

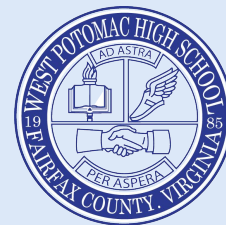
# Class of 2024 Senior Information Night



**West Potomac High School**  
Student Services Team



# West Potomac High School Student Services Team



# Presentation Agenda



- ❑ Graduation Requirements
- ❑ WPHS College Process
- ❑ College Application Terminology
- ❑ Standardized Testing Info
- ❑ Naviance & Scholarships
- ❑ College and Career Center
- ❑ FAQs



**Congratulations Class of 2024!**



# Graduation Requirements



- Seniors are required to meet with their school counselor to review graduation requirements and sign a graduation agreement. Individual senior meetings will be scheduled within the First Quarter of school.
- Please visit:  
<https://www.fcps.edu/graduation-requirements-and-course-planning/first-time-ninth-2018-19> (FCPS Graduation Requirements: First Time Ninth Graders in 2018-19)
- School counselors and Mr. Miguel Arroyo (OTG Coordinator) monitor progress throughout the year.

# **West Potomac College Process**

# West Potomac College Application Process





1. Submit Transcript Request Form(s) and Consent For Release Of Student Records in Support of Postsecondary Applications (IS-111) to your school counselor **one month** prior to first deadline. Transcript request forms can be submitted throughout the school year **one month** prior to a college deadline. \*See transcript request form for specific due dates surrounding holiday breaks.
2. School Counselor Recommendation letter process - Complete senior packet, resume, and activity list and send it to your counselor by 9/22/23.
3. Teacher Recommendation letter process - Ask teachers to write a letter on your behalf at least one month prior to first college deadline.
4. Student sends all test scores to colleges from CollegeBoard and/or ACT (**WP does not send ACT, SAT, or AP scores**).

Other student responsibilities include: completing applications, sending scores, monitoring deadlines, researching scholarships, following up with college admissions reps regarding completion of applications and checking your professionally established email.

# Deadlines



## Senior Information Form

 **Senior Information Forms** 

Class of 2023 Information

Please monitor your Class of 2023 Schoology for updates and information from Student and Career Center.

SAT/ACT Information

For more information on the ACT and to register: [www.actstudent.org](http://www.actstudent.org)

For more information on the SAT and to register: [www.collegeboard.org](http://www.collegeboard.org)

WPHS PTSA and ~~WPHS~~ SAT/ACT Prep Classes and Mock Test schedule available:  
<https://westpotomach.fcpss.edu/student-services/college-and-career-center/test-prep>

Counselor Recommendations

Letters of recommendation are a team effort. We draw information from the student's cumulative record, personal interactions with the student, and counselor letter of recommendation request form to create a comprehensive letter of recommendation. We do not release letters to students or parents as the letters are considered confidential between West Potomac and the college.

The Counselor Letter of Recommendation Request Form is used to help your counselor write your letter of recommendation. **Students and parents, please provide as much detail as possible. For a counselor letter of recommendation, you are required to complete the attached form and email your TYPED responses to your counselor preferably by September 30<sup>th</sup>. (Please note counselors are unavailable between June 18<sup>th</sup> and August 13<sup>th</sup>). This will allow ample time to complete a recommendation letter.**

A complete packet looks like this:


- ☐ Counselor Letter of Recommendation Request Form (Student Information) **DUE BY 9/30/2022**
- ☐ Counselor Letter of Recommendation Request Form (Parent/Guardian Information) **DUE BY 9/30/2022**
- ☐ Resume (Please include categories from Student Activity Record Sheet) **DUE BY 9/30/2022**
- ☐ Consent for Release of Student Records in Support of Postsecondary Applications (Form IS-111) **DUE ONE MONTH PRIOR TO FIRST COLLEGE DEADLINE**
- ☐ Transcript Request Form **DUE ONE MONTH PRIOR TO FIRST COLLEGE DEADLINE**

What are your possible post-secondary plans and use of these documents? Check all possibilities you are considering at this time:

- ☐ 2 year college
- ☐ Career and Technical Education Training/Apprenticeship
- ☐ Military
- ☐ Employment
- ☐ Scholarships
- ☐ 4 year college or university
- ☐ Gap year
- ☐ College Prep School
- ☐ I'm not sure yet
- ☐ Other \_\_\_\_\_

**DUE:  
Sept. 22nd!**

## Transcript Request Form

 **WEST POTOMAC HIGH SCHOOL**

AUTHORIZATION FOR RELEASE OF STUDENT ACADEMIC TRANSCRIPT

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(Last Name, First Name, Middle Initial)

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Deadlines:**

- Transcript Request Forms must be submitted to your school counselor at least ONE MONTH (not including weekends/holidays) before the college application deadline.
- For a counselor recommendation, you MUST submit a Senior Information Form to your counselor by September 30<sup>th</sup>, 2022. (Teacher recommendations will not be sent by your school counselor after this date.)

DEADLINE to bring Transcript Request to your Counselor	Application Deadline College/University
September 15, 2022	October 15, 2022
September 30, 2022	November 1, 2022
October 14, 2022	November 15, 2022
November 1, 2022	December 1, 2022
December 1, 2022	January 1, 2023
December 15, 2022	January 15, 2023
January 3, 2023	February 1, 2023

**Rolling deadline:** Transcript Request Forms are due to your school counselor at least ONE MONTH before the application submission date.

While every effort will be made to ensure the on-time arrival of school documents to your selected college/university, please acknowledge that by submitting this request(s) with less than a month before your due date, it cannot be guaranteed that your documents will arrive by the deadline. These documents may include (in part or total) your transcript, school profile, letter of recommendation, supplemental materials, and any other documents your college/university may be requesting.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Each transcript package will include:

- Your official transcript which lists all final grades through the end of your junior year, your cumulative GPA, and senior courses
- WPHS Secondary School Profile
- WPHS Secondary School Report
- Mid-year report including semester grades sent in February for all schools requested
- Final senior grades sent in June to the college you're attending, based on senior survey answers

WPHS does NOT mail standardized test scores (SAT, ACT, TOEFL) to colleges.

You must request them directly through the College Board or ACT website.

**DUE: 1 MONTH  
(not including  
weekends/holidays)  
BEFORE the college  
application deadline**



# Transcript Request Form & Consent for Release of Student Records in Support of Post-Secondary Applications



- **Step 1:** Access the Transcript Request Form and Consent for Release of Student Records in Support of Post Secondary Applications (Form IS-111). Transcript Request Form is available on Student Services Schoology Course ('Class of 2024' folder → 'Student Services Forms' folder → '2024 Senior Information Form'), Student Services Website, or in the Student Services Office.
- **Step 2:** Fill out the Transcript Request Form completely - every column must be filled out.
- **Step 3:** Complete the Consent for Release of Student Records in Support of Postsecondary Applications (Form IS-111).
- **Step 4:** Submit the completed Transcript Request Form AND Consent Form to your school counselor at least **one month** prior to your intended application deadline.

# Transcript Request Deadline Reminder!



**While every effort will be made to ensure the on-time arrival of school documents to your selected college/university, please acknowledge that by submitting this request(s) with less than a month before your due date, it cannot be guaranteed that your documents will arrive by the deadline. These documents may include (in part or total) your transcript, school profile, letter of recommendation, supplemental materials, and any other documents your college/university may be requesting.**

# Transcript Request Form Example



Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ School Counselor: \_\_\_\_\_



## WEST POTOMAC HIGH SCHOOL TRANSCRIPT REQUEST FORM **\*\*SAMPLE ONLY\*\***

<b>Print Neatly:</b> Name of College, Scholarship or NCAA Street Address City, State Zip Code	Application Deadline Date	Decision Type	Application Type	Counselor letter of rec required? (Yes/No)	Student Services Use Only		
					Counselor Verification (Initials)	Date Received	Date Submitted to School
Virginia Polytechnic Institute and State University 925 Prices Fork Road Blacksburg, VA 24061	November 15, 2022	<input type="checkbox"/> Early Action <input checked="" type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission <input type="checkbox"/> Priority	<input type="checkbox"/> College/University App <input checked="" type="checkbox"/> Common App <input type="checkbox"/> Coalition App <input type="checkbox"/> Scholarship App	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
University of Virginia 190 McCormick Road Peabody Hall Charlottesville, VA 22903	January 5, 2023	<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input checked="" type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission <input type="checkbox"/> Priority	<input type="checkbox"/> College/University App <input checked="" type="checkbox"/> Common App <input type="checkbox"/> Coalition App <input type="checkbox"/> Scholarship App	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission <input type="checkbox"/> Priority	<input type="checkbox"/> College/University App <input type="checkbox"/> Common App <input type="checkbox"/> Coalition App <input type="checkbox"/> Scholarship App	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission <input type="checkbox"/> Priority	<input type="checkbox"/> College/University App <input type="checkbox"/> Common App <input type="checkbox"/> Coalition App <input type="checkbox"/> Scholarship App	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission <input type="checkbox"/> Priority	<input type="checkbox"/> College/University App <input type="checkbox"/> Common App <input type="checkbox"/> Coalition App <input type="checkbox"/> Scholarship App	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission <input type="checkbox"/> Priority	<input type="checkbox"/> College/University App <input type="checkbox"/> Common App <input type="checkbox"/> Coalition App <input type="checkbox"/> Scholarship App	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Regular Decision <input type="checkbox"/> Rolling Admission <input type="checkbox"/> Priority	<input type="checkbox"/> College/University App <input type="checkbox"/> Common App <input type="checkbox"/> Coalition App <input type="checkbox"/> Scholarship App	<input type="checkbox"/> Yes <input type="checkbox"/> No			

# Transcript Request Form Dates



<b>DEADLINE to bring <u>Transcript Request</u> to your Counselor</b>	<b>Application Deadline for College/University</b>
September 15th, 2023	October 15th, 2023
October 2nd, 2023	November 1st, 2023
October 16th, 2023	November 15th, 2023
November 1st, 2023	December 1st, 2023
December 1st, 2023	January 1st, 2024
December 15th, 2023	January 15th, 2024
January 2nd, 2024	February 1st, 2024
January 16th, 2024	February 15th, 2024

**\*Rolling deadline: Transcript Request Forms are due to your school counselor at least one month prior to your application submission date.**

# **College Application Terminology**

# Which College Application Platform Should I Use?



It is important to note that one application platform does not give you an advantage with any admissions decision. Common App and Coalition allow you to apply to multiple colleges at once.

- **Common App** - Accepted by 900+ institutions. It is “established” and fairly easy to navigate. *You must identify your **counselor** so they are able to complete your recommendation.*
- **Common Black College App (CBCA)** - For \$20 students can apply to 61 member HBCUs and specify their top four choices.
- **Institutional** - College/university specific application.
- **Coalition** - 150+ institutions that are highlighted as schools that offer affordability. This platform also has a “locker” feature to help you stay organized. *Your school counselor will submit your information via EDOCS (Naviance).*



# Early Admission Types



**ED – Early Decision:** Students make a commitment to a first-choice institution where, if admitted they definitely will enroll. The application deadline and decision deadline occur early. If you are admitted ED, you must withdraw your other applications.  
Commitment: BINDING

**EA – Early Action:** Students apply early and receive a decision well in advance of the institution's regular response date. Commitment: NON-BINDING

**REA - Restrictive Early Action:** Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment, they have until May 1 to confirm. Commitment: NON-BINDING

**Priority Admission:** Students submit an application by a specified date to be considered for admission, scholarship money, and honors programs, etc. Please choose this option only if the college does indeed have a priority deadline.  
Commitment: NON-BINDING

# Admission Types



**Regular Decision:** Students submit an application by a specified date and receive a decision in a clearly stated period of time. Commitment: NON-BINDING

**Rolling Admission:** Institutions review applications as they are submitted and render admission decisions throughout the admission cycle. Commitment: NON-BINDING

# Self-Reported Academic Record (SRAR)



- The SRAR allows you to enter, track, and submit your academic record electronically to participating colleges and universities.
- Students will still need to list SRAR school on their Transcript Request Form.
- Colleges will still require an official final transcript.
- All classes from 9th to 12th grade must be included in the SRAR
- Senior Year grades do not need to be entered; should be entered as “in-progress”
- Examples of some SRAR schools: Virginia Tech, Clemson, Penn State
- [SRAR tutorial](#)

# **Standardized Testing**

# Does your school require standardized testing?



Fall 2023 SAT Testing Dates	Fall 2023 ACT Testing Dates
<ul style="list-style-type: none"><li>• October 7th</li><li>• October 11th* - SAT Day @ WPHS</li><li>• November 4th</li><li>• December 2nd</li></ul> <a href="https://collegereadiness.collegeboard.org/sat/register">https://collegereadiness.collegeboard.org/sat/register</a>	<ul style="list-style-type: none"><li>• September 9th</li><li>• October 28th</li><li>• December 9th</li></ul> <a href="https://www.act.org/content/act/en.html">https://www.act.org/content/act/en.html</a>

- West Potomac does not send your standardized test scores. It is the student's responsibility to have all test scores sent directly to each college. Visit the websites above to have your scores sent.
- Check with Ms. Young for more information regarding fee waivers for the ACT/SAT
- More than half of all U.S. 4-year colleges and universities will be "test-optional" for Fall 2023 admission. Check if the college/university is Test Optional/Test Flexible:  
<https://www.nacacnet.org/news--publications/newsroom/test-optional-means-test-optional/>

**Naviance**



# Naviance Student



- A web-based resource that supports academic, career, and college planning for middle and high school students.
- Every student has an account. Your login process has changed.
- Access Naviance Student: <https://www.fcps.edu/naviance/>
- Students, use your FCPS ID# and google PW to log-in.



- Your email in Naviance is now defaulted to your @fcpsschools.net email address.
- Parents and guardians have an account. You can login to Naviance to:
  - View information about students' academic and postsecondary plans, interests and opportunities.
  - Research colleges and careers.
  - View available enrichment and scholarship opportunities.
  - Parent login also available on: <https://www.fcps.edu/naviance/>

# Naviance Student: Advanced College Search



NAVIANCE  
BY HOBSONS

HomeSelf-DiscoveryCoursesCareersCollegesPlanner

▼ Demo ▼

DY About Me ▼

CLOSE DEMO

College Home

Find Your fit

SuperMatch College Search

College Match

College Events

Advanced College Search

College Lookup

Research Colleges

Colleges I'm Thinking About

College Visits

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

Apply to College

Colleges I'm Applying to

Manage Transcripts

Letters of Recommendation

Test Scores

Scholarships & Money

Scholarships I'm Applying To

Scholarship List

National Scholarship Search

Welcome to the new **Naviance Student** formerly known as Family Connection. This is an easy-to-use 24/7 online tool for students and their parents that will guide students'

Read more

COLLEGES  
I'm thinking about


COLLEGES  
I'm applying to

COURSES  
I'm thinking about

Show Me How

# Naviance Student: Scholarship List



**NAVIANCE**  
BY HOBSONS

HomeSelf-DiscoveryCoursesCareers**Colleges**Planner


♥ Demo

⌵

✉

DY About Me

CLOSE DEMO

 College Home

Find Your fit

SuperMatch College Search

College Match

College Events

Advanced College Search

College Lookup

Research Colleges

♥ Colleges I'm Thinking About

College Visits

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

Apply to College

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Read more

♥ COLLEGES  
I'm thinking about

♥ COLLEGES  
I'm applying to

♥ COURSES  
I'm thinking about



Show Me How

# **College and Career Center**

# College and Career Center



- Check in with Ms. Young!
- College information/Assistance with Admissions Process
- SAT/ACT/ASVAB Testing information and study guides
- Scholarship and Financial Aid information, assistance with completing the FAFSA and CSS Profile
- College Rep Visits
- SAT/ACT Fee Waivers for students on free and reduced lunch
- Post-graduation planning; including military, trade schools, or employment

# Lunch 'n Learn in the College and Career Center



See below for examples of session topics:

- Using Naviance Student to Find the Right Fit
- Common Application Workshop ( 9/21)
- The Essay - College Essay Workshop
- Navigating College Website
- Paying for College: Applying for Financial Aid
- Scholarship 101
- Cost of Attendance “How do I determine?”



# Tips for a Successful College Application Process



- See your school counselor or college and career specialist if you don't have a postsecondary plan
- Don't be afraid to ask questions- Utilize your resources!
- Set aside a scheduled time each week dedicated to college applications, scholarships, financial aid
- Have someone proofread your prompts/essays
- Remind your recommenders about deadlines
- Don't wait until the last minute!

# FAQs

# Sample Senior Year Timeline



## September:

- Register for SAT/ACT tests
- Meet with your school counselor to discuss your post-graduation plan
- Identify and contact potential recommenders (i.e. teacher, coach, pastor).
- Complete Senior Info Form and submit it to your school counselor (**DUE 9/30/22**)
- Complete personal statement, essay, and resume for applications
- Research and apply to scholarships
- Narrow down choices to 4-6 schools
  - Reach, Possible, Likely

## October:

- Prepare applications for Early Action & Early Decision schools
- College Admissions Representative Visits via College and Career Center
- Research and apply to scholarships
- Tour schools
- Complete the (FAFSA) Free Application for Federal Student Aid

## November/December/January:

- Keep your grades up! 7<sup>th</sup> Semester issued early February
- Pay attention to application & transcript deadlines
- Prepare applications for Regular Decision schools
- Continue researching and applying to scholarships

## February-May:

- Continue to do well! Colleges can rescind offers.
- Review your acceptances and award packages.
- Continue to check your email!
- Research and apply to scholarships.
- May 1st - Make your final decision, submit deposit, and celebrate your plan and success on “College Signing Day”
- Complete the Senior Survey- Your final transcript is sent to your intended school in June.

## June:



# Should I change a class during this year?



As seniors transition through their senior year, counselors are often asked:

“Do I really need this to graduate?” Please be aware of the following if you change a class after you have submitted your applications:

- The deadline to drop a course at West Potomac is November 17th.  
If you drop a course after that date, you would receive a WF (withdraw/fail) or a WP (withdraw/pass) that will be permanent on your transcript.
- Courses dropped are not counted in the grade point average except when an F is received for the course.
- If you have already applied to schools, we will request that you contact each of those schools and make them aware of the schedule adjustment.
- We would request that you forward all responses to your counselor to review and discuss how that change would impact the application process.

# Frequently Asked Questions



## **Q1. Does FCPS rank?**

**A.** No, FCPS does not assign class rank.

## **Q2. Is my GPA weighted or unweighted?**

**A.** FCPS students have one GPA—once a student participates in an Honors (HN), Dual Enrollment (DE), or Advanced Placement (AP) course, the GPA becomes weighted.

## **Q3. I want to find more information about career options. Where do I start?**

**A.** Visit the College and Career Center, take the Career Interest Profiler in Naviance Student, attend Career Spotlights during the fall, and check out Schoology for more information.

## **Q4. Do I send my standardized test scores?**

**A.** Yes, students have the responsibility to send scores directly to colleges/universities.  
Make sure to check if schools are score optional or require scores.

## **Q5. Should I change a class during my senior year?**

**A.** The deadline to drop a course is typically in November (exact date TBD). If you drop a course after that date, it will be recorded as a “W/P” or “W/F” on your transcript. If you already applied to schools by this drop date, you will be required to notify those schools of any schedule changes.

# Frequently Asked Questions (continued)



**Q6. Where can I find our School Profile?**

**A.** Our School Profile is available [here](#) on the West Potomac website.

**Q7. How can I check if my counselor submitted my documents on Common App?**

**A.** You will be able to see the date of submission/upload in your Common App account.

**Q8. Are volunteer/service hours a requirement for graduation?**

**A.** There are no specific requirements for volunteer/service hours for a diploma. Please note that students who wish to complete volunteer hours toward a civic seal through any clubs, honor society or outside organizations may still do so. Check with sponsors and government teachers for questions and details.

**Q9. Does my application need to be submitted at the same time as my transcript and recommendation letters?**

**A.** No. You do not need to coordinate submitting your application at the same time your transcript and recommendation letters are submitted. Please submit your application by the due date.



# Frequently Asked Questions (continued)



**Q10. Where can I get a copy of my unofficial transcript?**

**A.** Your unofficial transcript is available in [StudentVUE and ParentVUE](#).

A screenshot of the StudentVUE/ParentVUE web application interface. On the left is a vertical sidebar menu with icons and labels for: Home, Messages, Calendar, Attendance, Class Schedule, Course History (highlighted with a red arrow), Health, Student Info, FCPS Links, Test History, and Documents. The main content area has a header for 'Graduation Status Class of 2024' and a blue button labeled 'Unofficial Transcript' (pointed to by a red arrow). Below the header are sections for 'Subject Area Progress', 'Test Requirements', 'Student Course History', and 'Service Learning Hours Earned'. The bottom of the page shows a table with the text 'No data'.

<b>Main Session:</b> 6:00PM-6:30PM	The college application process at WPHS - Student Services Senior Team			
<b>Session 1:</b> 6:35PM-7:10PM	<b><u>CTE/ACE</u></b>  Paul Steiner(Career and Outreach Specialist) <b>ACE - FCPS</b>	<b><u>Financial Aid</u></b>  James Mauger (Manager - Alexandria Campus) <b>NOVA</b>	<b><u>Military</u></b>  Marine Corps, Navy, & Army Recruiters	<b><u>Workforce Job Training</u></b>  Shanaal Greene (Director of Workforce Development) <b>WISH</b>
<b>Session 2:</b> 7:15PM-7:50PM	<b><u>2-4 year College Admissions Panel (Main Auditorium)</u></b> <ul style="list-style-type: none"><li>● <b>University of Richmond:</b> Rebecca Buffington, Director of Admission</li><li>● <b>Penn State:</b> Katie Avis, Enrollment Services Specialist, Admissions</li><li>● <b>Virginia Tech:</b> Mario Cruz, Assistant Director of Undergraduate Admissions</li><li>● <b>Northern Virginia Community College (NOVA):</b> Jasmine Haywood, Outreach Representative</li></ul>			
<b>Main Session:</b> 7:55PM-8:25PM	The college application process at WPHS - Student Services Senior Team			

**Thank you!**