

AUTOBIOGRAPHY

Student Name: _____

The responsibility of your counselor in helping to prepare the "Secondary School Report" is to provide an overview of your academic and extra-curricular achievements and also a sense of your promise for further intellectual and personal growth. Because it is important to convey something of the unique quality that makes you "you," the counselor needs your estimate of yourself and what you have done. Please take the time to think about who you are and where you are headed. Incorporate experiences and activities drawn from any part of time in your life. Please answer as completely as possible.

It is a good idea to make a duplicate copy to assist you in writing your college applications.

Your Education

1. What are your academic interests? What might you like to study in college?
2. Which courses have you enjoyed most? Why?
3. Which courses have been most difficult for you? Why?
4. What do you consider to be the best measures of your potential college level work (consider grades, levels of courses taken, test scores (PSAT, ACT, SAT))?
5. Are there any outside circumstances (in your recent experience or background) which have interfered with your academic performance? Consider such factors as: excessive school activities, home responsibilities or difficulties, after-school job, illness or emotional stress, parental pressure, or other factors.
6. Name and describe the book(s) you have read in the last 12 months (not the books assigned in school).

Your Activities and Interests

7. List, IN ORDER OF IMPORTANCE TO YOU, the honors, prizes, or awards you have received.
8. What work experience do you have?
9. What activities do you most enjoy outside the daily routine of school?
10. Have you traveled or lived in different localities? Where? Comment on any significant travel experiences.

The World Around You

11. What do your parents and friends expect of you? How have their expectations influenced the goals and standards you set for yourself?
12. What person (current or historical) do you most admire? Why?

Your Personality and Relationships With Others

13. What do you consider your greatest strengths?
14. What do you consider your greatest weaknesses?
15. List five words that you would use to describe yourself and why.
16. How have you grown or changed during your high school years?
17. Is there other information that will be useful in making an accurate appraisal of you for college admission (unusual circumstances in school or at home which may have affected you)?

Mentor High School Guidance and Counseling Department

COLLEGE APPLICATION PROCESS

"What you do – What we do"

Student Responsibilities:

On-Line Applications:

- Most applications are available on-line
- Applications may include teacher recommendation forms, counselor recommendation forms, college prep. forms for counselors to complete, etc. **Be sure to print these out and give to your counselor (teacher recommendations to your teachers).**
- If you are applying to one or more "Common Application" schools, make sure you include your counselor's full name and email address. Your counselor will complete all the appropriate information online.
- Make an appointment with your counselor and complete a yellow "Student Request for Transcript" card for each college, available in the Guidance office. Give the yellow card to your guidance counselor and indicate that you applied on-line. *(Please include 4 First Class stamps for each transcript requested.)*

Traditional Paper Applications:

- Colleges and Universities are going "green" and are not sending out multiple paper applications and View Books to high schools. Instead, they have "Printable/Paper Applications" online that you can print out (sometimes they are hard to find on the college web site)
- We do receive a few applications, so check the file cabinet in "The Guidance Office" for in-state and out-of-state applications.
- If a "Counselor" form or a "Teacher/Counselor Recommendation**" form(s) is included in the application, you are responsible for requesting the form(s) to be completed.
- Make an appointment with your counselor
 - Bring completed application(s) and check(s). *(Please include 4 First Class stamps for each transcript requested.)*
 - Complete a yellow transcript request card for each application.

Counselor Responsibilities:

- Answer questions about the application process, including reviewing completed paper applications and/or other forms.
- Prepare transcript with test scores.
- Write letter of recommendation** if required.
- Mail complete package in a Mentor High School Profile folder: *(Please include 4 First Class stamps for each requested.)*
 1. **Paper Application:** admission application, counselor form, Counselor/Teacher recommendations (as needed), transcript, and check (as needed).
 2. **Online Application:** counselor form, Counselor/Teacher recommendations (as needed), transcript

Ohio Career Information System:

Use this internet site to get information on careers, colleges, universities or technical schools and their programs of studies. <http://www.ocis.org> User Name: **MentorHS** Password: **ohiocis03** (zero, three)

ConnectEDU

Mentor High School is pleased to announce our recent partnership with ConnectEDU to provide our students and parents with a comprehensive way to better organize the academic planning and college search, application, financial aid, and decision making processes. (See the back for more information)

WATCH DEADLINES! *(This includes both the college and Mentor High School)* Although college and university application deadlines vary, it is a good 'rule of thumb' to send your applications before our winter break (12/21—1/3). To facilitate the process, the guidance counselors have set the following deadlines for sending out your applications:

November 13, 2009 Applications with recommendation letters
December 1, 2009 Applications without recommendation letters

**** *Allow a minimum of 2-3 weeks when requesting a letter of recommendation. Students are advised to request these letters in advance of application completion.***

For those wanting to participate in Senior Project, packets (*not including Capstone*) will be available in the Guidance Office starting October 20, 2009 (*Due date November 24*)

EMPLOYER/ADVISOR/COACH REFERENCE

Return to
Unit Office

Student Name: _____ **Grade:** _____

Advisor/Coach's/Employer's Name: _____ **Date:** _____

Activity/Sport: _____

A recommendation is being requested for the above student as part of his/her college application. You are being asked to provide any information or insights about your experiences with the student that could be beneficial to his/her application effort. Please offer VERY SPECIFIC DATA to assure that his/her recommendation will be meaningful.

1. Length of time you've known student _____ In What Capacity _____

2. What is the extent of student's participation in this extra-curricular activity? (Please comment on past and present involvement)

3. Has the student held a leadership position in this activity? _____

Position _____

Length of time _____

Contributions _____

4. Please comment on students' personal qualities: Consider motivation, creativity, initiative, dedication, maturity, ability to interact with others, energy, reaction to setbacks, self discipline, self confidence, sense of humor, concern for others. Give as many specific examples as possible.

5. Has this student received any honors/awards as a result of participating in this activity? (Ex.: varsity letter, thespian, community recognition) _____

6. Cite any praiseworthy project, leadership role or accomplishment by this student.

7. Additional comments: _____

Extracurricular Activities

A) Extra-curricular Activities and/or Sports

1) Activity: _____ Leadership Position Held: _____

Dates of involvement: _____ Awards: _____

Brief Description of the Activity: _____

Personal duties/responsibilities/contributions: _____

2) Activity: _____ Leadership Position Held: _____

Dates of involvement: _____ Awards: _____

Brief Description of the Activity: _____

Personal duties/responsibilities/contributions: _____

3) Activity: _____ Leadership Position Held: _____

Dates of involvement: _____ Awards: _____

Brief Description of the Activity: _____

Personal duties/responsibilities/contributions: _____

4) Activity: _____ Leadership Position Held: _____

Dates of involvement: _____ Awards: _____

Brief Description of the Activity: _____

Personal duties/responsibilities/contributions: _____

B) Work and/or Volunteer Experience

1) Business/Company: _____ Position: _____

Dates of employment: _____ Awards: _____

Brief Description of your role: _____

2) Business/Company: _____ Position: _____

Dates of employment: _____ Awards: _____

Brief Description of your role: _____

C) Additional Activities (Summer Programs, Internships, etc.)

1) Activity: _____ Position: _____

Dates of involvement: _____ Awards: _____

Description of your role: _____

List additional activities on the back

PARENT "BRAG SHEET"

Student Name: _____

1. What do you consider to be your child's outstanding accomplishments during the past three or four years? Why did you select 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. What do you consider to be his/her outstanding personality traits?
4. If you had to describe your son/daughter in five adjectives, what would they be?
5. Are there any unusual or personal circumstances that have affected your child's educational or personal experiences?

Please feel free to use a second sheet of paper if your comments do not fit into the space provided.

Name of Counselor

Parent Signature

**MENTOR PUBLIC SCHOOLS
PUPIL INFORMATION RELEASE FORM
(PLEASE PRINT)**

Name _____ SS# _____
Last First MI (Maiden)

Address _____

_____ Yr. of graduation or Yr. last attended

I hereby authorize the Mentor Public Schools to forward the following information:

Circle YES or NO for each item

- | | | |
|---------------------------------------|-----|----|
| 1. Grades in courses | YES | NO |
| 2. Attendance | YES | NO |
| 3. Achievement test data | YES | NO |
| 4. Aptitude test data | YES | NO |
| 5. Mental ability data | YES | NO |
| 6. College entrance test data | YES | NO |
| 7. Character reference | YES | NO |
| 8. List of extracurricular activities | YES | NO |
| 9. Honors/Awards | YES | NO |
| 10. Health records | YES | NO |
| 11. Other (please specify) _____ | | |

I grant Mentor Public Schools permission to forward the above information for legitimate reasons:

- | | | |
|---------------------------------|-----|----|
| A. To colleges | YES | NO |
| B. To prospective employers | YES | NO |
| C. Other (please specify) _____ | | |

These records are to be forwarded to:

Name _____

Address _____

City _____ State _____ Zip _____

EXPIRATION DATE: Before a student reaches 18 years of age, this form must be signed by a parent. When a student reaches 18 years of age, he must sign a new form, designating the information he wishes released.

Date

8/5/77
Revised 8/29/00

Signature of Parent/Guardian or
Student 18 years of age

Teacher Recommendation Checklist/Narrative

To the Student:
I recognize the confidential nature of this recommendation and
I do do not waive my right to view this information.
Student Signature:

Student Name: _____

Teacher: _____ **Subject:** _____ **Date:** _____ **Return To:** _____

Teachers: I have to submit a recommendation for _____ as part of his/her college application. I am asking your help in offering any information or insights about your experiences with the student that could be beneficial to his/her application effort. Since admission to the program is fairly competitive, I need **VERY SPECIFIC DATA** to assure that his/her recommendation will be meaningful.

In making the following ratings and comments, please keep in mind that they will be used to compare this student with his/her entire class. Please complete both the checklist and the narrative portion of this form.

Checklist

	Average or Below	Good (Above Average)	Excellent (top 15% this year)	Outstanding (top 5% this year)	One of the top few I have ever encountered in my career	No basis for judgement
Academic Motivation						
Academic Creativity						
Academic Self-Discipline						
Academic Growth Potential						
Leadership						
Self-confidence						
Warmth of Personality						
Sense of Humor						
Concern for Others						
Energy						
Emotional Maturity						
Personal Initiative						
Reaction to Setbacks						
Respect Accorded by Faculty						

Narrative

Cite briefly any praiseworthy classroom project, independent study, leadership role, or other significant accomplishments by this student with which you are familiar. (Use the back of this form if necessary.)

Comment, if possible, on the degree of interest and the quality of motivation the student has shown for your particular program. Again, please be definitive in assessing the student. (Use the back of this form if necessary.)