

Dear Students, Parents, and Guardians,

Welcome IB Seniors Class of 2018! I am very excited to be returning to the IB Program as your College Counselor. I am looking forward to helping you navigate the college admissions process this year! College and scholarship application processes can be daunting tasks; however, they do not have to be. Organization, perseverance, communication, patience, and reasonable expectations are the keys to making the college application process a manageable and successful experience.

In order for me to help you meet your higher education goals, I require your best efforts to ensure that all application requirements are met, deadlines are attained, and that all of your post-secondary options have been thoroughly explored. Therefore, please **schedule an appointment with me** at your earliest convenience to discuss your college choices, letters of recommendation, scholarship opportunities, and financial aid options. I must meet with each student and I encourage your parent/guardian to also attend the meeting. Please sign-up on my calendar taped to my office door for an appointment and I will transition to a google classroom calendar soon.

1. **Office:** Room 53, IB Office Counselor Suite.
2. **Hours:** Monday, Wednesday from 9 a.m. to 1:30 p.m. and Tuesday, Thursday from 8 a.m. to 1 p.m. If you miss me during this time, please leave a note with Mrs. Gilson or e-mail me at cmarzluff@escambia.k12.fl.us.
3. **Testing:** If you have not taken the SAT or ACT for the first time or need to improve your score, please register for either the SAT or ACT:
 - a. SAT Test date: **October 7** ([register by September 8 - www.collegeboard.org](http://www.collegeboard.org))
 - b. ACT Test date: **October 28** ([register by September 22 - www.actstudent.org](http://www.actstudent.org))
4. **Fee Waivers:** In order to receive fee waivers for college applications and SAT/ACT testing, PHS must have your free and reduced lunch forms completed and on file - **even if you do not intend to use the free lunch service!**
5. **Applying to Florida State Colleges and Universities:** Complete the respective application online at the school's admissions website. When applying to the University of Florida or Florida State University, remember to also complete the ***Self-Reported Student Academic Record (SSAR)*** in addition to your application at <https://www.selfreportedtranscript.com/ssar/Login.aspx>. You will want an up-to-date and accurate transcript to complete the SSAR.
6. **Applying to Private or Out-Of-State Schools:** Complete the college or university's application (most now accept the Common Application or Coalition with an additional supplement – visit the specific school's admissions' website for details). I will be completing the Common Application's Secondary School Report online. Be sure to invite me to complete the counselor recommendation at cmarzluff@escambia.k12.fl.us.
7. **College Applications:**
 - a. Use the PHS course titles on your transcript when completing your applications.
 - b. Spell out and explain **ALL ACTIVITIES and ORGANIZATIONS** you choose to list. Realize your audience may have no idea what a particular group or team acronym stands for. Describe your job duties and roles as a member of that club or organization.
 - c. Provide **SPECIFIC DATES** for awards received and periods of membership in activities, teams, and organizations.

8. **Letters of Recommendation:**

- a. **Teacher Recommendations:** It is **YOUR RESPONSIBILITY** to provide your specific teacher(s) any necessary forms or guidelines for writing their recommendation(s). Request letters of recommendation from teachers **AS SOON AS POSSIBLE!** This gives your teachers ample time to develop a well-written letter that reflects your qualities, strengths, and illustrates why **you** are the best candidate for a specific college.
- b. **Guidance Counselor Recommendation:** If you would like me to complete a letter of recommendation for you, ensure that we have had a college meeting, you have provided me a list of colleges that require letters of recommendation with their deadlines, and submitted a senior profile sheet. My deadline for writing college letters of recommendation is **September 21.** Otherwise, **I require a minimum two-week advance notice** in order to provide you with a written recommendation – please let me know as early as possible!

9. **Transcripts:** Request transcripts from the IB Office with at least a **two-week advance notice** by completing the transcript request form.

10. **Writing Application Essays:** Writing a coherent, well-thought-out essay is essential to introducing yourself and setting yourself apart from other applicants. Proofreading your essay submissions is absolutely paramount! And remember to answer the essay prompt each time, you may need to write a new essay rather than recycle a previously written one! Utilize your parents, guardians, friends, teachers, and your college counselor (me!) to provide an extra set of eyes on your work. **DO NOT** write a resumé, rather, use your essay to highlight a unique achievement, a specific skill you possess, an activity you participated in, or to share a meaningful experience. The more unique the essay, the better!

11. **Financial Aid:**

- a. **Free Application for Federal Student Aid (FAFSA):** Students may begin submitting their FAFSA on October 1 at **<https://fafsa.ed.gov/>**.
- b. **CSS/Financial Aid Profile:** Students may begin filling out the CSS Profile beginning October 1; however, only select colleges require the CSS Profile to award financial aid.
<https://student.collegeboard.org/css-financial-aid-profile>
- c. **Florida Financial Aid:** Students may begin applying for the **Bright Futures Scholarships** on October 1. Please complete the Florida Financial Aid application at the following website:
<https://www.floridastudentfinancialaidsg.org>

12. **Your Contact Information:** Update your e-mail addresses and cell phone voicemails to an appropriate, professional-level standard when you provide them to colleges and universities. Ensure that your Facebook, instagram, twitter, snapchat, and personal webpages reflect the person the admissions board would want to admit to their campus.

Lastly, breathe and enjoy the college application process! The goal throughout this search is to find the best possible post-secondary option for **YOU!** I am here to help you along the journey. Be sure to continually review the specific admission requirements for each college or university and visit the school's website to preview the "Incoming Freshman Class Profile" to see how the newest class matches up with you, your interests, and your goals.

Sincerely,

Claudine L. Evangelista Marzluff
IB College Counselor

Name: _____

Student Number: _____

Senior Resume/Profile Sheet

This form assists your college counselor and teachers in writing your recommendations. The more specific details you can provide, the more thorough your recommendation will be. This form will also help you complete the entire college application process, especially in writing admission essays and preparing for interviews. Please type your responses on additional sheets of paper to give the most detailed and comprehensive information.

1. **School activities:** List the school-related activities you have participated in, your grade level, the amount of time per week spent on this activity, and your job duties and role(s) as a member of the school organization. Provide what you have gained or learned from each activity. Consider artistic, athletic, literary, community service, and student leadership positions.

Example: National Honor Society (11th -12th grade) – 1 hour per week

- Inductions Committee Member – Review new member applications, coordinate with NHS advisor and school administration for PHS NHS Induction Ceremony, and create ceremony program
- Learning Connections Tutor – Provide instructional support to fellow students and teach test-taking strategies to underclassmen

a. Which activity was the most important to you and why?

2. **Community Service Activities:** List volunteer service to include religious activities, hobbies, travel, music, art, and/or drama groups you participated in, the number of years, the amount of time spent per week, your position and job duties. Explain why each activity is/was significant to you.

Example: Special Olympics Volunteer (2010 – Present)

- Fall Festival Volunteer – Awarded medals to athletes and refereed volleyball matches (15 hours in October 2010 and October 2011)
- Polar Bear Plunge Fundraiser – Collected over \$1000 in donations for local Special Olympics affiliate (20 hours in January 2011)

a. Which activity was the most important to you and why?

3. **Employment/Internship/Job shadowing:** List jobs (paid and voluntary), describe your position, job duties, and provide hours per week.

Example: Denny's Restaurant in Pensacola, hostess (2010 – Present) – 15 hours per week

- Greet and welcome customers to restaurant
- Support staff by clearing and setting tables

4. Provide a list of awards and honors you have received (to include elected offices, academic, artistic, athletic achievements, etc.). Include a brief description of the award, date received, and why you were the recipient.

Example: Pensacola High School Science Fair (2009) – 2nd place for individual exhibit “Seed Growth”

5. Describe the academic accomplishment you are most proud of (a major paper, science experiment, artistic project, etc.) and describe why you take pride in it.

6. List your three most distinguishing or most admirable qualities. Explain how you exhibit these qualities in several sentences. I will use these answers to complete your common application.

7. Describe something unique about you.

8. Describe the biggest hardship you have overcome.

9. Provide an anecdotal/personal story that would let others know something about you as a person. (Consult with parents/guardians, coaches, friends if needed.)

10. How do you plan to become an active member of your college and the greater community? (Have you already reached out to specific college and community organizations? How will you use your interests to improve the world around you?)

11. What do you hope to accomplish in college and after college? Consider your career goals and your broader life goals.