

# Leesville Road High School Planning Guide Class of 2010



Welcome Back Class of 2010. The Student Services Staff hopes you have a great senior year. Please use this Guide as a reference to assist with planning for your senior year. Listed below is the Student Services staff for 2009-2010.

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## GRADUATION REQUIREMENTS

1. Requirements are listed on the school's website under the Student Services Section.
2. Counselors are reviewing Senior Transcripts to make sure you are in the classes you need to graduate.
3. Graduation Requirements are ultimately your responsibility. If you have questions, make an appt. to see your counselor.

## NC SCHOLARS REQUIREMENTS

1. If you meet the following requirements you will receive a special seal on your diploma:  
 4 Credits of English; 4 Credits of Math (Alg. I, Geo., Alg. II, and a math beyond Alg. II); 3 Credits of Science, Biology, Earth, Chemistry or Physics; 3 Social Studies Credits, World History, Civics and Econ, US History; 1 Credit of Healthful Living; 2 Credits of a second language; 1 Credit of Career/Tech Class; 1 Credit in the Arts; 5 Electives, two of which must be second level or advanced classes; 3.5 Unweighted GPA at the end of the third grading period.

## SENIOR CONFERENCES

1. Each senior will have a conference with their assigned counselor.
2. In this conference the counselor will discuss credits, testing, and your plans for after high school, applying to college and address other questions you may have.
3. These conferences will start after the 20th day of school which is September 22. (Official Rank cannot be done until the 20th day of school)
4. If you have questions, prior to your meeting, come to Student Services and make an appointment.

## TRANSCRIPTS

1. You have received an unofficial copy of your transcript with this guide. Look over it for errors or mistakes. If you find an error, bring it to the Student Services Office by September 18.
2. If you are new to Leesville and went to a high school outside of Wake County last year, your transcript has not yet been evaluated and there will be no classes listed.
3. **Transcripts are not OFFICIAL until after the 20<sup>th</sup> day of school, September 22.**
4. Transcripts have to be mailed directly from the school or sent electronically by the student to a college, university or scholarship competition in order to be official. **Official transcripts cannot be given to parents or students.** Please reference page 27 of the Wake County High School Planning Guide for this policy. This guide can be found on Leesville's website, under the Student Services Section.



## **SENDING TRANSCRIPTS/COUNSELOR STATEMENTS/TEST SCORES**

### **Transcripts for Colleges, Universities & Community Colleges INSIDE North Carolina**

If a student is applying to a college, university or community college in North Carolina, the transcript **MUST** be sent electronically by the student through the College Foundation of North Carolina Website, [www.cfnc.org](http://www.cfnc.org). The Leesville Students Services Office and registrar will no longer be mailing transcripts for students to any North Carolina colleges, universities, or community colleges. Students do NOT need to complete a release of records form for their transcript to be sent by CFNC to any college in NC. Instructions on sending your transcript through CFNC are listed below:

1. Launch a web browser and go to [www.cfnc.org](http://www.cfnc.org).
2. Click on the "Student Planner" tab and then click on the [High School Planner](#) link and log in to your CFNC account using your CFNC username and password. If you do not have a CFNC account, you will need to create one by clicking on the **New User** button.
3. Once logged in, click on the [Get Started with High School Planner](#) link.
4. Verify that the following information in your Student Planner / Personal Information section is correct: First and Last Name, Gender, Date of Birth, NCWise ID, E-mail Address (if the transcript cannot be delivered, an email will be sent to this email address), Current High School.
5. Make sure to click the SAVE button at the bottom of the screen if you make any changes in the High School Planner.
6. Click on the "My CFNC" tab and then click on the "My Transcripts" link:
7. Click on the **Go to Transcript Manager** button.
8. Select the college or university you wish to send an electronic transcript to from the select list.
9. Click on the **Send my Transcript** button. A transaction ID will be issued for each request for tracking purposes.
10. Go to the "My CFNC" tab, then click on My Transcripts to track the process of each transcript within the CFNC Transcript Manager
11. If, for some reason, your transcript cannot be processed, you will see that it has been canceled and you will receive an email to the email account specified in the Student Planner. You can verify the information on the CFNC Student Planner / Personal Information section – make sure you entered your correct NCWISE ID, and your name as it appears in the NCWISE system.

### **Transcripts for Colleges, Universities & Community Colleges OUTSIDE of North Carolina and Transcripts for Scholarship Competitions or other agencies.**

1. Obtain and complete an "Authorization for Release of Records Form" (Transcript Release Form). This form is available on the Leesville website, [www.leesville.org](http://www.leesville.org) under the Forms section on the main page, or can be picked up in the Student Services Office.
2. Make certain that all sections of the form are completed with correct identifying information at the top of the page as well as the names and addresses of school, agencies or organizations you wish to receive the transcript.
3. A parent or guardian must sign the transcript request form if the student is under 18 years of age.
4. **Allow five school days for the transcript request to be processed and mailed.**
5. A student may send three transcripts without a charge. There is also no charge for mid-year and final transcripts to be sent. Currently there is a \$3.00 charge for each additional transcript that needs to be sent. This fee may be raised later in the school year by Wake County. Payments should be made to the school registrar. Checks should be made out to Leesville Road High School.

### **Colleges or Universities that use an on-line "Common Application"**

1. Many Colleges and Universities outside of North Carolina use a Common Application that can be filled out on-line by students.
2. Often this includes the option of sending the counselor an electronic counselor statement via email for the counselor to complete on-line and also attach a transcript and school profile electronically.
3. Students may utilize this service but they will ALSO need to follow the procedures listed above on sending transcripts in order for their transcript to be official, whether this is for a college inside or outside of North Carolina.

### **Sending Test Scores to Colleges or Universities**

1. In order for test scores (SAT, ACT) to be official, **they must be sent directly to the college from the College Board office for the SAT, [www.collegeboard.com](http://www.collegeboard.com) or the American College Testing Office for the ACT, [www.actstudent.org](http://www.actstudent.org).**
2. LRHS will not be sending any test scores to college or universities.

### **Sending Transcripts to the NCAA for Athletic Eligibility**

1. Go to <https://web1.ncaa.org/eligibilitycenter/common/> and follow the instructions.
2. Students will be prompted to print a document that they will need to bring to the Student Services office.
3. They must then follow the procedures listed above under "Transcripts for Colleges, Universities & Community Colleges OUTSIDE of North Carolina and Transcripts for Scholarship Competitions or other agencies."

## Counselor Statements for College Applications for schools inside and outside of North Carolina

❖ The schools in North Carolina that require Counselor Statements are listed on the last two pages of this guide.

If a student's college application includes a counselor statement that has to be completed, students should do the following:

1. Obtain and complete an "Authorization for Release of Records Form" (Transcript Release Form). This form is available on the Leesville website, [www.leesville.org](http://www.leesville.org) under the Forms section on the main page, or can be picked up in the Student Services Office.
2. Make certain that all sections of the form are completed with correct identifying information at the top of the page as well as the names and addresses of school, agencies or organizations you wish to receive the transcript.
3. Attach the Counselor Statement page to the Transcript Release Form. Students should make sure to complete all of the student section on the Counselor Statement before submitting the forms.
4. The student should submit all forms to the Student Services Office.
5. If the Counselor Statement is for a college or university in North Carolina, only the Counselor Statement will be sent by the school. The transcript has to be sent by the student through the CFNC website. If the college or university is outside of North Carolina, a transcript will be sent with the Counselor Statement.
6. **Allow five school days for the Counselor Statement request to be processed and mailed.**
7. A student may send three Counselor Statements without a charge. Currently there is a \$3.00 fee for each additional Counselor Statement that needs to be sent. This fee may be raised later in the school year by Wake County. Payments should be made to the school registrar. Checks should be made out to Leesville Road High School.



### COLLEGE ADMISSIONS OPTIONS

1. **Early Action** is an admissions procedure to notify student of early admissions to the college. Students are not obligated to accept the college's offer of admission.
2. **Early Decision** is a plan under which candidates may submit credentials early to one college, usually by October 15 of the senior year. Applicants are notified of their status by December. As part of an early decision plan, students are required to sign a statement agreeing to accept the college's offer of admission and must only apply to one school as Early Decision. Students must withdraw applications from other colleges if accepted under early decision.
3. **Regular Admission** is the plan under which candidates submit credentials during November to February, depending on school deadlines. Check the deadlines for each individual school.
4. **Rolling Admission** is the plan under which candidates submit credentials at their convenience through a certain date, usually late in the year. They receive an offer of acceptance or denial within four to six weeks.
5. **Onsite Admission** is an admissions option in which colleges visit students at the high school and make admissions determination during a scheduled appointment with the student.

### COLLEGE ADMISSIONS KEYWORDS

1. **Offer of Conditional Acceptance** is acceptance to a college provided candidates maintain academic performance throughout the year. A college can withdraw its offer if grades fall significantly or if a student is involved in an activity that results in disciplinary action by the school or law enforcement.
2. **Denial** is a final decision by the college to not offer admission. Students who are denied can apply again after completing at least a semester of college coursework.
3. **Deferment** is a delay of admissions decision until a later time. Many competitive schools will defer fall applications to the spring in order to receive additional grades and other information.
4. **Waitlisting** occurs after the regular admissions process is complete. There is no guarantee a college will go to the waitlist, or where students rank on the waitlist. Students on a waitlist for one college should plan to attend another college and then reconsider if offered admission at a later time.

## **COLLEGE PLANNING WEBSITES**

1. College Foundation of North Carolina [www.cfnc.org](http://www.cfnc.org)
2. Collegeboard [www.collegeboard.com](http://www.collegeboard.com)
3. American College Testing Site [www.actstudent.org](http://www.actstudent.org)



## **FINANCIAL AID INFORMATION**

Each WCPSS high school has a financial aid advisor available to help parents and students navigate the financial aid process. The financial aid advisor is available every Thursday starting in October.

### **APPLYING FOR FINANCIAL AID**

All students applying for any federal financial aid must file the FAFSA form. The FAFSA is the only application students must complete to be considered for all federal financial aid. You can access this form online at <http://www.fafsa.ed.gov/>

### **INSTITUTIONAL FINANCIAL AID FORMS**

In addition to the FAFSA many colleges request additional information with their own institutional form. Admission and financial aid materials will include specific institutional requirements. A commonly used form is the CSS Profile, which you can access at: <http://www.collegeboard.com/profile> .



### **SCHOLARSHIPS**

1. Check with the College /University on scholarships available to incoming freshmen.
2. Most students receive scholarships from the school they will attend.
3. Spend your time looking at scholarships that are local and from the school the student plans to attend.
4. Monthly Scholarship bulletins will be available in all second period classes, and on the LRHS website.
5. Scholarships that require a school level selection process are handled differently than scholarships open to any student. For these scholarships, the submission of a resume is usually required. ( A sample resume is provided in this guide)

## **FINANCIAL AID AND SCHOLARSHIP WEBSITES**

1. Free Application for Federal Student Aid [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
2. Scholarship Search Site [www.fastweb.com](http://www.fastweb.com)
3. Scholarship Search Site [www.scholarships.com](http://www.scholarships.com)
4. Wake County Scholarship Site [www.scholarshipplus.com/wake](http://www.scholarshipplus.com/wake)
5. Scholarship Search Site [www.brokescholar.com](http://www.brokescholar.com)

## **LETTERS OF RECOMMENDATION**

If a student wants the counselor to write a letter of recommendation, they must supply the counselor with a resume and a completed Senior Personal Profile. (Profile is on the back of this page)

### **Sample Resume**

#### **Resume of Matthew Daniel Dixon**

418 Berry Hill Drive  
Raleigh, NC 27613  
(919) 555-1111

#### **Education**

2006 to Present

Leesville Road High School  
8409 Leesville Road  
Raleigh, NC 27613

#### **Work Experience**

2007 to Present

Part-Time Salesperson  
Target  
8 Brier Creek Drive  
Raleigh, NC 27617  
15 Hours a Week

#### **Athletic Activities** *(Include cheerleading and band activities in this section)*

2006 to Present

Varsity Soccer Team

2008 to Present

Varsity Tennis Team

#### **Elected or Appointed Offices**

2006-2007

Student Council

2007-2008

Junior Class Council

2007-2008

Latin Club Vice President

#### **Community Activities** *(Include number of hours of service in this section)*

2006 to Present

Habitat for Humanity (2 weeks every summer)

2007 to Present

Rex Hospital Volunteer (5 hours a week)

Summer 2008

Mission Trip to South America (1 week)

#### **School Activities** *(Include number of hours of involvement in this section)*

2007 to Present

National Honor Society (1 hour a week tutoring)

2006 to Present

Key Club (8 hours a month)

2005 to Present

Student Council (2 hours a week)

#### **Honors/Awards**

Summer 2008

Governor's School for Science

2007-2008

Most Valuable Player on Varsity Tennis

2007-2008

Character Award for Perseverance

#### **References**

Mr. Stone

Ms. Duncan

Ms. Kolb

**Leesville Road High School  
Senior Personal Profile**

Name \_\_\_\_\_

Counselor: Ms. Karol (A-D) \_\_\_\_\_ Ms. Gartrell (E-J) \_\_\_\_\_  
(Check one) Ms. Busby (K-O) \_\_\_\_\_ Ms. Tucker (P-S) \_\_\_\_\_  
Ms. Confer (T-Z) \_\_\_\_\_ Mr. Greene, Dean of Students \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

1. What are the first words that come to your mind to describe yourself?

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2. What qualities about yourself do you think would be important for a college to know about?

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3. What out of school activity or accomplishment are you most proud of and why?

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4. How have you demonstrated leadership in or out of school?

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5. What makes you stand out as a student?

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6. What are your educational and career goals

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7. Are there any extenuating circumstance that have affected you high school career or is there anything else you would like your counselor to know about you to assist them in writing a recommendation for you? If so, please attach an additional page.

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## **16 Public Universities of North Carolina**

- ***All 16 Universities strongly encourage applying online***

1. **Appalachian State University:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
2. **East Carolina University:** apply online only (after September 8<sup>th</sup>) at: [www.cfnc.org](http://www.cfnc.org)
3. **Elizabeth City State University:** apply online only at: [www.ecsu.edu](http://www.ecsu.edu)
4. **Fayetteville State University:** apply online or print out an application at [www.uncfsu.edu/admissions](http://www.uncfsu.edu/admissions)
5. **North Carolina A & T University:** apply online or print out an application at: <http://www.ncat.edu/>
6. **North Carolina Central University:** apply online or print out an application at [www.nccu.edu](http://www.nccu.edu)
  - ❖ *A Counselor Statement is required to complete the application*
7. **North Carolina State University:** apply online only by creating a WolfPAW account at: [www.wolfpaw.ncsu.edu](http://www.wolfpaw.ncsu.edu)
8. **UNC Asheville:** apply online or print out an application at [www.unca.edu](http://www.unca.edu)
  - ❖ *A Counselor Statement is required to complete the application*
9. **UNC Chapel Hill:** apply online or print out an application at: [www.admissions.unc.edu](http://www.admissions.unc.edu)
  - ❖ *A Counselor Statement is required to complete the application*
10. **UNC Charlotte:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
11. **UNC Greensboro:** apply online or print out an application at: [www.web.uncg.edu](http://www.web.uncg.edu)
  - ❖ *A Counselor Statement is required to complete the application*
12. **UNC Pembroke:** apply online at: [www.cfnc.org](http://www.cfnc.org) or print out an application at: [www.uncp.edu/admissions](http://www.uncp.edu/admissions)
13. **UNC Wilmington:** apply online or print out an application at: [www.uncwil.edu/admissions](http://www.uncwil.edu/admissions)
  - ❖ *A Counselor Statement is required to complete the application*
14. **UNC School of Arts:** apply online or print out an application at: [www.uncsa.edu/admissions](http://www.uncsa.edu/admissions)
  - ❖ *A Counselor Statement is required to complete the application*
15. **Western Carolina:** apply online only at: [www.cowee.wcu.edu/admissions](http://www.cowee.wcu.edu/admissions)
16. **Winston Salem State University:** apply online only at: [www.cfnc.org](http://www.cfnc.org)

## **North Carolina Independent Colleges and Universities**

- ***All 36 Colleges strongly encourage applying online***

1. **Barton College:** apply online or print out an application at: [www.barton.edu/admissions](http://www.barton.edu/admissions). A online application is also available through [www.cfnc.org](http://www.cfnc.org)
2. **Belmont Abbey College:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
3. **Bennett College for Women:** apply online or print out an application at: <http://www.bennett.edu/admissions.htm>
  - ❖ *A Counselor Statement is required to complete the application*
4. **Brevard College:** apply online or print out an application at: <https://www.brevard.edu/Admissions/>
5. **Cabarrus College of Health Sciences:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
6. **Campbell University:** apply online or request a paper application at: <http://www.campbell.edu/admissions/undergrad>
7. **Catawba College:** apply online or request a paper application at: <http://www.catawba.edu/admissions/highschool.asp>
8. **Chowan University:** apply online only at: <http://www.chowan.edu/admissions/admissions-application.htm>
9. **Davidson College:** complete Davidson online application Part I at: <http://www3.davidson.edu/cms/x17145.xml>. Once that is submitted and verified, Davidson will contact you for additional information.

10. **Duke University:** apply online by using the Common Application at: <https://www.commonapp.org/CommonApp/default.aspx>.
  - ❖ *A Counselor Statement is required to complete this application*
11. **Elon University:** apply online or print an application at: <http://www.elon.edu/web/admissions/apply.xhtml>
  - ❖ *A Counselor Statement is required to complete this application*
12. **Gardner Webb University:** apply online only at: <http://www.gardnerwebb.edu/admissions/undergraduate/index.html>
13. **Greensboro College:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
14. **Guilford College:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
15. **High Point University:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
16. **Johnson C. Smith University:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
17. **Lees McRae College:** apply online or print an application at: <http://www.lmc.edu/web/admissions/ApplyHomePage.htm>
18. **Lenoir Rhyne College:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
19. **Livingstone College:** apply online or print an application at: <http://www.livingstone.edu/cms/Apply+as+a+Freshman/77.html>
20. **Louisburg College:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
21. **Mars Hill College:** apply online only at: <http://www.mhc.edu/application.asp>
22. **Meredith College:** apply online or print out an application at: <http://www.meredith.edu/admissions/default.htm>
  - ❖ *A Counselor Statement is required to complete this application*
23. **Methodist University:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
24. **Montreat College:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
25. **Mount Olive College:** apply online only at: <https://www.moc.edu/apply.php>
26. **North Carolina Wesleyan College:** apply online or print an application at: [http://www.ncwc.edu/Admission/day\\_apply\\_inst.htm](http://www.ncwc.edu/Admission/day_apply_inst.htm)
27. **Peace College:** apply online or print an application at: <http://www.peace.edu/content/page/id/510>
28. **Pfeiffer University:** apply online or print an application at: [http://www.pfeiffer.edu/index.php?option=com\\_content&task=view&id=391&Itemid=764](http://www.pfeiffer.edu/index.php?option=com_content&task=view&id=391&Itemid=764)
29. **Queens University of Charlotte:** apply online or print an application at: <http://www.queens.edu/admissions/apply.asp>
30. **St. Andrews Presbyterian College:** apply online only at: [www.cfnc.org](http://www.cfnc.org)
31. **St. Augustine's College:** apply online or print an application at: <http://www.st-aug.edu/AdmissionandAid/admissions.htm>
32. **Salem College:** apply online or print an application at: [http://www.salem.edu/index.php?option=com\\_content&task=view&id=1222&Itemid=815](http://www.salem.edu/index.php?option=com_content&task=view&id=1222&Itemid=815)
33. **Shaw University:** apply online only at: <https://artemis.shawu.edu/ics/>
34. **Wake Forest University:** apply online using the Common Application at: <http://www.wfu.edu/admissions/apply>
  - ❖ *A Counselor Statement is required to complete this application*
35. **Warren Wilson College:** apply online or print an application at: <http://www.warren-wilson.edu/admission/application>
  - ❖ *A Counselor Statement is required to complete this application*
36. **Wingate University:** apply online only at: <http://www.wingate.edu/FutureStudents/applynow.asp>