



# **COLLEGE AND POST HIGH SCHOOL PLANNING GUIDE**

**2024-2025**



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## Introduction

Dear Seniors and Their Parents/Guardians:

Welcome to senior year! The vision of the Martin Luther Counseling Center is that future graduates will be people of integrity who take charge of their learning and choices beyond high school, live honestly, respect themselves and others, and do their part to create and cultivate a safe environment for all. Under this vision, the mission of the Martin Luther Counseling Center is:

1. In the effort to **walk alongside students as they recognize, understand, and refine their identities**, the counselors will befriend, support, and counsel students when issues arise that block their learning, whether from within school or without, by listening to the student about the issues, creating an understanding of who they are in those issues, and assisting the student in coming up with personal solutions to those issues.
2. In the effort to **advise students as they recognize, understand, and direct their purpose**, the counselors will set up and carry out a plan to help students reach their academic goals by regularly checking in on each student's progress, recognizing gaps in learning or places where a student excels; and creating a plan to help a student reach her/his highest potential.
3. In an effort to assist students in identifying, defining, and planning for their future vocations, the counselors will guide students in setting college/career goals, discussing classes that build the best transcript for each individual student, and providing a timeline and resources for easy research on possible colleges and careers.

Congratulations on getting this far! I cannot wait to see you walk across that stage in June!

Glad to be of assistance,

Ms. Tara Ciccione, MS, CAS  
High School Counselor

## College Planning Timeline: Senior Year

### SEPTEMBER

- Register for the in-school SAT with your HS Counselor.
- Set up a chart to help you keep track of college and scholarship applications and deadlines. It is important to keep organized and up-to-date with your applications or the process may overwhelm you later.
- Register to take the ACT or SAT if you have not done so or if you are not satisfied with your results from last year. Consider using a test prep software program or a practice book to help increase your chances of doing better.
- If you have not clarified your educational goals, needs, preferences and developed a preliminary list of colleges, do so now. Your counselor is available and happy to help with this!
- Reduce your preliminary college list to approximately 3 to 6 schools. Analyze the information and college application to see what is required and to learn all about due dates, especially if you are considering an early decision, which has a deadline of November 1 or November 15th. If this is the case, everything in October-December should be completed). You may be required to submit multiple pieces of information (standardized test scores, a transcript, an essay, application form, recommendations, and a financial aid application).
- Make sure your resume of activities, awards, and community involvement is updated in your Student Profile and that it is ready to be used.
- Schedule college visits and prepare a list of questions based on your priorities (majors/programs, location, sports teams, etc) and preferences (co-ed dorms, urban or rural, small or large institution, etc).
- Decide whom to ask for letters of recommendation and ask them now. Choose people who know you well, have had you as a student within the last two years, and can write effectively about your academic qualifications and personal qualities. When you ask, be sure to provide the person with a copy of your resume, any appropriate forms, and a stamped and addressed envelope. You cannot expect a person to recommend you without giving him/her adequate advance notice!

### OCTOBER

- Attend a financial aid workshop at Martin Luther High School.
- Attend college nights, college fairs, and open houses.
- Work on applications; request that transcripts get sent to the colleges to which you are applying. Mail your applications in as early as possible. Don't wait until the application deadline! Always make a copy of your application materials just in case they get lost.

- Be rested the night before and eat a good breakfast the morning of the first ACT/SAT test.
- Apply for scholarships/awards from local groups and organizations.

## NOVEMBER

- If essays are required for your application, be working on it and have at least a rough draft ready. Have your essay proofread by your English teacher and make any changes based on his/her suggestions and corrections.
- Make sure you have read through the application materials of the colleges you are interested in and know all important due dates.
- Attend financial aid workshops and seminars.
- Make sure you know which financial aid forms such as the Free Application for Federal Student Aid (FAFSA) your colleges require and the Tuition Assistance Program (TAP). Ask in the counseling office about how to secure these forms.
- Most Early Decision deadlines are on the 1st or 15th. If you are applying Early Decision it is a binding decision and means your intent is to go to that school. You must be sure that your GPA and test scores are what the college requires for admittance.

## DECEMBER

- FAFSA (Free Application for Federal Student Aid) opens December<sup>st</sup>. \*\*\*\*\* **Do not start filling this out until you have started applying to colleges- you will have to submit the names of the colleges to which you have applied to complete the form.** You will need to complete this form with a parent or guardian.
- SUNY recommends freshmen applicants apply by December 1st to maximize your chances for financial aid.
- Finalize your application essays. They must be typed or word-processed and free of errors.
- Check deadlines for state-government-sponsored student aid programs with your counselor and obtain the appropriate forms.
- Begin completing the parts of the FAFSA that you can. This process needs to be completed with your parents as it relies on their financial information.
- Provide your counselor with the appropriate forms if he/she is required to fill out a report on you for your application.
- Most Early Action deadlines are on the 1st and 15th. If you are applying Early Action it means your list of applications includes 1-3 schools that you are choosing from, This is not a binding decision. You must be sure that your GPA and test scores are what the college requires for admittance.

## **JANUARY**

- Send in your FAFSA as soon as you have submitted any applications.
- File a TAP application online.
- Notify the Counseling Office if you need a copy of your current transcript sent to any schools for a mid-year report.
- Make copies of all forms (application, financial aid, etc.) that you submit. Keep copies of ALL tax returns.
- Most private school deadlines are the 1st. DO NOT wait until December 31 to inform your counselor of your choice and need for transcripts or letters of recommendation.

## **FEBRUARY**

- CUNY Priority application deadline for fall is February 1<sup>st</sup>.
- Submit any last-minute college applications.
- Continue to explore local scholarship opportunities.
- Have you submitted your FAFSA form? Have your parents completed their portion of the form?

## **MARCH**

- Continue monitoring current scholarship opportunities.
- Look for college acceptance notices and check your financial aid status at your college or university.

## **APRIL**

- Most selective schools start to announce their decisions during this month. If you are accepted by more than one of your choices, make your final decision on which school is right for you. While others may assist you in this process, you must ultimately make the decision. Make sure you choose a college based on the factors that are important to you.
- Carefully review financial aid award notices from colleges. Your counselor can help you determine what aid you have received: scholarships, grants, subsidized loans, and unsubsidized loans. You can also call the college's Financial Aid Office if you have questions.
- When you have made your decision, send in housing and tuition deposits. Paying these deposits signals to a school that you have committed to attending that school. This needs to be done by May 1st. **Once you have paid your deposit you MUST inform your counselor of your final decision**

## **MAY**

- May 1<sup>st</sup> is Decision Day. Please celebrate with us by wearing a t-shirt or sweatshirt for the school to which you commit.

- As soon as possible after May 1, notify others who have also accepted you of your decision not to attend. Then, create an account on your school's website. This account will be where you will receive information on any deadlines and paperwork necessary to complete as a new student. This includes housing, registering for classes, medical forms, and parking requirements.
- If you have been offered financial aid, make sure you accept the offer as instructed by your award letter. Remember that financial aid must be reapplied for each year.

## **JUNE**

- Notify the Counseling Office to send your final transcript to the college, scholarships or awards you have received, and any changes to your admission status.
- Sit down with your parents or Guardian and establish a budget for the freshman year. Make sure to build in incidental costs such as: telephone bills and money for entertainment. Once on campus, stick to your budget!

## **College Decision Checklist**

Deciding which colleges to apply to, much less which to attend is a significant life choice that will affect you for years. You can use this list as a guide as you visit schools and complete the rest of the application process.

### **Priorities:**

#### **Admissions Requirements**

- At what schools do you have a high enough GPA, class ranking, and/or test scores to be admitted?
- Are SAT tests or other forms of entrance tests required?
- Are there any special course requirements needed in addition to a high school diploma (i.e., two years of college preparatory mathematics, etc.)?

#### **Academics**

- Which schools offer the programs you wish to enter? Programs are the general course of study like nursing, education, criminal justice, business, etc.
- Which schools offer the major(s) you are considering? Majors are the specific course of study like Pediatric Nursing, Elementary Education, Psychology, etc.
- Which schools offer the minor(s) you are considering? Minors are the secondary courses of study that support and inform your major like Biology, Psychology, or Sociology, etc.

- What kind of student–faculty ratio and typical class size are you looking for, and which schools offer them?
- Is the school accredited? This means that when you complete the program you are eligible to take a licensing examination if one is required, or receive a certificate granting you the right to practice your chosen career.
- Does the school have coursework/hands on experience which duplicates a real work environment? This hands-on-training enables you to get practical experience.

### **College Expenses and Financial Aid**

- How expensive a college can you afford to attend? (Consider tuition, room and board, and other expenses including the application fee and other deposits.)
- How readily available is financial aid through the schools you are considering? (Note: Although this is an important factor, don't rule out any school-based only on the cost. You may qualify for outside scholarships, loans, and/or grants that will help make it more affordable.)
- Are your college expenses covered by scholarships and grants (things you don't have to pay back), or supplemented by loans, both subsidized and unsubsidized, that you have to pay back after you graduate? Will you be able to pay them back once you have your degree?

### **Housing**

- Would you rather live on campus in a dorm or commute to school from home?
- Can you afford one over the other?
- Do they allow you to commute? Can you have a car on campus?

### **Preferences:**

#### **Location**

- How far away from home would you like to go to school? How will I get there?

#### **Size of College**

- Would you prefer to attend a school with a large enrollment (say, 30,000 students) or a small one (1,500), or something in the middle?
- How large would you like the physical size of the campus to be?

#### **Environment**

- Would you rather attend a community college or other 2-year institution, or a 4-year university?
- Do you prefer an urban school or a rural one?
- Is the location and size of the nearest city important to you?
- Do you prefer a co-ed or single-sex school?
- Does the school's religious affiliation make a difference to you?
- Would you like an in person, online or hybrid model?



### **Facilities**

- What type of academic and recreational facilities, activities, and teams would you like at the college you wish to attend?

### **Activities**

- What kinds of clubs and organizations do you want your college to offer?
- Can you play your sport at the college level? What division are the teams (e.g. D1, D2, or D3)? Are there intramural sports?

## **Selecting the Right College: Types of Schools**

### **Public versus Private:**

When applying to colleges, it is important to understand the difference between a public and a private institution. A public college or university is government-funded, and therefore less expensive. For a New York State resident, the least expensive public colleges are part of the State University of New York (SUNY) system or part of the The City Universities of New York (CUNY) system. Please note: If you attend a public college located outside of New York State, you will pay more tuition than someone who resides within that state, sometimes as much as private schools.

Private colleges are more expensive than public colleges because they receive less government/financial assistance. They are supported by your tuition and other private funding sources. However, sometimes private institutions offer more financial aid and scholarships than public colleges and universities.

### **School Choices:**

#### **Two-Year Community College/Junior College**

The Community College is a public institution offering a two-year or Associate's degree. Some of the majors lead to an Associate's degree which will allow you to seamlessly transfer to a four-year college. Other programs are career-focused. You will complete your basic graduation requirements in a two-year program.

A Junior College is a private institution offering two-year Associate degrees, many of which are career-specific.

#### **Four-Year College/University**

A student will graduate from a four-year college or university with a Bachelor of Arts (B.A.) or a Bachelor of Science (B.S.) Degree depending upon the major selected. Some students attend a community college first to complete the basic graduation requirements *at a lower cost* and then attend a four-year school to complete a degree

program. A four-year college may offer some graduate programs; those are degree programs beyond the Bachelors. Additional schooling for this degree is required. A university offers a vast array of graduate programs. Most professions, including law and medicine, require postgraduate degrees. The most advanced academic degree is called a Ph.D.

### **College Visits**

The best way to learn about a college is by visiting the campus. Ideally this should be done when school is in session as you can get a better idea of what a college is really like when students and faculty are there. Here are a few pointers as you plan these trips.

1. **Plan Ahead:** Early Fall and during school scheduled breaks are great times to start visiting colleges. Most schools provide tours and information sessions. Some offer or require interviews and will schedule overnight stays.
2. **Be Prepared:** Research each college prior to your visit and prepare some questions for your interviewer or tour guide.
3. **Make An Appointment:** Make an appointment well in advance of your planned visit to ensure that you can make the most of this opportunity. If you would like to see a coach or faculty member in an area of interest, mention this when you call, or contact the coach or faculty member directly.
4. **Be On Time:** This is a great opportunity to make a good first impression. Look up where you need to meet and how long it will take you to get there.
5. **Take Notes:** Keep track of the institutions you visit and note your impression immediately. Take a camera and take pictures. This will help you to distinguish the schools and keep them organized in your mind.
6. **Meet People:** Talk with students and professors. Eat at the dining hall or student union.
7. **Observe Everything:** Notice whether or not classrooms, the library, residence hall rooms, dining halls, and recreation areas are well-maintained, comfortable, and functional.
8. **Don't Wait:** Do not put off your college visits until it is too late. Try to make your visits before you apply so you can determine if you and the college are a good match.

### **Virtual Visits**

If you cannot or choose not to actually visit a campus, a lot of information can be obtained virtually. Attend online college fairs, open houses, etc.

## Alternatives to College

### Career, Vocational, and Business Schools:

For specific skill training in a particular occupation, you may wish to consider career, vocational or business schools. These schools are privately owned and offer a variety of relatively short-term training options. Your counselor can help guide you to schools where you can study everything from cosmetology to computer programming, as well as computer networking, court reporting, dental and medical assisting, and paralegal. A certificate of completion rather than a degree is the goal.

### Military Service:

The Armed Services is one of the major employers in the nation. It is also a major source of educational training and preparation for entry-level jobs. There are numerous job training opportunities in the military. Representatives from all the services are available to give you information about career training and/or educational opportunities. Recruiting officers from all branches of the Armed Services visit the high school regularly. You can also seek additional information by visiting the recruiting offices in your area. Please note: There are 4 military academies, and 6 military schools. If you want to begin your military service as an officer, this is the best way to go. The process for this begins sooner than the regular application process. ***Please inform your counselor prior to your junior year if you would like to enlist or attend one of the military schools.***

### Entering the workforce:

This is a valid plan for any student who does not know what he/she wants to study, or if the family's financial situation does not support further education. Some employment opportunities provide excellent on-the-job training which may give you valuable new skills for future career direction. If this is your choice, please let your counselor know. You will need to also offer proof that your parent or guardian is aware of and is willing to support this choice. Please follow these steps to make a plan:

1. Evaluate yourself, your abilities, values, and interests. Ask yourself the following questions: How do I feel about work? What work experience do I have? What courses did I like in school? What are my overall likes and dislikes? What are my hobbies? What kind of lifestyle do I want? Do I like to work with numbers, people, or things? What kind of job would I like to have in order to earn enough money? What has my high school experience prepared me to do?
2. Use available career resources to search out specific information about your possible career choice (i.e. any necessary training, expected earnings, advancement possibilities, projected employment outlook, and personal qualifications).

3. Arrange to spend time with people involved in your field of interest to watch them at work and to interview them.
4. Obtain a part-time job that will help you explore a career field and give you experience and training that will be useful in obtaining full-time employment after graduation.
5. Find out where to seek employment opportunities. Check newspapers, trade magazines, placement agencies, government employment services, training centers, school work programs, and civil service jobs posted in your local post office. Talk with your parents, relatives, and friends about possible job openings.
6. Prepare a resume.

## **The College Application**

### **What is included in a college application?**

#### **The Application**

The student is responsible for acquiring an application form from the college, completing it, and submitting it by the college's deadline. You might be asked for the following information:

- a. Personal and Educational Data (i.e. name, address, phone number, e-mail, citizenship/residency information, senior year schedule, standardized test scores)
- b. Honors and Awards
- c. Extracurricular, Personal, and Volunteer Activities
- d. Employment, Internships, and Summer Activities
- e. Essays, both short answer and longer personal essay
- f. Disciplinary information: Keep in mind your school counselor has an obligation to report any severe misconduct, suspensions, or expulsions to any program you apply.
- g. Application Fee
- h. Signature
- i. For certain majors, students might be required to audition or submit a portfolio of artistic work.

### **ACT, SAT Reasoning Test, and SAT Subject Test Scores**

Most colleges require that your official ACT or SAT scores be sent directly from the testing agency. You are responsible for requesting and sending your standardized test scores to each college to which you have applied. Both the SAT and ACT are widely accepted.

## **The Transcript**

A record of courses taken in grades 9 – 12 is sent to colleges, and training programs. In addition to grades and credits received, the transcript shows the student's grade point average (GPA) and ranking. Both of these at Martin Luther School are weighted, which means the College classes count more towards your GPA than your Honors classes. Your Honors classes count more towards your GPA than your Regular classes. Your Regular classes count more toward your GPA than classes like PE and Theology . With your transcript, the Counseling Center sends descriptions of special programs that appear on your transcript and a school profile which describes Martin Luther School.

## **The Counselor's Letter**

While it is true that colleges place primary importance on a student's academic program and grades received in high school, other factors are considered in the admissions process. A counselor's letter describes the student not only in terms of academics but also might include information on extracurricular involvement, personal interests, and future aspirations. Meet with your counselor early in the fall of the senior year to discuss this important letter.

## **Letters of Recommendation**

Colleges often require one or two teacher recommendations. One of these letters should come from Core Course (English, Social Studies, Math, or Science) teachers that have taught you in 11th and 12th grades. Read the instructions carefully on the college's requirements, as a recommendation from a teacher in a specific discipline may be required. Students must remember that recommendation writing is a very time consuming task and that it is important to give teachers advance notice and formally thank teachers for their help. Please follow these Guidelines for requesting recommendations:

1. Think about who knows you and can attest to the quality of your work. Request a letter of recommendation from a teacher in an academic subject who knows your strengths. That may be a teacher in whose class you've gotten top grades, but it could also be a teacher who knows how hard you've worked to get B's and C's.
2. You may also consider requesting a letter of recommendation from someone who knows you well outside of your academics. This could be a coach, employer, an adult co-worker, religious or youth-group leader, or an adult in the community with whom you have had positive contact.
3. Ask the person if they could write the letter of recommendation before you enter his/her name on the application! Remember, the person is doing you a favor on his/her own time. Ask him or her in person, and make sure you ask him/her at least one month before the application deadline. No teacher should have to recommend within less than a week's notice!

4. Submit information about yourself to your counselor before asking any teachers for recommendations. This form is required in the Counseling Center by the middle of October. **Remember, the deadline is the last possible date your application, complete with transcripts and letters of recommendation, may be received by the admissions office or scholarship committee, not the day you put it “in the mail”.**
5. Make sure you thank your teacher for writing the letter of recommendation. If you receive the scholarship or are admitted into the college they wrote the letter for, remember to let them know, and thank them again for their time and effort.

## **The Essay**

Most colleges and universities require essays from their applicants. The colleges are concerned about your maturity, motivation, reasoning power, and creativity. They also care about your ability to express ideas accurately and logically. The essay is the opportunity to take charge of the information the college receives and to provide information that does not appear in the rest of your application. It allows you to reveal intelligence, talent, sense of humor, enthusiasm, expressiveness, sincerity, and writing ability: traits that count in the admission evaluation. You will begin work on your essay during your junior year. During the first semester of your senior year, you will be required to complete this essay as part of your English class. Your counselor is collaborating with the English Department in order to make sure you are putting your best foot forward in the application process.

It is essential to write your own essay in your own language. You may ask someone to read it and make suggestions, but make sure that, in the end, it is YOUR essay. Please keep in mind the following points as you write this important essay:

1. Plan Ahead: Start writing the essay well before the application is due. You may be able to use the same essay for several different applications.
2. Understand The Topic And Directions: Make sure you directly address the questions asked by the college.
3. Be Prepared To Discuss Yourself: Develop a list of activities, travels, awards, honors, work experience, strengths and weaknesses, and traits you value. With any topic, find a way to make it personal. Make an impact with your writing. Write about something that no one else will write about; make it stand out to those who are reading it.
4. Write A Draft: Do not worry about where to begin – just start writing. Concentrate on ideas and creative expression.
5. Reorganize And Rewrite: After you have written the draft, leave it for a short time before coming back to review your work. Now polish your essay. Is it organized? Does it grab your attention? Is it too long? Look for clichés and

dullness. Is the essay focused on your theme? Make sure it is YOU! Rewrite as often as necessary.

6. Check Mechanics: No matter how creative or well-organized, every essay should be technically correct – with good grammar, spelling, punctuation, and a smooth style. Ask someone else to read it to pick up any errors you might miss.
7. Be Aware Of Deadlines: Be sure to submit your application on time! Late submission can sometimes mean an automatic rejection – and it leaves a bad impression. Take the time to prepare your essay and all parts of your application with the care they deserve.
8. Other Writing: Some colleges, besides the essay, may require supplemental writing. Please make sure to note this as you fill out your checklists for each college.

**\*\*Special Note:** While the essay is optional at some colleges, you should take advantage of the opportunity to send one. The additional information about yourself can often be advantageous.

As part of your English class, your teacher will share with you the annual Common App writing prompts. Here are a few other sample essay questions:

- Tell us about yourself, your values, interests, and educational objectives. Assess where you are now as you progress towards your long-term goals.
- Comment on an experience that helped you discern or define a value you hold.
- Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- Discuss some issue of personal, local, national, or international concern and its importance to you.
- Indicate a person who has had a significant influence on you, and describe that influence.
- A range of academic interests, personal perspectives, and life experiences adds much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community, or an encounter that demonstrated the importance of diversity to you.

### **The Common App:**

#### **What is the Common Application?**

The Common Application is a not-for-profit organization that serves students and member institutions by providing an admission application online that students may submit to any of its nearly 1,000 Common App member colleges. This is the easiest way to submit your applications since you are filling out the time-consuming information only once; and your counselor has easy access to upload all necessary documents and letters required as part of the application. It also gives you check-lists



and deadline alerts that make staying organized and on-top of the process easy. If you need help filling out this application, please see your counselor. Many of the private and public colleges you will apply to use this application. ***Note: Colleges in the CUNY system do not use the Common Application. Rather, the CUNY system has its own application much like the Common Application where you fill out one application for up to six different colleges within the numerous CUNY Colleges across the five boroughs.***

### **Why Use the Common App?**

Once completed online, copies of the Application for Undergraduate Admission can be sent to any number of participating colleges. The same is true of the School Report, Midyear Report, and Teacher Evaluation forms. This allows you to spend less time on the busywork of applying for admission, and more time on what's really important: college research, visits, essay writing, and senior year coursework.

### **Is it widely used?**

Absolutely! Millions of Common Applications are downloaded and accepted by member colleges each year. In addition, last year almost half a million applications were submitted via the Common App Online. At some point this year we anticipate our 2,000,000<sup>th</sup> application overall will be submitted.

### **Is it treated fairly?**

YES! Our college and university members have worked together over the past 30 years to develop the application. All members fully support its use and all give equal consideration to the Common Application and the college's own form. Many of our members use the Common Application as their only undergraduate admission application.

### **Where do I find it?**

The Common Application is available online. It is easiest to complete the application online at <http://www.commonapp.org>. **You must provide your school counselor's information as your "recommender".** This is the only way your documents can be submitted for the application by the deadline.

## **Testing For College Admissions**

Standardized tests are only one of the many factors colleges use in making admissions decisions. Such testing provides a reasonably accurate comparison of student performance on a nationwide basis. Students in all states take the same tests; their



scores should be comparable measures of achievement and ability. A brief description of the major tests and testing agencies follows:

### **THE PSAT/NMSQT**

The PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) is an October practice test for juniors designed to give you an idea of the procedures, questions, and scope of the SAT Reasoning Test. Detailed results are reported in a way that demonstrates students' strengths and weaknesses. This is the best way to prepare students for the SAT, as it is designed to be very similar to the SAT.

### **THE SAT Reasoning Test**

The SAT Reasoning Test is required or recommended by many colleges as part of the admissions process. The test measures critical reading, mathematical and writing skills. It is given at specified test centers throughout the school year. **Since this test assess how you think, there is no real studying for the test.** You can prepare for the test on-line or in SAT prep classes in order to become familiar with the types of questions you will see, and to brush up on test-taking and math skills. Martin Luther School administers the SAT once in October. **Students must register with the School Counselor in September.**

### **The American College Testing (ACT)**

The ACT is a college entrance examination that tests your subject knowledge of English, Mathematics, Reading and Science. There is also a writing portion. Since this test assesses what you know, it is important to study the subject areas covered on this exam. The ACT sometimes satisfies a college's request for both SAT Reasoning and Subject Tests. Students must register on-line at [act.org](http://act.org).

**Please Note:** Be sure to comply with registration instructions and deadlines. Failure to meet deadlines will result in a late fee or missed test opportunity.

### **The SAT and ACT For Students with Disabilities & Test Modifications**

Students who seek to take either the SAT or ACT with test modifications must be declared "ELIGIBLE" to take either exam by the sponsoring testing service. Forms requesting accommodations for the SAT and/or ACT are available through your school counselor and must be processed well in advance of the testing date.

**READ THIS IMPORTANT MESSAGE!**

The College Board and ACT make the final approval on which, if any test modifications will be provided for the SAT or ACT exam. The College Board and ACT do not guarantee that all test modifications indicated on a student's I.E.P. or Section 504 Plan will be granted. More information is available at:

<http://www.accommodations.collegeboard.org> and/or <http://www.act.org>

For ACT you will search requesting accommodations.

**Students with Disabilities**

Know all there is to know about your learning disability and how it has affected your learning style so that you will choose the college that best suits your needs. College admission testing is required for most colleges. The SAT Reasoning Test, SAT Subject Tests and ACT are the most commonly accepted tests and they are all available with test accommodations if you are deemed eligible by the test agency. There are additional forms to file with the test agencies. It is your responsibility to make sure that all of the registration materials are complete and submitted on time. Just because you have an IEP does not necessarily mean that you have to take standardized tests with accommodations, nor does it mean you will be eligible for accommodations. Some colleges will require a copy of your most recent IEP and/or psychological test results. Be sure that this information is up to date.

Some courses provide LD programs, services, and/or accommodations. To get a clear picture of the programs in which you are interested, you'll need to ask specific questions of the LD program coordinator or admissions officer. Here are some questions:

- What kind of program is available?
- Is it a tutorial program or are there comprehensive disability services?
- Will I have an advisor from the LD program to assist me with my specific needs?
- I have been able to address my disability through services at my high school. How will your program assist me in continuing my success?
- Is there a separate application for the LD program?
- What, if any, are the additional costs for the program or services?
- How large are your classes?
- Are there tutors available for all the subjects I will be taking?
- Will I be provided with the materials (books on tape, readers, writers, etc.) I will need in order to succeed?
- Are there opportunities for LD students to pre-register, take a reduced course load and/or take a pre-college summer session?

## ACT & SAT Score Comparison Chart

ACT	SAT CRITICAL WRITING+MATH+WRITING	SAT CRITICAL READING + MATH
36	2400	1600
35	2340	1550
34	2260	1520
33	2190	1470
32	2130	1420
31	2040	1360
30	1980	1340
29	1920	1300
28	1860	1260
27	1820	1220
26	1760	1180
25	1700	1140
24	1650	1110
23	1590	1070
22	1530	1030
21	1500	990
20	1410	950
19	1350	910
18	1290	870
17	1210	830
16	1140	790
15	1060	740
14	1000	690
13	900	640
12	780	590
11	750	550

## **Special Talents**

Do you have a special interest, talent, or unique ability? Will your athletic, artistic or musical talents help you qualify for scholarships or special admissions considerations? Many colleges and universities offer opportunities for a very select number of talented individuals. Students interested in investigating such opportunities will need to take additional steps in the admissions process.

### **Athletics**

#### **NCAA Clearinghouse**

The National Collegiate Athletic Association (NCAA) is a governing body for around 1,200 schools. It governs three divisions (Division I, II, and III) and oversees 23 sports. Divisions I and II both offer athletics scholarships, however, Division III student-athletes can only receive academic or non-athletic scholarships.

The NCAA requires students interested in playing intercollegiate sports to apply for certification of athletic eligibility. The form and The NCAA Guide for the College Bound Student-Athlete, a publication which explains the rules and regulations that govern recruiting eligibility and financial aid, are available online at [www.ncaa.org](http://www.ncaa.org).

1. Register online at [web3.ncaa.org](http://web3.ncaa.org). There is a registration fee.
2. In January 2023, NCAA Divisions I and II adopted legislation to remove standardized test scores from initial-eligibility requirements.

#### **NAIA Clearinghouse**

The National Association of Intercollegiate Athletics (NAIA) consists of 250 schools. It includes two divisions (Division I and II) and oversees 13 sports. PlayNAIA is the official clearinghouse for NAIA eligibility and helps future student-athletes discover and connect with NAIA schools, coaches and athletic scholarships. Every student-athlete must register with the NAIA Eligibility Center to play sports at an NAIA college or university.

1. Register online at [play.mynai.org](http://play.mynai.org). There is a registration fee.

**\*\*** In addition to filing the appropriate forms with the NCAA/NAIA Clearinghouse, students should prepare an athletic profile or resume and an initial letter of interest to send to college coaches.

## **Art**

If you are artistically talented and plan on furthering your training as a visual artist, it is important for you to begin preparing for your future early in your high school career. Professional colleges of art and liberal arts colleges often require a portfolio which is a collection of artwork. The admissions staff will assess your skill level and prior training. Your portfolio will represent your development, interests, and strengths and should include several elements.

## **Music**

If you are musically talented and plan on furthering your training as a musician, it is important for you to begin planning early in your high school career. If you plan to major in music, it is very likely the schools you apply to will require an audition. Along with your application you may have to send a musical supplement, a disc, and letters of recommendation.

Your resume will look a bit different than a resume for a career outside of the fine arts. It is called a CV (“curriculum vitae” which means basically “course of life”). It needs to include past exhibits, shows, or “gigs” for which you may have prepared works or for which you have performed. It can also include internships, programs, and intensives or workshops you may have been a part of. It can also include references or links to books or articles you have written or videos of performances.

## **Financial Aid**

Many families are understandably concerned about meeting rising college costs. Any candidate for admission to college should apply for financial aid if his or her family feels that they might not have the ability to pay the entire cost. Those interested in financial aid should be aware of the three primary forms:

1. The Free Application for Federal Student Aid (FAFSA): must be filed online as early as possible after October 1, but not before any applications have been submitted. The website for this application is <https://studentaid.gov>
2. The Tuition Assistance Program (TAP): must be completed if you are applying for a New York State school. Check for deadlines on the site: <https://www.hesc.ny.gov>
3. The College Scholarship Service PROFILE Application (CSS): required by some colleges as a supplementary form. Registration forms should be filed online in the fall.

4. Institutional forms: many private colleges also require the submission of their own form.

On all of these forms, key income and expense items are based on the 1040 income tax form. Early in their senior year students should be sure to know financial aid deadlines and the proper forms to use for each college they are considering. The Counseling Department sponsors a financial aid workshop for parents and students in the fall.

There are two primary categories of financial aid:

1. Need based: based upon the difference between the cost-of attendance and the family's ability to pay.
2. Merit-based: generally given to students in recognition of special skills, talent, and/or academic ability.

Financial aid is derived primarily from four sources:

1. Institutional - provided and controlled by the institution.
2. Private - derived from community organizations, foundations, professional associations, corporations and commercial lending institutions.
3. State - usually administered through a state agency and includes grants, scholarships, loans and work-study.
4. Federal - the federal government is the largest single source of student financial aid funds. Its programs include Pell Grants, Perkins Loans, College Work-Study, and Supplemental Educational Opportunity Grants (SEOG), Stafford Loans, PLUS Loans, and State Student Incentive Grants. Funds for these programs are appropriated annually by Congress.

Financial aid is awarded in five different forms:

1. Scholarships: These are need or merit-based awards that do not need to be repaid. Congrats if your financial aid package is funded with more of these!!
2. Grants: These are generally need-based awards that do not need to be repaid. This may also include work-study, which is a need-based method of paying your bill while providing a paid service to the school. Always include your willingness to have this on your application.
3. Subsidized loans: These are loans that generally come from federally funded programs. They need to be repaid, and generally begin repayment six months after graduation. No interest is charged until the time of repayment begins.
4. Unsubsidized loans: These are loans that generally come from private banking institutions. They need to be repaid, and interest accrues while you are in school. Once you graduate, you will receive a bill for the interest payment, unless you pay it on a regular basis during school.

5. Parent loans: These are loans that generally come from either a federally funded program or through a private banking institution. It is included in your award if the salary number from your parents falls below the expected amount of the family contribution total. It is also included to help with added expenses like: health insurance fees, transportation fees, or other fees not included in tuition, room, or board.

## **Scholarship Opportunities**

A wide variety of scholarship opportunities are available to students. Specific details and applications can be obtained through the MLS counselor's office. The awards are based on need and other qualifications specified by the donor organizations.

## **Definition of Need**

Simply defined, financial need is the difference between what it will cost a student to attend a college and the amount the family can contribute towards the student's education as determined by the federal government and/or each college's financial aid office. The family's income, assets, debts, family size, and extenuating circumstances are all taken into consideration in determining financial need. Parents with special or unusual circumstances may wish to discuss their situation with the financial aid officer at the colleges in which their daughters/sons are interested.

## **Glossary**

The definitions given here are terms commonly used by college admissions officers and high school counselors to describe college programs, admission procedures and financial aid policies.

**Advanced Placement (AP):** A college-level high school course that may allow a student to earn college credit and/or be exempt from certain introductory college courses. Examination results form the basis for credit and placement.

**American College Testing Program (ACT):** A test battery of the American College Testing Program, it includes tests in English usage, mathematics usage, social studies reading and natural sciences reading.

**Associate Degree:** The degree given for completing a two-year college program.

**Bachelor's Degree:** The degree given for completing a four-year college program.

**Candidate's Reply Date:** It is generally agreed that students who have been accepted must notify the college of their intent to enroll by May 1st.

**City University of New York (CUNY):** These are four-year colleges and two-year colleges comprising the public institution of higher education in New York City.

**College Entrance Examination Board (CEEB):** More popularly known as The College Board, this organization, made up of colleges, schools, and educational organizations provides tests and educational services for schools and colleges. The College Board sponsors the SAT Reasoning Test and SAT Subject Test.

**College Scholarship Service (CSS):** A College Board organization that analyzes a family's ability to pay for college expenses based on information supplied by the family in the Profile.

**College Work-Study:** A federally sponsored program that provides jobs for students with demonstrated need. It is usually part of the financial aid package awarded by a college.

**Common Application:** The standard application form accepted by all colleges that are members of the Common Application Association. You can fill out this application once and submit it to any one — or several — of the nearly 1,000 colleges that accept it.

**Cooperative Education:** A college program including periods of study and paid employment. Graduates have the advantage of practical experience when they apply for a job.

**Early Decision/Early Action:** A plan by which a senior, sure of the college he/she wants to attend, files an application early in the senior year. Notification of the college's decision is made earlier than regular decision applicants. Early decision is a **binding**



commitment indicating that a student will attend that college. Early action is non-binding. A student may apply to no more than 4 schools this way. A student may only apply to one school Early Decision, with only one other completed application as a Plan B.

**Expected Family Contribution (EFC):** The Expected Family Contribution (EFC) is a measure of your family's financial strength and is calculated according to a formula established by law. Your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula. Also considered are your family size and the number of family members who will attend college or career school during the year.

**Free Application for Federal Student Aid (FAFSA):** This is the document that must be filled out by the student and his/her family to be considered for Federal Financial Aid. There is no processing fee for filing this application. The information you report on your Free Application for Federal Student Aid (FAFSA) is used to calculate your EFC. Schools use the EFC to determine your federal student aid eligibility and financial aid award.

**Parent Loans For Undergraduate Students (PLUS):** A federal program that lets parents borrow for their children's college expenses from banks.

**Pell Grant:** A federally sponsored program providing grants based on need to undergraduate students. Apply by completing the FAFSA.

**Perkins Loan:** A federally funded program, administered by the colleges, provides loans for college study for students who have demonstrated need. Application is made by completing the FAFSA. Repayment begins upon completion of the student's education.

**Profile:** The document filled out by the family of an applicant for financial aid and sent to the CSS which uses this information to estimate how much money a family can contribute toward college expenses. This form is not required by all schools. If there are questions, students must check with college financial aid offices to determine appropriate financial aid forms.

**Rolling Admissions:** The procedure used by many colleges for considering each student's application as soon as a complete application package is received. An admissions decision is then made without waiting until early spring.

**SAT Reasoning Test:** The SAT Reasoning Test measures verbal, mathematical and writing abilities. A critical reading section has sentence completion and 36 passage-based questions. The mathematics section is based on the math that college-bound students typically learn during their first three years of high school. The writing section has multiple-choice questions and a written essay.

**Stafford Loan Program:** A federal-state program that lets students borrow money for college expenses directly from banks. Favorable interest rates exist with repayment deferred until graduation or termination of studies. Applications are available from participating banks.

**State University of New York (SUNY):** The four-year university and college centers, two-year agricultural and technical colleges and community colleges comprising the public institution of higher education in New York State.

**Student Aid Report (SAR):** This is the form returned to the student approximately 4 weeks after the FAFSA has been filed. The SAR contains a summary of the information provided on the FAFSA as well as an Expected Family Contribution number.

**Federal Supplemental Educational Opportunity Grants (FSEOG):** A federal program administered by colleges providing financial assistance based on exceptional need. Application is made by completing the FAFSA.

**Transcript:** The official record of your course work at a school or college. Your high school transcript is usually required for college admission and for some financial aid packages.

**Tuition Assistance Plan (TAP):** A state financial assistance program for residents of New York State attending college in New York State. Grants are dependent upon family income and college costs.

## Appendix A: Sample Resume



📞 123-456-7891

✉ janedoe@martinluthernyc.org

📍 1234 Maspeth Ave,  
Maspeth NY, 11378

### EDUCATION

#### Martin Luther School

2021- current  
expected graduation- June 2025

### EXPERTISE

- Reliable, responsible and overall positive attitude.
- Strong customer service skills, team player and great at completing job tasks.
- Fluent in reading, writing, and speaking both English and Spanish.
- Excel at multi-tasking in a fast-paced environment, self-starter and detail-oriented.
- Strong analytical, math and writing skills.

### LANGUAGE

English

Spanish

## JANE DOE

Licensed Eyelash Technician & Student

### ABOUT ME

- Dedicated high school student athlete senior and licensed eyelash technician seeking a position within the sports industry. Offering exceptional customer service abilities, a solid work ethic, and a love of teamwork. committed to ensuring the highest level of client satisfaction through teamwork with a varied workforce. actively looking for chances to build new talents, gain useful experience, and give something back to a credible sports organization.

### WORK EXPERIENCE

June 2019- July 2023

El Rincon De Macon | 522 Nostrand Ave, Brooklyn New York

#### Cashier / Assistant manager

- Answered and prepared phone deliveries in a professional and timely manner.
- Collect payments whether in cash, credit and or apple pay.
- Reordered and restocked restaurant inventory.
- Cleaned and Organized around the restaurant including displays and checkout area.
- Trained new employees on required job tasks and making sure they followed Food Health Department requirements.
- Completed closing out drawer at the end of shift for day and night drops.
- Prepared weekly schedule for entire front and kitchen staff.
- Resolved customer complaints in a professional manner while maintaining customer satisfaction.

August 2023- current

Ground Support Services | 69-65 Yellowstone Blvd, Queens New York

#### Conierge

- Greet and welcome residents coming in and out the building
- Receiving , scanning and handing in packages to residents
- Securing building , cameras and premises at all times
- Cleaning around the building when necessary
- Resolved residents complaints and needs while maintaining resident satisfaction
- Opened up the building during the morning shifts .

#### Volunteer work & extracurricular

- Volunteered at the legacy center in middle village Queens New York
- An active volunteer at school events like, fundraisers, open houses, sporting events, pep rallies etc.
- Tutored children in reading, writing, and math from ages 5-15 years old.
- Helped officiate and personally participated in USCF chess tournaments around the United States.
- Apart of student council , Varsity Basketball team (3 years) , Varsity volleyball team (3 years), Varsity Softball 2020-Current.

### REFERENCES

Tara Ciccione

School Counselor

Phone: 718-894-4000

Email : tciccione@martinluthernyc.org

Charles Ciccione

Teacher

Phone: 718-894-4000

Email : cciccione@martinluthernyc.org

## Appendix B: Password/Username Tracker

\*\*When you register for FAFSA, scholarships, SAT or ACT, Common App, NCAA/NAIA Clearinghouse, and various college online applications, please remember to save your username and password! Here's a worksheet for you to use to make it easy to keep track:

<b><u>Name of Organization:</u></b>	<b><u>Username:</u></b>	<b><u>Password:</u></b>
FAFSA- <a href="https://studentaid.gov">https://studentaid.gov</a>		
<a href="http://www.collegeboard.com">www.collegeboard.com</a>		
<a href="http://www.act.org">www.act.org</a>		
<a href="http://www.commonapp.org">www.commonapp.org</a>		
<a href="http://www.cuny.edu/apply">www.cuny.edu/apply</a>		
<a href="http://www.suny.edu/attend/apply-to-sunv/">www.suny.edu/attend/apply-to-sunv/</a>		
NCAA Clearinghouse- <a href="https://web3.ncaa.org/ecwr3/">https://web3.ncaa.org/ecwr3/</a>		
NAIA Clearinghouse- <a href="https://play.mynaia.org/">https://play.mynaia.org/</a>		

## Appendix C: Senior College Checklist

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

☐ Have you written your essay?

☐ Have you applied? If so, where?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

☐ Have you filled out your FAFSA?

☐ Did you tell us to send a transcript?

☐ Did you ask for letters of recommendation? How are they being sent?

☐ Mail

☐ Electronically

☐ Have you taken the SAT ☐ ACT ☐ TOFEL

☐ Have you sent SAT/ACT scores to the colleges you applied?

CUNY- 2950

☐ Are you up to date on deadlines?

☐ Do you need a Counselor's report sent? If so, have you submitted that to the guidance office?

☐ Did you decide on which school you are attending?

School Attending: \_\_\_\_\_

Scholarships Received: \_\_\_\_\_

Did you tell the School Counselor which school you are attending?

# Application Processing CUNY Form

**Martin Luther High School CEEB Code: 33607**

This form **MUST** be completed and attached to **EACH** application submitted for processing. This form **MUST** also be submitted with an internet application in order for guidance to be made aware that you applied and that a transcript needs to be sent.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Application Due Date: \_\_\_\_\_

Early Decision: Yes or No (Circle your answer)

Early Action: Yes or No (Circle your answer)

## Cuny Schools

Baruch	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe	<input type="checkbox"/>	Medgar	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe
City College	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe	<input type="checkbox"/>	Queens	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe
City Tech	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe	<input type="checkbox"/>	SPS	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe
CSI	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe	<input type="checkbox"/>	York	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe
Hostos	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe	<input type="checkbox"/>	BCC	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe
Hunter	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe	<input type="checkbox"/>	Guttman	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe
John Jay	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe	<input type="checkbox"/>	KCC	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe
Lehman	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe	<input type="checkbox"/>	LGCC	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe
Macaulay	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe	<input type="checkbox"/>	QCC	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maybe

PLEASE CHECK ALL THAT APPLY:

1.	I have submitted my application <b>ONLINE</b> ON (DATE)	
2.	I used the Common Application	
3.	I have enclosed a counselor/secondary school report (If required)	
4.	I have enclosed my essay if required by college	
5.	Application Fee (If required)	

## Teacher Recommendation:


RELEASE: I have completed this form and authorize the Guidance Dept. to have the following requested information sent to the college(s) listed above. I understand that I am responsible for contacting College Board (ETS) or ACT to have standardized test scores (e.g., SAT Reasoning Test, SAT Subject Test, and ACT) sent to college.

STUDENT SIGNATURE: \_\_\_\_\_

# Application Processing SUNY Form

**Martin Luther High School CEEB Code: 33607**

This form **MUST** be completed and attached to **EACH** application submitted for processing. This form **MUST** also be submitted with an internet application in order for guidance to be made aware that you applied and that a transcript needs to be sent.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Application Due Date: \_\_\_\_\_

Early Decision: Yes or No (Circle your answer)

Early Action: Yes or No (Circle your answer)

## SUNY Schools

--	--	--	--

## Private Schools

School		School	
Address		Address	
City and State		City and State	
Zip/Postal Code		Zip/Postal Code	
Phone Number		Phone Number	

PLEASE CHECK ALL THAT APPLY:

1.	I have submitted my application <b>ONLINE</b> ON (DATE)	
2.	I used the Common Application	
3.	I have enclosed a counselor/secondary school report (If required)	
4.	I have enclosed my essay if required by college	
5.	Application Fee (If required)	

## **Teacher Recommendation:**


RELEASE: I have completed this form and authorize the Guidance Dept. to have the following requested information sent to the college(s) listed above. I understand that I am responsible for contacting College Board (ETS) or ACT to have standardized test scores (e.g., SAT Reasoning Test, SAT Subject Test, and ACT) sent to college.

STUDENT SIGNATURE: \_\_\_\_\_

## Letter of Recommendation Information Sheet

Name: \_\_\_\_\_

Who/What is the recommendation for?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Do you want the recommendation mailed to this address? Yes or No

\* If you have a sheet that describes what is needed in the recommendation, please attach.

GPA: \_\_\_\_\_

SATS Scores: \_\_\_\_\_

Composite: \_\_\_\_\_

ERW: \_\_\_\_\_

Math: \_\_\_\_\_

Volunteer Experience & Work Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Activities/Leadership Roles:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Awards & Honors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Future Goals & Aspirations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal Characteristics & Strengths/Weaknesses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Martin Luther School  
6002 Maspeth Ave,  
Maspeth, NY 11378  
718-894-4000  
[www.martinluthernyc.org](http://www.martinluthernyc.org)