



Class of 2020 Planning Guide

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

<http://leesvillestudentservices.weebly.com/>

	Student Services Information			
Eric J. Greene Dean of Students egreene@wcpss.net	Sabra Feeney Counselor Hi-Me sfeeney@wcpss.net	Dr. Jessica Huber Student Assistance Program Counselor jhuber@wcpss.net	Mary Ann Norwood 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	Phone: 919-870-4250 Fax: 919-670-4408 Twitter: @lrhscounselors	
Pamela Saldanha Counselor D-He and ESL pleech-saldanha@wcpss.net	Sarah Oxendine Counselor Se-Z soxendine@wcpss.net	Donna Miller Secretary dmiller2@wcpss.net	College/CEEB/SAT/ACT Code: 343214	

***Dream Big, Work Hard, Stay Focused and
Surround Yourself with Good People.***

Good Luck Class of 2020!

TRANSCRIPT PROCEDURES FOR SENIORS

**OFFICIAL TRANSCRIPTS WILL NOT BE AVAILABLE UNTIL
THE 20TH DAY OF THE SCHOOL YEAR (SEPTEMBER 23)**

Transcripts for Schools IN North Carolina that do not use the Common Application

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 OUTSIDE of North Carolina that do not use the Common Application

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. The first three requests are free. After your third request, there is a \$5.00 charge.

Transcripts for All Schools that Use the Common Application

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.
4. Schools in NC that use the Common Application Program are: Appalachian, Barton, Catawba, Davidson, Duke, East Carolina, Gardner-Webb, Guilford, High Point, Johnson and Wales, Meredith, North Carolina A&T, NC State, Queens, Salem, St. Andrews, UNC-Asheville, UNC-Chapel Hill, UNC-Charlotte, UNC-Greensboro, UNC-Wilmington, Wake Forest, Warren Wilson

Transcripts for Schools that use the Common App—AT THE END OF 1ST SEMESTER

1. 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.
2. 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.
3. 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 Scholarships

1. Go to: <https://wcpss.scriborder.com/>
2. Click the option for Current Students
3. Follow the Prompts
4. In the “Special Instructions” box, list how you need the transcript sent. Often the Student Services office will ask that you bring in your scholarship materials once you have completed them and our office will mail them along with an official transcript.
5. Transcripts for scholarships are free

Transcripts for the NCAA

1. Go to: <https://wcpss.scriborder.com/>
2. Click the option for Current Students
3. Follow the Prompts
4. 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 the Coalition for College Access Program and Transcripts/Counselor Input

1. The Coalition Program is relatively new and is very similar to the Common Application Program.
2. This is their website: <http://coalitionforcollegeaccess.org/>
3. Around 100 colleges across the country also utilize this program for students to apply to college.
4. 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.

RECOMMENDATIONS

Counselor Statements and Recommendations

- 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.**
- Most of these statements are online and are completed by an email sent to the counselor that you provide to the college or list on the Common Application program
- Some college applications (very few) require the submission of a paper counselor statement. It is the student’s responsibility to provide this information for the counselor.

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.

COMMUNITY COLLEGE INFORMATION

- Last June, around 125 members of the graduating class 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

COLLEGE VISITS TO LRHS

Throughout the year, colleges and universities will visit the LRHS campus. These visits will take place during Lunch A and B. 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

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 2019-2020	
Test Date	Registration Deadline
August 24	July 26
October 5	September 6
November 2	October 3
December 7	November 8
March 14	February 14
May 2	April 3
June 6	May 8

ACT 2019-2020	
Test Date	Registration Deadline
September 14	August 16
October 26	September 20
December 14	November 8
February 8	January 10
April 4	February 28
June 13	May 8
July 18	June 19

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 870-4250 to make an appointment.

**THE COUNSELORS WILL START
INDIVIDUAL CONFERENCES WITH ALL
SENIORS IN MID-SEPTEMBER.**

**THE COUNSELORS WANT TO SEE ALL THE SENIORS
WALK ACROSS THE STAGE IN JUNE.**

**SO, SENIORS...
STAY FOCUSED ON THE GOAL
HAVE FUN, BUT MAKE GOOD CHOICES
LET US KNOW HOW WE CAN HELP YOU
MAKE IT A GREAT YEAR!**

LRHS COUNSELORS 😊

Leesville Road High School

Personal Profile

Name _____ Email address: _____

Counselor: ___ Ms. Albanese (A-C) ___ Ms. Rogers (Mi-Sc)
 ___ Ms. Saldhana (D-He) ___ Ms. Oxendine (Se-Z)
 ___ Mr. Feeney (Hi-Me) ___ Mr. Greene, Dean of Students
 ___ Dr. Huber, SAP Counselor

Two teachers who could provide a reference for you: _____

1. What are the first words that come to your mind to describe yourself?

2. What are some words that your teachers would use to describe you?

3. What activity or accomplishment are you most proud of and why?

4. How have you demonstrated leadership?

5. What makes you unique in comparison to other students applying for college?

6. What are your educational and career goals?

7. Are there any extenuating circumstance that have affected you high school career or is there anything else you would like your counselor to know about you to assist them in writing a recommendation for you? If so, please attach an additional page.