



Class of 2018 Planning Guide

This planning guide should be used as your resource of information on how to best navigate your senior year. All of the information in this guide is also posted on the LRHS Student Services Website.

Student Services Information			
Eric J. Greene Dean of Students egreene@wcpss.net	Frank Eaton Counselor Hi-Me featon2@wcpss.net	Dr. Jessica Huber Student Assistance Program Counselor jhuber@wcpss.net	Ann Humphrey Financial Aid (September-April)
Nadara Albanese Counselor A-C nalbanese@wcpss.net	Vanta Rogers Counselor Mi-Sc vrogers2@wcpss.net	Anita Reeves School Registrar areeves@wcpss.net	
Pamela Saldanha Counselor D-He and ESL pleech-saldanha@wcpss.net	Sarah Oxendine Counselor Se-Z soxendine@wcpss.net	Julie Haunsperger Secretary jhaunsperger@wcpss.net	College/CEEB/SAT/ACT Code: 343214

TRANSCRIPT PROCEDURES FOR SENIORS

**OFFICIAL TRANSCRIPTS WILL NOT BE AVAILABLE UNTIL
THE 20TH DAY OF THE SCHOOL YEAR (SEPTEMBER 26)**

Transcripts for Schools in North Carolina –START OF SCHOOL YEAR

1. Go to www.cfnc.org
2. You will need to create a CFNC account or retrieve your account
3. Click on Apply
4. Click on Application Hub

5. Follow the prompts
6. CFNC transcripts are free

Transcripts for Schools in North Carolina—AT THE END OF 1ST SEMESTER

1. If you need a midyear transcript sent to a college or university in North Carolina, that does NOT use the Common Application Program, you will need to complete a Release of Information Form in the Student Services Office. If you are under 18, you will have to take it home, have your parents sign the form and bring it back.
2. CFNC does not update transcripts at the midyear (one that includes your first semester grades and new class rank). This is why the transcript must be sent from our office.
3. If you have already completed a Release of Information Form, come to Student Services and ask to add a midyear transcript request to the already completed form.
4. If the college or university is asking for a midyear transcript and uses the Common Application Program. You must email your assigned counselor to let them know.
5. Many colleges and universities ask that you self-report your 1st semester grades. If this is the case, then you would not need to request a transcript.
6. If the college or university needs an updated transcript and is outside of North Carolina, continue to use the SCRIBORDER Website: <https://wcpss.scriborder.com/>

Transcripts for Schools outside of North Carolina and the NCAA--ENTIRE SCHOOL YEAR

1. Go to : <https://wcpss.scriborder.com/>
2. Click the option for Current Students
3. Follow the Prompts
4. For college and universities, you will need to know the email address for the admissions office of the college to which you are applying. You may also supply the mailing address if an email address is not listed by the college.
5. For NCAA transcripts you will also need to create an NCAA account so that your transcript can be uploaded. Go to <https://web3.ncaa.org/ecwr3/> to create your NCAA account.
6. The first three requests are free. After your third request, there is a \$5.00 charge.

Transcripts for Scholarships—ENTIRE SCHOOL YEAR

1. Go To “Forms” on the LRHS website: <http://www.wcpss.net/leesvilleroadhs>
2. Click on “Authorization for Release of Records”
3. Print the form (This form is also available in the Student Services Office)
4. In the “Documents Requested” column, write in the document you need from the suggested list
5. Bring the completed form to Student Services
6. Transcripts for scholarships are free

Common Application Program and Transcripts/Counselor Input

1. Several Colleges and Universities, both public and private, utilize the Common Application Program.
2. This is their website: <http://www.commonapp.org/>
3. If you are applying via the Common App, your transcript and other information will be uploaded by your counselor and you will not need to request it.

- Schools in NC that use the Common Application Program are: Davidson , Duke, Guilford, High Point, Johnson and Wales, Meredith, NC State, Queens, Salem, St. Andrews,UNC-Asheville, UNC-Chapel Hill, Wake Forest, Warren Wilson, UNC-Wilmington

Coalition for College Access Program and Transcripts/Counselor Input

- The Coalition Program is relatively new and is very similar to the Common Application Program.
- This is their website: <http://coalitionforcollegeaccess.org/>
- Around 100 colleges across the country also utilize this program for students to apply to college.
- School in North Carolina that use this program are: Davidson, Wake Forest, Salem, Elon, UNC-Chapel Hill, NC State, Duke

Sending Test Scores

Colleges and universities must receive SAT and ACT scores directly from www.collegeboard.org or www.actstudent.org . The Student Services Office does not send any test scores to colleges or universities.

STANDARDIZED TESTING INFORMATION

- **LRHS test code or CEEB code is 343214**
- To register for the SAT go to www.collegeboard.org
- To register for the ACT go to www.act.org

SAT 2017-2018	
Test Date	Registration Deadline
October 7	September 8
November 4	October 5
December 2	November 2
March 10	February 9
May 5	April 6
June 2	May 3

ACT 2017-2018	
Test Date	Registration Deadline
September 9	August 4
October 28	September 22
December 9	November 3
February 10	January 12
April 14	March 9
June 9	May 4
July 14	June 15

RECOMMENDATIONS

Counselor Statements

- Some college applications require the submission of a counselor statement. It is the student's responsibility to provide this information for the counselor.
- Students should complete an Authorization for Release of Records form.
- Students should make certain that all sections of the form are completed with correct identifying information at the top of the page as well as the names and addresses of the school that need the counselor statement.
- Students should attach the Counselor Statement page to the Authorization for Release of Records form.
- Students should make sure to complete all of the student section on the Counselor Statement before submitting the form.
- Submit the Authorization for Release of Records form and counselor statements to the Student Services Office.
- In order to best complete the counselors statement forms, or to write a letter of recommendation, students must provide their counselor with a resume and or completed Senior Personal Profile- included in this packet) The more information you can provide the better the recommendation!
- **Allow at least two weeks for the counselor to complete the form or letter.**

Teacher Recommendations

- Choose a teacher, coach, club sponsor etc. that knows you well and can supply specific details about what make you unique.
- Don't choose a teacher just because you made an A in their class.
- **Allow at least two weeks for the teacher to write the letter.**
- Provide the teacher with a copy of your resume, senior profile and any other information they need to write a comprehensive letter for you.
- Make sure you communicate to the teacher how they are to process the letter once it is completed. Do they give it back to you to mail? Do they mail it directly to the school?
- Often during the completion of your application, you will supply the college with a teacher's email address and the college will then email the teacher for their recommendation online. In these cases make sure you ask the teacher first if this is okay and then give them your resume and profile as mentioned above.
- Follow up with the teacher who wrote the recommendation to make sure it has been completed and mailed in order to meet all deadlines. The teacher may want to keep a copy.
- Thank them for their time and for their support!

Senior Personal Profile/Resume/Activity list

- A resume or activity list can often help your teacher or counselor write a letter of recommendation. Items you might include: sports, clubs, jobs, community service, leadership, awards, etc.

COLLEGE VISITS TO LRHS

Throughout the year, colleges and universities will visit the LRHS campus. These visits will take place during SMART lunch. A calendar and sign up program for these events is posted on the school's website under STUDENTS then CAREER SERVICES SIGN UP. Students can register online to attend these visits. See Ms. Canada in the Career Center, room 102, for more information or her email is gcanada@wcpss.net

COMMUNITY COLLEGE INFORMATION

- Last June, over 125 of the 575 seniors that graduated from LRHS enrolled at a community college.
- Some of you may decide to begin your postsecondary education at a community college as well.
- Community colleges provide excellent opportunities for students to excel in a variety of careers.
- Community colleges have also established relationships with several universities for students who wish to transfer after receiving an Associate's degree or the required number of credit hours for transfer.
- There are 59 community colleges in North Carolina.
- Local community colleges include Wake Technical, Wilson, Vance-Granville, and Durham Technical College.
- Information for all 59 community colleges can be accessed at: www.ncccs.cc.nc.us

Wake Technical Community College

Wake Technical Community College (WTCC) has an Open Door Policy. This policy provides for the admission of any person who has reached the age of 18 or has graduated from high school. WTCC offers programs for all educational levels. There are Certificate Programs, Diploma Programs, and the Associate Degree Programs. More information on WTCC can be accessed at: www.waketech.edu or by phone at 919-866-5000.

- **The College Transfer Program**
- **Two degrees are offered: Associate in Arts (A.A.) and Associate in Science (A.S.)**
- **By enrolling in this program, you may complete course work equivalent to the general education requirements (freshman and sophomore years) for the bachelor's degree at a four-year school.**
- **The A.A. or A.S. is awarded upon successful completion of 64 semester credit hours, including the minimum in each of the areas indicated on the specific curriculum outlines.**

MILITARY INFORMATION

- The different branches of the military visit the school monthly, during the school year. Their display will be set up near the Career Center (Room 102-across from the cafeteria). See Ms. Canada in the Career Center for assistance.
- The Armed Services Vocational Aptitude Battery (ASVAB) is an aptitude test that helps you determine your own natural abilities, which will assist you in making informed career choices.
- The ASVAB will also be offered at Leesville Road High School during the school year. See Ms. Canada if you need additional information.

SCHOLARSHIP INFORMATION

- Check with the College/University on scholarships available to incoming freshmen.
- Most students receive scholarships from the school they will attend.
- Spend your time looking at scholarships that are local and from the school the student plans to attend.
- Scholarships that require a school level selection process are handled differently than scholarships open to any student. For these scholarships, the submission of a resume is usually required. (A sample resume is provided in this guide)

Examples of Scholarship Criteria:

- Academic merit or good grades
- Leadership activities
- Community service
- Extracurricular activities/athletics
- Work experience
- Honors and achievements
- Financial need
- Personal Statement
- Overcoming adversity

How do I find out about scholarships?

- Scholarship bulletins will be available in all second period classes, and on the LRHS website periodically throughout the school year.
- On the Student Services Website, go to the “College” tab and click on “Scholarships” in the drop down menu for more information and helpful scholarship websites.

FINANCIAL AID

All students applying for any federal financial aid must file the FAFSA form. The FAFSA is the only application students must complete to be considered for all federal financial aid. You can access this form online at <http://www.fafsa.ed.gov/>. You cannot submit the form until October 1.

- Financial Aid Counselor at Leesville
- Ms. Humphrey is @ LRHS once a week from mid-September until late April to assist parents and students with the Federal Financial Aid Process and can assist with the completion of the Free Application for Federal Student Aid (FAFSA) form.
- Students can make an appointment to see Ms. Humphrey in the Student Services front office.
- Parents can call 870-4260 to make an appointment.

WAKE COUNTY COLLEGE FAIR

- Sunday, September 17, 2017 2:00-4:30, NC State McKimmon Center

HBCU COLLEGE FAIR

- Saturday, September 23, 2017 10:00 to 1:00, Broughton High School