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## **Worksheet 6: School Services Questionnaire**

1. Where is your guidance counseling department located? Is it open before or after school? When?
  
2. What is your guidance counselor's full name? Phone number? Email address?
  
3. On average, how many times will you meet with your counselor during the fall of your senior year? Will your parents be invited to attend?
  
4. What is the official name and address of your school?
  
5. What is the CEEB (identification) code for your school, which is used on test registrations and applications?
  
6. Does your school subscribe to Naviance or similar software?
  - A. If so, did you complete your first-time registration?
  - B. Which email address did you use to register? What is your password reminder?

7. What additional resources does your guidance department offer for college research? Personality assessments? Career quizzes?
  
8. Does your school provide a packet or guide to the college application process? Do you have one? If not, get one (or two)!
  
9. How does the guidance department inform you when college admissions officers hold informational meetings at your school (a.k.a. college visits)? How do you sign up to attend?
  
10. Does your school host a college fair during the school day? If so, when?
  
11. Does your school host a college fair at night for students and parents? If so, when?
  
12. Which form, if any, is available to request a letter of recommendation from one or two teachers of your choosing? Get two or three copies if you can!
  
13. Will your guidance counselor write his or her own letter of recommendation? Based on what information?

14. Who is available to proofread your college essay? Your English teacher? Guidance counselor? Advisor? Parent/guardian?
  
15. What is the unofficial deadline for having all of your application materials completed? Thanksgiving weekend? December 1st?
  
16. How do you request an official transcript to be sent to each college?
  
17. Which forms (attach blank copies) are required for submitting documents to the guidance department office? Brag sheet? Application-processing form? FERPA (privacy) waiver?
  
18. Who is responsible for sending/ mailing supplemental materials to individual colleges, such as letters of recommendation, essays, and activity sheets/resumes?
  
19. Who is responsible for sending *official* SAT, ACT, and SAT Subject Test scores to each college?
  
20. Does your school host Immediate Decision Days for local colleges, where you can meet with an admissions representative face to face to receive your decision?
  - A. If so, when are they scheduled? How do you sign up for them?
  - B. What are the standard requirements for acceptance?
  - C. In addition, what is required to prepare for this appointment?

21. Does your school host a financial-aid seminar for parents and students? If so, when?
  
22. Does your community offer scholarship opportunities to local students? If so, how do you receive notification and applications for these scholarships?
  
23. How does the guidance department inform students of additional scholarship opportunities? Is there a website? If so, please list the web address here.
  
24. How will you inform your counselor when you have received an acceptance, waitlist, deferral, or rejection decision?
  
25. How will you inform your guidance counselor of your final decision? And scholarships received?