

# COLLEGE & CAREER WORKSHEET

College Application Due Date	Worksheet Due to School Counseling Department
Early Action, Early Decision or December	October 1, 2020
All Others	November 1, 2020

<b>Full Legal Name:</b>		<b>Student Phone Number:</b>	
<b>Student E-mail Address:</b>		<b>Date of Birth:</b>	

**Please read the statements below and sign acknowledging your understanding and agreement:**

- COLLEGE & CAREER: I authorize Charlottesville High School to release my school transcript and records to the colleges/employers associated with the Common Application, Coalition, and other institutions which are not served by Parchment.
- COLLEGE & CAREER: I understand that it is my responsibility to send transcripts directly from PVCC for any Dual Enrollment courses I completed while attending CHS by using this website: <http://www.pvcc.edu/student-services/transcript-request>
- COLLEGE & CAREER: I understand it is my responsibility to request both my initial transcript, mid-year transcript (at close of semester 1), and final transcript through Parchment.com for prospective employers, scholarships, and schools NOT associated with the Common Application or Coalition.
- COLLEGE: I understand if I am applying to a school that uses the Common Application, my school counselor should be added as a recommender by using their e-mail that follows the short format (for example: Keisha Johnson would be JohnsoK1@CharlottesvilleSchools.org)
- COLLEGE: I understand that it is my responsibility to have all SAT score reports (including SAT II scores, if applicable) sent directly from CollegeBoard.org and/or ACT score reports sent directly from ACT.org to the colleges where I apply.

<b>Student Signature:</b>	
<b>Guardian Signature (if under 18):</b>	

*\*PLEASE PROVIDE SIGNED COPY TO COUNSELING DEPARTMENT SECRETARY\**

**COLLEGE & CAREER Direct Recommendations/References:**

Different colleges/universities/employers require different numbers of direct recommendations. Typically a school will require anywhere between 0-2 direct letters of recommendation (in addition to your School Counselor's recommendation). If a college/employer requires direct letter(s) of recommendation/references, list the teacher(s) you have confirmed will write you a positive and strong letter of recommendation. Please have them initial to acknowledge they agree to write the letter.

**NOTE: You must facilitate these recommendations yourself, the school counseling department ONLY contacts your indirect recommenders. Ask your college adviser Ms. Kalea Obermeyer about how you can initiate this conversation! Ms. Kalea is also a great person to reach out to for any and all questions about the college and career readiness process. Email her to set up an advising appointment so she can give you all the resources you need!**

Direct Rec 1:	
Direct Rec 2:	

**COLLEGE & CAREER Indirect Feedback Providers:**

Please list (print clearly) 2-4 teachers, sponsors, coaches, mentors or supervisors who know you well and would be willing to evaluate you. Be sure to ask each feedback provider permission to list them. They will be sent a brief google form to complete on your behalf once the form is turned in. This is designed to help your school counselor develop insights about you which we may not know from our personal interactions.

**NOTE: If you already listed a teacher above, you cannot list them as an indirect feedback provider.**

Indirect Feedback Provider	Indirect Feedback Provider's E-mail Address
1)	
2)	
3)	
4)	

*\*PLEASE PROVIDE SIGNED COPY TO COUNSELING DEPARTMENT SECRETARY\**

# STUDENT ACTIVITY SHEET

<b>Student Name</b>	
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Please list your employment, club, sport, fine art, community service, and other activities that have made up your high school years. Include specific events and major accomplishments, such as musical instrument(s) played, jobs held, leadership positions, etc. or attach a resume that answers all information below.

Activity / Organization Name	Position/ Leadership	Please describe this activity, including what you accomplished and any recognition you received, etc.	Year(s) Participated					Approximate Time			
			Date Range (ex. Aug 2016-Aug 2017)	9	10	11	12	Plan to continue in after high school?	During School Year or During Break?	Hours spent per Week	Weeks spent per Year

# SENIOR AUTOBIOGRAPHY

<b>Student Name</b>	
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The recommendation written by your counselor is a compilation of information obtained from your teachers and our personal knowledge of you. We would also like to give YOU the opportunity to tell us more about yourself. Please give some serious thought and time to completing this autobiography. Answering these questions will also help in planning for your college essays and/or interview. Answer these questions as completely as possible. Strong and complete answers result in a letter of recommendation that most accurately reflects who you are and why a college or workplace should invite you to join their team.

1. Please briefly elaborate on one or more of your activities listed on the Student Activities List. Why did you choose to spend your time on this activity and how has it impacted your high school career?

2. What are some experiences you have had during your high school years that have impacted you as a person? (Community service, employment, extracurricular, academic success or challenge)

3. Describe, in detail, your greatest achievement(s) during your high school years and why it is important to you.

4. Explain your academic and career interests and why they interest you. How would your teachers describe you as a student?

5. What are your strengths and weaknesses?

6. How do you spend your free time (summer, winter break, weekends)?

7. What are your goals, aspirations, dreams (academic, professional and/or personal)?

8. If you could suggest one thing for your counselor to include in your letter of recommendation, what would it be?

9. Do you believe your transcript is an accurate reflection of your ability? Why or why not? What factors have influenced your school performance, either negatively or positively?

10. What do you think you will contribute to a college community and/or workplace? COLLEGE: Why do you want to go to college and what do you hope to gain from your collegiate studies? CAREER: Why do you want to pursue this job and what do you hope to gain from your employment there?

11. What three adjectives best describe you? Give an example for each adjective to illustrate why it describes you.

12. Some students experience obstacles during their high school years (personal and/or academic) that they would like admissions counselors/employers to know. Are there any special circumstances your school counselor should be aware of when writing your letter of recommendation? (ex. COVID-19 impact, parental divorce, homelessness, illness, home responsibilities, English not spoken at home, emotional stress, moving schools, or other factors unique to your background.) **NOTE: This is an optional question, but it can be helpful for colleges/employers to understand your transcript by taking these factors into account when reviewing your application.**



# OPTIONAL PARENT/GUARDIAN QUESTIONNAIRE

<b>Student Name</b>	
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Please feel free to answer these questions on another piece of paper if you would like additional space. We are thankful for the insight you provide. You may submit this form with your student's College & Career Worksheet or separately to their school counselor.

1. What is your child's role in the family? Do they have any siblings (older or younger)? What are their responsibilities at home?

2. What do you believe are your child's academic strengths?

3. What do you believe are your child's personal strengths?

4. What experiences have shaped your child's personality?

5. What three words that best describe your child? (Give at least one example to support why each word describes your child.)

6. What do you consider to be your child's most outstanding accomplishments during their high school years?

7. In what areas has your child shown the most development and growth while in high school?

8. What is the most important thing for your child's school counselor to share in their letter of recommendation?

9. Some students experience obstacles during their high school years (personal and/or academic) that they would like admissions counselors to know. Are there any special circumstances your child's school counselor should be aware of when writing their letter of recommendation? (ex. COVID-19 impact, Parental divorce, learning differences, deaths of loved ones, injuries, homelessness, illness, home responsibilities, English not spoken at home, emotional stress, moving schools, or other factors unique to your background.) **NOTE: This is an optional question, but it can be helpful for colleges/employers to understand your child's transcript by taking these factors into account when reviewing their application.**

# LIST OF SCHOOLS/WORKPLACES WHERE YOU ARE APPLYING

Student Name							
College/University/Workplace	COLLEGE & CAREER City, State	COLLEGE & CAREER Due Date	COLLEGE: Early Decision, Early Action, or Regular Decision?	COLLEGE: Common App, Coalition, Mail, or Online via Parchment?	COLLEGE: Reach, Match, or Likely?	COLLEGE: # Teacher Recs Req.	COLLEGE: Requires SAT II?
EXAMPLE: University of Black Knights Marine Corps Starbucks	Charlottesville, VA Quantico, VA Charlottesville, VA	Jan. 1st May 1 May 15	Regular	Coalition	Reach	1	no

**REMINDER:**

- Early Decision is binding: if you are admitted you are required to attend regardless of the financial aid package you are given by that school.
- Early Action is not binding: you do not have to attend if you are admitted but you may receive your admission decision earlier than if you apply Regular Decision.
- **Schools often have a scholarship eligibility deadline that is typically in the fall. Apply by this date to be eligible to earn more merit-based aid.** For Applications to receive need-based aid (FAFSA and CSS Profile) open in the fall and close in the spring. Additionally, most national scholarship deadlines are in the fall with local and state scholarships having winter and spring deadlines. See your college adviser about these opportunities.
- **Remember that any schools which require the use of Parchment to send a transcript are the **STUDENT'S responsibility**. Counselors must send transcripts for the Common App or Coalition, but students are empowered to send their own transcripts to all other destinations.**
- For anyone who has taken dual enrollment courses, PVCC transcripts must be sent by the student using the PVCC website. This is the **STUDENT'S responsibility**.