

SENIOR PACKETS

In September, bring your guidance counselor the following five items IN ONE PACKET:

- 1. Transcript Release/Waiver form**
Contained in this document; print out and sign.
- 2. Senior Self-Description Survey**
Contained in this document; complete in the Word document and print out.
- 3. Parent Brag Sheet**
Contained in this document; complete in the Word document and print out.
- 4. Finalized College List**
Contained in this document; complete chart and print out.
- 5. Student Activity Résumé**
Refer to <http://www2.bernardsboe.com/Guidance/College.aspx> for sample résumés and résumé tips; create in a separate Word document and print out.

These materials need to be printed and turned in to your counselor (hard copy) within the first ten days of the 2011-12 school year.

Your counselor will not schedule a college conference with you until she receives all five items.

Bernards Township Public Schools
RIDGE HIGH SCHOOL
GUIDANCE DEPARTMENT

DIRECTIONS FOR SENIOR SUMMER WORKSHEETS

In order to facilitate the college application process, which includes the counselor letter of recommendation, we need your cooperation. This packet of Senior Summer Worksheets consists of the following four forms. The forms are formatted in **Word** and may be completed by placing your cursor in the gray boxes. The completed, printed packet is due to your counselor **within the first ten days of school in September**:

1. Transcript Release/Counselor Waiver Form
 2. Finalized College List
 3. Senior Self-Description Survey
 4. Parent Brag Sheet
 5. Student Activity Résumé (to be done in a separate Word document)
- ❑ **Transcript Release/Counselor Waiver Form** must be signed by parent and student under 18 years old (students 18 and older do not require parent signature). The transcript release allows Ridge High School to send your academic records to colleges, scholarship programs and/or athletic representatives. The Counselor Waiver allows you to waive access to see your recommendation in the future. One release/waiver form will be used for all transcript requests.
- ❑ **Finalized College List** should be filled in as completely as possible (even if the summer brings additional changes to the “final” list of schools to which you are applying). This is a tool to assist both you and your counselor in ensuring that a true range of schools has been achieved in this application process and in meeting all application deadlines in an organized fashion.
- ❑ **Senior Self-Description Survey** is to be filled out completely by you, the student. Give this form a great deal of thought. The information provided will assist your counselor when writing your recommendation, making it a highly individualized letter.
- ❑ **Parent Brag Sheet** is for your parent / guardian to complete. The information provided will give added depth to your letter of recommendation.
- ❑ On the Ridge Guidance Page under the “College” tab, download the résumé packet, which includes tips for creating your **Student Activity Résumé**, in addition to three samples, each with a different format. Follow any one of these Student Activity Résumé models, adapting it to your own particular needs. **Remember, you are responsible for submitting a Student Activity Résumé to your counselor and to each college / university where you submit an application.** You should create your résumé in a separate Word document, print it out, and turn it in with the other documents from this packet. Direct link to RHS College page: <http://www2.bernardsboe.com/Guidance/College.aspx>

In order for the college application process to operate smoothly, you must fill out the worksheets in this packet accurately and completely. Feel free to use additional space as needed. Return completed forms to your counselor within **the first ten days of school in September** and **your counselor will send you a pass to discuss the content.**

***NO APPLICATION/TRANSCRIPT REQUEST WILL BE PROCESSED
UNTIL THIS PACKET IS SUBMITTED!!***

Bernards Township Public Schools
RIDGE HIGH SCHOOL
GUIDANCE DEPARTMENT

PARENT'S RELEASE OF PUPIL RECORDS/COUNSELOR WAIVER

Transcript Release

Federal and State law forbid release of Pupil Records without permission. Ref.: N.J. Administrative Code #6:3-2.6. states, "Organization, Agencies and Persons from outside the School (shall have access to pupil records) if they have written consent of Parents or Adult (age 18) Pupils."

I give my permission for Ridge High School to release all academic records to colleges, scholarship programs and/or athletic representatives. I understand that transcript requests require ten (10) school days to process.

Student Name (Print)

Parent Name (Print)

Student's email address

Parent's e-mail address

Student's Signature (if 18 years or older)

Parent's Signature (if student is not 18 years old)

Date

Date

Counselor Recommendation Waiver

Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you *will* have access to this form and all other recommendations and supporting documents submitted by you and on your behalf after matriculating, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation
2. You waive your right to access below, regardless of the institution to which it is sent:

Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

No, I do *not waive* my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

Student Name (Print): _____

Student Birth Date: _____

Student Signature: _____ Date: _____

FINALIZED COLLEGE LIST

STUDENT'S NAME:

College	Application Deadline	Type of Decision <i>(Please check box)</i>				Reach	Target	Safety
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **REACH SCHOOL:** One where you appear to have less than the academic profile established through the previously accepted freshman class.
- **TARGET SCHOOL:** One where you appear to have the approximate academic profile as established by the freshman class, but acknowledging that one cannot predict the applicant pool in which you are competing this year.
- **SAFETY SCHOOL:** One where you seem to surpass easily the academic profile of the freshman class, knowing also that this is a school you would attend.

SENIOR SELF-DESCRIPTION SURVEY

STUDENT'S NAME:

COUNSELOR:

THE PERSON

1. Four adjectives that describe me are:

1.

2.

3.

4.

2. The most important of these adjectives is because

3. In my spare time, I like to

4. My greatest personal strength(s) is / are

5. The area(s) I would most like to improve or change is / are

6. Something I would like my counselor to know about me that he / she might not be aware of is

7. I am fluent in the following language(s):

THE STUDENT

1. As a student, I would describe myself as

2. How would your teachers describe you?

3. The subject(s) / area(s) I have most enjoyed during high school is / are because
The subjects(s) / area(s) I have enjoyed least is/are because

4. My intended college major/area(s) of interest is/are

5. My ultimate career goal is

6. Do your transcript (grades and course selections) and standardized test scores (SATs, ACTs etc.) accurately reflect your academic abilities? Is there anything in your academic record that you would like to explain to a College Admission Officer?

ACTIVITIES

1. What extra curricular activity has been the most important to you and why?

2. What job experience has been particularly meaningful to you and why?

3. What community service have you performed?
How has this service impacted your life?

RECOGNIZING THE EFFECTS OF OUTSIDE INFLUENCES

- 1. Special circumstances that may have affected your personal or academic growth, positively or negatively (i.e. and extended illness, a specific situation within your family, teacher, etc.) are:**
- 2. Describe the person, idea, or experience that has had the greatest impact upon you and your life thus far. How are you different as a result?**
- 3. Describe some special interest, talent, experience, or achievement that you would like colleges to know about:**
- 4. What else would you would like College Admission Officers to know about you?**

PARENT “BRAG SHEET”

STUDENT’S NAME:

NAME OF PARENT COMPLETING THIS SHEET:

COUNSELOR:

1. What do you consider the outstanding accomplishment(s) of your child during the past three or four years? Why did you select this/these as most important?

2. In what areas has your child shown the most development and growth during the past three or four years?

3. If you had to describe your son / daughter in five adjectives, what would they be? Please include examples/anecdotes for each trait you list.

- **Adjective #1 and examples:**
- **Adjective #2 and examples:**
- **Adjective #3 and examples:**
- **Adjective #4 and examples:**
- **Adjective #5 and examples:**

4. Please describe any unusual or personal circumstances that have affected your child’s educational or personal experiences?

5. Is there anything else you would like College Admission Officers to know about your child?