

## GREAT VALLEY HIGH SCHOOL

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### COUNSELING DEPARTMENT

August 2021

Dear Seniors,

The college application season will soon be upon us!!! Please reference and save the **College Planning–Senior Year Checklist** (below) to stay on track with tasks that you will need to complete to apply to schools this fall.

Once the school year begins, you will automatically be scheduled for a senior meeting with your counselor to review your list of schools and questions that you may have about the application process. We will also review our internal application process, how to submit documents to schools, and do a final review of your high school transcript. Your counselor will write you a letter of recommendation if you apply to 4-year schools, so if you are not meeting with your counselor this summer about your letter, we will discuss this with you in the fall. **Please Note: We request written student feedback for the counselor letter be provided by all students prior to September.** To access the feedback form, students should log into NAVIANCE and click on “Sr. Letter of Recommendation Survey” under the “About Me” tab. There is also a parent version, which can be accessed when logged into the parent’s NAVIANCE account. We appreciate any information you can provide!

The Counseling Department will host **Senior Night on Thursday, September 9 at 6:30pm**. This program is for senior students **and** their parent/guardian, and we **strongly** encourage you to attend. We will review important information about the application process, how to submit materials to schools, and answer questions you have. Please look for a future email with detailed information about the presentation.

After returning to school, students will need to submit **official requests** in Naviance for their transcript to be sent to each college/university where they will apply. These requests must be made at least **15 school days** prior to the school deadline. To submit a request, students first need to turn in a **Records Release Authorization Form**, giving permission for the transcript to be released. (Seniors can review their *unofficial* transcript, which does not include 2021-2022 classes, under the “Report Cards/Portfolio” tab in Skyward Family Access.)

**IMPORTANT:** Students who will apply to 4-year colleges/universities should provide the teachers who agreed to write letters of recommendation for them with a copy of the **Recommendation Letter Follow-Up Form** ASAP when they return to school. This form is also available on the **GVHS Counseling (senior page)**, in the Counseling office and also in NAVIANCE, in the “document library” and then “senior folder” section. It is **critical** that you communicate this with teachers.

We hope you are enjoying summer vacation, and we look forward to helping you navigate this process this fall! Please **save and reference** the **CHECKLIST** below for ongoing support, and utilize Naviance as well!

Sincerely,

GVHS Counselors

## College Planning – Senior Year Checklist

### SUMMER

- Begin to work on college **applications** as they are made available
  - You will apply on the college’s admission website or [www.commonapp.org](http://www.commonapp.org)
- Begin to work on college **essays** (look for essay topics/requirements within each school’s application)
- Complete **senior letter of recommendation survey** for your counselor’s letter of recommendation in NAVIANCE
- Sign up for the **ACT** and/or **SAT** in late summer/fall if you haven’t taken required exams, aren’t satisfied with your scores, or if you’ve done additional prep for the tests
- Check your high school **transcript** for errors (access your *unofficial* transcript under the “Report Cards/Portfolio” tab in Skyward Family Access) and print out a copy to reference when completing college applications
- Finalize list of colleges where you will apply and visit schools of interest if desired/able
- Review financial aid and scholarship forms, requirements, and deadlines for each college of interest
  - These can be found on the individual college’s financial aid page
- Visit the [Federal Student Aid](http://www.fafsa.gov) site to create your FAFSA ID (signature to use on FAFSA Financial Aid application)

### AUGUST – DECEMBER

- Attend *Senior Night* for students and parent(s)/guardians on **September 9 at 6:30 pm**
- Attend your senior meeting with your Counselor (scheduled by Counselor in September – early October)
- Review/Know college admission requirements and deadlines for each school of interest
- Give teachers the [Recommendation Letter Follow-Up Form](#) (in the first two weeks of senior year)
- Edit and finalize college essays and finalize college applications (carefully complete and proofread)
- Turn in the [Records Release Authorization Form](#) to counseling to give permission for transcript to be released to schools
- **In NAVIANCE, request your official transcript** be sent for each school **at least 15 calendar days** before application deadline
- Request that your SAT scores from College Board and/or ACT scores from ACT be sent to **each** college
- Complete the **FAFSA** (as soon as possible after **October 1, 2021**) and other required financial aid forms
  - Check your mail or email for your Student Aid Report (SAR) which you will receive after completing FAFSA
  - Complete **CSS** profile in fall of senior year, if required (check your college’s individual deadline)
- Keep working hard all year; senior year grades can affect admission and scholarship eligibility
- Visit with admissions counselors who come to the high school (sign up in advance in NAVIANCE)
- If you are pursuing Division 1 or Division 2 athletics, please request in Counseling that your transcript to be sent to the NCAA and arrange for your SATs and/or ACTs to be sent directly to the NCAA

### JANUARY – MAY

- Visit colleges that have invited you to enroll
- Compare financial aid packages from different schools
- Decide which college to attend, and notify the school of your decision no later than **May 1, 2022**
  - Send your deposit and other required forms. Notify schools you will not attend of your decision
- Keep track of and observe deadlines for sending in all required fees and paperwork
- Notify your college of any outside scholarships you receive
- Request AP scores from College Board be sent to the college where you will attend
- **Complete Senior Exit Survey with the counseling office (required and available in the beginning of May)**
  - Your final transcript will be sent to one college based on what you share in this survey