical Therapy
Law
Engineering
Audio Engineering
Pharmacy
Nursing
Game Design
Sport Management
Dental
Veterinary

Military:

ASVAB
Air Force
Army
Coast Guard
Marines
Navy

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