



*What happens after graduation?!*

## **A SENIOR HANDBOOK**

**FRANKLIN HIGH SCHOOL**

**5405 SE Woodward Street**

**Portland, Oregon 97206**

**<http://www.pps.k12.or.us/schools/franklin>**

**Phone: 503.916.5140**

**Fax: 503.916.2456**

**School CEEB Code: 380870**





## **WELCOME TO SENIOR YEAR!!!**

You've made it seniors – almost. Your senior year will be filled with excitement, challenges and anticipation as graduation approaches and you engage in plans for your future. The Franklin counseling staff, together with staff in the Career and College Center, is available to help you.

There are many routes that our seniors will choose:

- to pursue apprenticeships or technical training through company sponsored programs, trade unions or community colleges
- to work and save money for higher education
- to attend a community college to gain basic credits prior to transferring to a four year college/university
- to join the military
- to attend a four year university or college

Our goal at Franklin is to provide resources and critical expertise you need to navigate this transition. This handbook will offer helpful checklists for this year, provide dates of important events, and give you the handouts that we expect you to complete for the college application process.

As always, we invite your questions! Come see us; we can help you find the answers to almost any question you may have.

*Alice Headley*  
Counselor, Class of 2012  
503.916.5140 x73556  
[aheadley@pps.net](mailto:aheadley@pps.net)

*Holly Vaughn-Edmonds*  
Counselor, Class of 2013  
503.916.5140 x73557  
[hvedmonds@pps.net](mailto:hvedmonds@pps.net)

*Hoang Tran*  
Counselor, Class of 2014  
503.916.5140 x73558  
[htran1@pps.net](mailto:htran1@pps.net)

*Darlene Pope*  
Counselor, Class of 2015  
503.916.5140 x73641  
[dpope@pps.net](mailto:dpope@pps.net)

## **SENIOR CALENDAR 2011-2012**

### **FALL**

1. Attend college representative visits. Schedule is posted in the Counseling Center.
2. Register for, and take, the ACT and/or SAT I and/or SAT II Subject Tests, if needed.
3. Attend senior group presentations offered by your counselor.
4. Review this Senior Handbook!
5. Decide on a final set of colleges to which you will apply and **KEEP A CHECKLIST!** (Sample checklist is at the end of this handbook.)
6. Request Teacher and/or Counselor Letters of Recommendation, if needed.
7. Apply for scholarships throughout the year.
8. Apply to college by their published deadlines.
9. **NOVEMBER 6-7:** Attend NACAC College Fair at Oregon Convention Center.
10. **NOVEMBER 16:** Parent Night at FHS, 6-7pm.
11. **DECEMBER 12:** Parents and students attend Financial Aid Night at FHS, 6-8pm.
12. Apply for FAFSA Pin so you are ready to complete FAFSA after January 1<sup>st</sup>.

### **WINTER**

1. File the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1<sup>st</sup>.
2. Complete the Oregon Student Assistance Commission (OSAC) by March 1<sup>st</sup>. (All seniors should fill this out to be eligible for FHS scholarships.)
3. Request midyear report/grades to be sent by FHS to all colleges to which students made application.

### **SPRING**

1. March 1<sup>st</sup> – OSAC deadline
2. Decide which college to attend.
3. Write thank you notes to teachers who wrote recommendations for you.
4. Complete Senior Survey which informs your counselor of your college decision and post graduation plans.
5. Attend Senior Assembly!
6. Attend Senior graduation rehearsal!
7. **GRADUATION CEREMONIES ON TUESDAY, JUNE 5<sup>TH</sup> in the Franklin Bowl!**

## **APPLYING TO COLLEGE**

*Read these instructions very carefully. This process is designed to assure that your colleges will receive required FHS information about you in a timely manner.*

### **1) Access NAVIANCE.**

Naviance is a computer program designed to aid the college planning and application process. This is an essential tool to assist you in organizing information, researching options, comparing colleges, viewing college acceptance data of FHS alums, viewing scholarship information, and keeping track of your applications.

#### **To begin:**

- If you do not currently have a Naviance account, pick up your personal registration code in the College & Career Center, room 108.
- Log on at <http://connection.naviance/franklinhs.com> or access Naviance found on the Counseling Department tab on the FHS website.
- [Your e-mail address will be your Naviance username.] Use an appropriate e-mail address that you will not change throughout your senior year. Important information will be sent from your counselor to this address.
- Click on *About Me > My Profile* and enter your information. Then, check out *Accomplishments, Game Plan, My Colleges, etc.* Explore the site. ANY questions can be directed to the FHS counselors or to staff in the College & Career Center.
- Go to *My Colleges*, read the Privacy Notice for College Application, and answer the required questions. **The counselors recommend that students waive their rights and not request to see the recommendations.** This is required for electronic transmission of forms to the Common Application.
- To find Letter of Recommendation Form for Counselors, go to *Family Connections* then *Document Library*.

**2) OBSERVE ALL DEADLINES!!! Your counselor needs a minimum of 3 weeks (more around holiday time) to review your academic record, collect teacher evaluation forms, and write a thoughtful letter of recommendation. It is YOUR responsibility to get things in ON TIME! Use the table below for required FHS material deadlines.**

College App Deadline:	Materials to Counselor on or before:	College App Deadline	Materials to Counselor on or before:
November 1	October 10	January 15	December 5
November 15	October 24	February 1	January 9
December 1	October 31	February 15	January 23
December 15	November 14	March 15	February 20

**3) MAKE SURE YOUR SAT/ACT SCORES ARE GOING TO THE SCHOOLS TO WHICH YOU ARE APPLYING:** If you haven't sent your scores already, go to [collegboard.com](http://collegboard.com) and get them sent. You may need to pay a fee to do this if they haven't been sent.

**4) GATHER TOGETHER ALL MATERIALS NEEDED FOR THE COUNSELING CENTER TO PROCESS THE REST OF YOUR APPLICATION.** These are included in this packet: the Request for Counselor Letter of Recommendation, the Parent Brag Sheet, and 3-4 Teacher Recommendation forms completed by people in the FHS community who can speak to your academics, character, etc.

Usually state universities only require Official Transcripts, however, private universities and colleges usually need Official Transcripts together with Counselor Recommendations and/or Teacher Recommendations. Note that a few colleges, such as UC schools and U of Washington, do not need an official transcript with the initial application. It is your responsibility to find out what is required and ask for the information in a timely manner.

**5) SUBMIT COLLEGE APPLICATION AND PERSONAL SUPPLEMENTAL MATERIALS BY THE STATED DEADLINE** (fee, essay, activity list, etc) directly to the college using the Common Application, the college's internet-online application program or by regular mail.

## COLLEGE FUNDING OPTIONS FOR ALL!!!!!!

As part of the college admissions process, most colleges include financial aid information in their application packets. This information includes a description of the various types of aid opportunities available to prospective students. Other information included describe the process for obtaining financial aid, scholarships and loans, including due dates.

There are also a number of private scholarships available to students who apply for them. Ways to access this information are listed below. Remember, MOST scholarship funds are provided directly by the colleges and are based on information you give the college via the FAFSA form (see below) required for consideration for almost all financial aid.

### Steps to Supporting College Costs:

1. **Attend Financial Aid Night at Franklin: December 12th from 6-7pm.** Speakers will provide helpful information about applying for financial aid, including a close-up look at the FAFSA.
2. **Apply for a FAFSA PIN and complete FAFSA form.** All students complete the FAFSA (Free Application for Financial Aid), as it is required for some scholarships such as OSAC. The FAFSA should be submitted as soon as possible after January 1<sup>st</sup>. All forms should be submitted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
3. **All students should apply for a FHS scholarship through OSAC.** Most FHS specific scholarships are available only to students who complete an OSAC application. These are available in January and are due March 1<sup>st</sup>. Apply online at [www.osac.state.or.us](http://www.osac.state.or.us). For more information, see your counselor.
4. **Complete the CSS/Profile form if you are applying to a private school that requires one.** This is a customized form available at [www.collegeboard.com](http://www.collegeboard.com) and should be completed in the early fall of senior year. Please check the list of participating institutions and priority filing dates. More information is available in the Counseling Office.
5. **Apply for institutional scholarships from colleges you are applying to.** Many colleges require students to complete their institution's own scholarship and aid applications. Double check with colleges of interest to you for all forms and due dates.

6. **Do a scholarship search.** For a customized search of scholarship opportunities, use a website such as [www.fastweb.com](http://www.fastweb.com) or [www.finaid.org](http://www.finaid.org), or look at the resources in our College and Career Counseling Center. Use your Naviance access to surf for scholarship information, or log into CIS (via Naviance) and find additional resources.
  
7. **Visit NELA.** NELA (Northwest Education Loan Association) is a not for profit company in the financial aid industry. For twenty-five years, NELA has given students and their families opportunities to educate themselves about higher education options. [www.centerforstudentsuccess.org](http://www.centerforstudentsuccess.org): Phone: 503-488-6000.

## Teacher Recommendations: Sample of a Request....

Franklin High School  
5405 SE Woodward Street  
Portland , OR 972....

Stamp Required

**University Name**  
**Attn: If needed**  
**Street Address**  
**City, State Zip (5 numbers)**

### Suggested protocol for asking teachers about Letters of Recommendation:

- Remember this is a *favor* your teacher grants you, not a requirement.
- Some letters of recommendation can be sent online; check college admission web pages or come to Counseling Office to discuss whether this an option for your chosen college

### Consider saying the following:

“Please Mr./Ms. \_\_\_\_\_, would you write me a letter of recommendation to help support my college application? I can provide you with additional information if you need it. I am enclosing a stamped and addressed envelope for all the schools I would like the recommendation to go to. Thank you so much for taking your time to help me with this important step.”

# Request for Counselor Letter of Recommendation

Also found on Naviance

## Supplemental Information (*download form to complete*)

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

Did either of your parents/guardians attend college?      Yes      No

If yes, please list the colleges: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of children in your family and ages: \_\_\_\_\_

Number of siblings currently in college: \_\_\_\_\_

What colleges are you applying to? \_\_\_\_\_

\_\_\_\_\_

List three adjectives that you feel best describe you:

\_\_\_\_\_

What academic areas would you like to explore in college? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Page 2: Request for Counselor Recommendation**

1) Describe the most significant course you have taken at Franklin High School. Explain why you chose the class and how the course impacted you.

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2) Describe in detail the most meaningful extracurricular activity you have participated in. Explain what you did or did not accomplish and why it was meaningful to you.

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3) Describe any paid work experiences and discuss the positions in detail including how many hours per week. What were your major duties? What did you learn about yourself?

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4) Describe any volunteer work you have performed in community. Provide examples of specific projects and what you've learned:

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5) Describe one incident or situation during your high school experience that you feel you have grown from and represents your character:

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**Page 3: Request for Counselor Recommendation**

6) Describe in detail one or two contributions you have made to the FHS community and how these contributions have made an impact:

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7) Describe your most positive personality characteristic. Is there a personal quality you want to improve, and if so, why and how do you plan to improve it?

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8) Is there anything on your academic transcript that needs to be explained? (For example: low grades, a light schedule, an unusual GPA for a semester)

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9) Describe any special information about you or your family situation or anything unique about you which you feel should be included in a recommendation. (A special talent, outside interest, recognition you've received for something, chronic illness, family hardship, etc.)

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10) What hurdles have you encountered and how have you overcome these challenges?

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**Page 4: Request for Counselor Recommendation**

11)What will you contribute to your college community that is truly unique?

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12)Explain the goals you have set for yourself and how you plan to accomplish them:

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13)Anything else you want me to know for your recommendation?

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# Teacher Evaluation Form For Counselor Recommendation – Page 1

Student: Make 3-4 copies and give to current and former teachers you feel know you best and who can provide valuable information to your counselor regarding your academic qualities. Put teachers' names on the forms.

Teacher: Please return this form to my counselor before \_\_\_\_\_. Thank you for taking the 10 or 15 minutes to evaluate me. My counselor is gathering information that will help him/her write my letter of recommendation. Since s/he does not have daily contact with me, your evaluation and comments are important. You provide valuable insight about my academic and personal development and potential.

STUDENT: \_\_\_\_\_ COUNSELOR \_\_\_\_\_ DATE \_\_\_\_\_

(Please return this form to the counselor named above.)

EVALUATING TEACHER \_\_\_\_\_ SUBJECT \_\_\_\_\_

Evaluation: Compare this student with other seniors you are teaching this year.

No Basis		Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top10%)	Outstanding (top 5%)	One of the top few I've encountered (top 1%)
	Academic achievement							
	Intellectual promise							
	Quality of writing							
	Productive class discussion							
	Respect accorded by faculty							
	Disciplined work habits							
	Maturity							
	Motivation							
	Leadership							
	Integrity							
	Reaction to setbacks							
	Concern for others							
	Self-confidence							
	Initiative, independence							
	OVERALL							

**Please add further comments on the reverse side of this form.**

*All comments are kept confidential and will not be shared with the student*

**High School Activities and Award Resume**  
**Student's Name**  
**Student's SS # (Optional)**

<u>Category</u>	<u>Grade</u>	<u>Hours per Week</u>
<b>HONORS</b>		
Advanced Scholar Program	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup>	
National Merit Semifinalist	12 <sup>th</sup>	
English Honors	9 <sup>th</sup> , 10 <sup>th</sup>	
<b>POSITIONS OF LEADERSHIP</b>		
Student Council Treasurer	11 <sup>th</sup> , 12 <sup>th</sup>	10 hours per week
JV Soccer Captain	11 <sup>th</sup> , 12 <sup>th</sup>	10 hours per week
Chinese Club President	11 <sup>th</sup> , 12 <sup>th</sup>	2 hours per week
<u>The Post</u> Feature Editor	11 <sup>th</sup> , 12 <sup>th</sup>	4 hours per week
<b>SCHOOL ACTIVITIES</b>		
Student Council	10 <sup>th</sup> – 12 <sup>th</sup>	2 hours per week
National Honor Society	11 <sup>th</sup> , 12 <sup>th</sup>	1-2 hours per week
<u>The Post</u> Staff	11 <sup>th</sup> , 12 <sup>th</sup>	6 hours per week
Red Cross Club	9 <sup>th</sup> – 12 <sup>th</sup>	1 hour per week
<b>SPORTS</b>		
Dragon Boat	12 <sup>th</sup>	6 hours per week
JV Soccer	11 <sup>th</sup> , 12 <sup>th</sup>	15 hours per week
JVII Soccer	9 <sup>th</sup> , 10 <sup>th</sup>	15 hours per week
Swim Team	9 <sup>th</sup> , 10 <sup>th</sup>	12 hours per week
<b>COMMUNITY ACITIVITIES</b>		
Outdoor School Counselor	11 <sup>th</sup> , 12 <sup>th</sup>	144 hours
Boys Scouts of America	9 <sup>th</sup> – 12 <sup>th</sup>	2 hours per week
Church Youth Group	9 <sup>th</sup> – 12 <sup>th</sup>	2 hours per week
Sunday School Teacher	9 <sup>th</sup> – 11 <sup>th</sup>	2 hours per week
Oregon Humane Society Volunteer	9 <sup>th</sup> , 10 <sup>th</sup> (summers)	6 hours per week
<b>WORK EXPERIENCE</b>		
Cashier (Target Stores)	12 <sup>th</sup>	20 hours per week
Lifeguard (YMCA)	11 <sup>th</sup> , 12 <sup>th</sup> (summers)	16 hours per week
Babysitting	9 <sup>th</sup> , 10 <sup>th</sup>	10 hours per week
<b>OTHER INFORMATION</b>		
Cumulative GPA: 3.85		
Class Rank: 32 out of 319		

## **USEFUL WEBSITES AND CONTACT INFORMATION**

### **Information on specific colleges:**

- ✓ Colleges websites
- ✓ Review resource books such as Fiske, Insider's Guide, Barron's, etc., as well as catalogues found in FHS's counseling and College & Career Center
- ✓ Contact any FHS alums who have attended schools in which you're interested
- ✓ College Fairs (see list at [www.nacac.org](http://www.nacac.org))
- ✓ Common Application website: [www.commonapp.org](http://www.commonapp.org)

### **Finding a good college match for you:**

- ✓ [www.collegeboard.org](http://www.collegeboard.org)
- ✓ [www.petersons.com](http://www.petersons.com)
- ✓ [www.connection.naviance.com/fc/signin.php?hsid=franklinhsor](http://www.connection.naviance.com/fc/signin.php?hsid=franklinhsor)
- ✓ Talk with your counselor, or visit Franklin's College & Career Center

### **College visits at Franklin:**

- ✓ [www.connection.naviance.com/fc/signin.php?hsid=franklinhsor](http://www.connection.naviance.com/fc/signin.php?hsid=franklinhsor)
- ✓ Sign up in the Counseling Center
- ✓ Listen to announcements in the Daily Bulletin

### **Scholarships:**

- ✓ Visit Franklin's Counseling Center and College & Career Center
- ✓ Naviance: [www.connection.naviance.com/fc/signin.php?hsid=franklinhsor](http://www.connection.naviance.com/fc/signin.php?hsid=franklinhsor)
- ✓ [www.fastweb.com](http://www.fastweb.com)
- ✓ [www.finaid.org](http://www.finaid.org)
- ✓ [www.osac.state.or.us](http://www.osac.state.or.us)
- ✓ Federal financial aid form: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- ✓ NELA: [www.centerforstudentsuccess.org](http://www.centerforstudentsuccess.org)

### **Testing dates, registration information, score reports:**

- ✓ [www.collegeboard.org](http://www.collegeboard.org)
- ✓ [www.act.org](http://www.act.org)

### **Gap Year options:**

- ✓ [www.andeo.org](http://www.andeo.org)
- ✓ [www.afusa.org/GAP](http://www.afusa.org/GAP)
- ✓ [www.gapwork.com](http://www.gapwork.com)
- ✓ [www.yearcourse.com](http://www.yearcourse.com)

### **Playing sports in college:**

- ✓ [www.ncaa.org](http://www.ncaa.org)
- ✓ [www.naia.org](http://www.naia.org)

## **GLOSSARY OF TERMS**

- CEEB:** A six-digit number assigned by the College Board. Frankin's CEEB is 380870.
- CSS:** College Scholarship Service/Financial Aid Profile is a College Board application required by many private colleges to determine eligibility for non-federal financial aid.
- EARLY ACTION:** An application process early in the senior year which allows a student to receive an early response from one or more colleges. Candidate is not committed to enroll at that point.
- EARLY DECISION:** An application process early in the senior year which allows a student to receive an early response from one college only. A student who applies for early decision is obligated to attend that school and retract all other college applications.
- EFC (Expected Family Contribution):** An amount of money that the federal government specifies as the responsibility of a family to contribute toward a student's college education. The EFC is calculated from a formula that the government applies to the information on the FAFSA.
- FAFSA:** The Free Application for Federal Student Aid is filed by all students wishing to be considered for federal financial aid for college. Forms are available in high school counseling offices in November and need to be filed as soon as possible after January 1<sup>st</sup> of the student's senior year.
- FINANCIAL AID PACKAGE:** The total amount of financial aid a student receives. Federal and non-federal aid (grants, loans, and work-study) are combined by the college into a "package" to help meet the student's financial need.
- FINANCIAL NEED:** The difference between the total cost of the school (tuition, room and board, and expenses) and the family's ability to pay (the EFC).
- GRANT:** Awards to a student based on financial need that do not have to be repaid.
- LOAN:** A type of financial aid available to students and their parents that must be repaid. Payments do not usually start until after college graduation. Sometimes the interest is paid by the federal government while the student is in school.
- OSAC:** Oregon Student Assistance Commission is the Oregon student financial aid agency.
- PELL GRANT:** Federal money awarded on the basis of need. Grants do not need to be repaid.

**ROLLING ADMISSION:** Applicants are accepted for admission in the order their applications are received. A response is usually received in 2-4 weeks.

**ROTC:** Reserve Army Training Corps, a scholarship program in which the military covers college costs plus a monthly allowance in exchange for a service commitment after graduation.

**SCHOLARSHIP:** Money given by colleges, state or federal governments, or private individuals / organizations that does not have to be repaid.

**SAR:** The Student Aid Report will be sent to you approximately 3-6 weeks after your FAFSA has been processed. The SAR will report your EFC.

**TRANSCRIPT:** A list of all the courses a student has taken in high school or college, and generally required as part of the application process.

**WAIT LIST:** If a college puts you on a wait list, you are a strong candidate but admission is being delayed. Colleges offer admission to wait list candidates if insufficient numbers of regularly admitted candidates accept their offers of admission.

**WORK STUDY PROGRAMS:** Students are awarded on- and off-campus jobs as part of their financial aid packages. The money does not have to be repaid.

**SENIOR SELF CHECKLIST/WORKSHEET (this document for your benefit,  
not for FHS)**

<b>COLLEGES:</b> <ul style="list-style-type: none"> <li>• List each college to which you are applying.</li> <li>• Check college website to learn about requirements.</li> <li>• Check off when complete.</li> </ul>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Application Due Date						
Request SAT/SATII/ACT scores sent (or N/A if college does not require.						
Request Teacher Letter of Recommendation #1 Request Teacher Letter of Recommendation #2 (List teachers' names. Give addressed envelopes.)						
Request on-campus or local interview (or N/A)						
Common Application Form (Y/N)						
Set up Common Application Account and list of colleges of choice (Y/N)						
Waived Rights for both Common Application and Naviance (Y/N)						
College Specific Application Form (Y/N)						
Supplemental Essay Application Form (Y/N)						
Supplemental Work Samples required (Y/N)						
Counselor recommendation required (Y/N)						
Date Parent/Guardian & Student Financial Aid Forms Due						
CSS Profile (including non-custodial parent)						
FAFSA – As soon as possible after January 1st						



