



All Saints Episcopal School
College & Career Center

Academic Guidance Program

Submitted by: Trang Vuong,
 Director of Academic & College Counseling

| College Preparation | 12 th | 11 th | 10 th | 9 th | 8 th |
|---|------------------|------------------|------------------|-----------------|-----------------|
| 1. College Information Night <i>Introduction of the college process, with emphasis on finalizing the application, essay composition, college entrance exams and financial aid/scholarship search. Guest presenters from small private institutions and large public institutions are invited to share insights with families.</i> | ● | ● | ● | | |
| 2. All Saints College Handbook <i>A college handbook written specifically for students at All Saints, is a useful source for current trends and procedures of the college admissions process. The handbook goes beyond application processes, to also detail scholarship resources, the FAFSA, NCAA information, interviewing tips, etc. (Spring 2004)</i> | ● | ● | ● | | |
| 3. Financial Aid Presentation <i>Held in the Spring semester, presentation of latest information on applying for federal financial aid using the FAFSA. All parents of the senior class are encouraged to attend this presentation hosted by Financial Aid Officers from local colleges.</i> | ● | | | | |
| 4. Scholarship Search <i>Students are alerted to all scholarships by three ways: (1) <u>Counselor's Corner</u>, a newsletter posted every two weeks on the web site, under the College & Academic Advising Center link, which details information on college procedures and available scholarships; (2) <u>Email listserv</u>: Counselor emails seniors on a weekly basis of scholarship offers; and (3) <u>Daily Announcements</u>: Students are notified daily of any scholarship offers that may be qualifying to our All Saints community.</i> | ● | ● | ● | ● | |
| 5. Finalizing College Applications <i>All applications are proofread and edited prior to mailing. Essays are read by the Counselor and senior English teacher for content and clarity. Rewrites are monitored. Once applications are sent, follow-up calls are conducted to assure secure receipt of all information. When necessary, intervention and assistance for students going through appeals in the case of being waitlisted or denied.</i> | ● | | | | |
| 6. College Representative Visits <i>Throughout the year, all students have many opportunities to meet with representatives from universities and military sectors. If a student is interested in meeting personally with a college representative from a particular institution, for interview or other purposes.</i> | ● | ● | ● | ● | |
| 7. Kaplan Review <i>All Saints, in cooperation with KAPLAN, will offer KAPLAN Test Prep for students seeking instruction for the SAT or ACT. An initial academic assessment is conducted prior to the 11-week program.</i> | | ● | ● | | |
| 8. NCAA Information for Athletes <i>Students planning to play sports in college will undergo an extensive review of academic credentials from the NCAA Clearinghouse. Student athletes are guided through this process and are kept in compliance with all deadlines.</i> | ● | ● | | | |
| 9. Senior College Application Workshops <i>Two (2) evening workshops will be held in the fall to assist families with all application components. (Fall 2003)</i> | ● | | | | |

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| 10. College & Career Center Catalogue of Resources College & Career Center has written literature and CD-ROMs for over 250 colleges and universities, in addition to a scholarship file, career resources, and a student computer for internet use. All information catalogued by the College & Career Center is updated yearly. | ● | ● | ● | ● | |
| 11. Off-Campus Enrichment Activities Students at all levels will have opportunities throughout the year to participate in field trips with regard to college visits and fairs. In particular, an annual "Big Tour of Texas Tour" is organized for all juniors in to visit five college campuses the Fall of their junior year. | ● | ● | ● | ● | |
| Academic Planning | | | | | |
| 1. PSAT Score Review and Interpretation PSAT is administered to all juniors and sophomores in October 2003. PSAT allows All Saints to assess current academic achievement of students in comparison with other students nationally. Group sessions for students and parents are help yearly to help students interpret score reports to pinpoint areas that need improvement. (Fall 2003) | | ● | ● | | |
| 2. Academic Conferences and the 5-year plan Conferences are held yearly for families of rising 9 th – 12 th grade students to plan accordingly for the following year. Academic Conferences are particularly important to rising seniors as students and parents undergo a senior interview to assess college plans. A <u>Course Description</u> book is given to all students to outline course descriptions and graduation requirements. (Spring 2004) | | ● | ● | ● | ● |
| Career Assessment | | | | | |
| 1. PLAN and EXPLORE Score Review and Interpretation The PLAN and EXPLORE are administered students in October. Both tests allow All Saints to assess current academic achievement of students in comparison with other students nationally. Group sessions for students and parents are help yearly to help students interpret score reports to pinpoint areas that need improvement. PLAN and EXPLORE also offer a career component that is useful in guiding students toward a future interest. Sessions are held to help students explore career options. | | | ● | ● | |
| 2. Groundhog Day Job Shadow Program All Saints, in conjunction with the Tyler Area Chamber of Commerce, hosts a Groundhog Shadow Day for seniors and juniors. Students have opportunities to shadow a professional in the field of choice. | ● | ● | | | |
| 3. Portfolio Building Students start building personal portfolios during their freshmen year. Portfolios include all academic honors and awards, summer opportunities, community service and extracurricular/athletic interests. Class sessions are held twice yearly to give students opportunities to update any necessary information. Resumes are updated each semester. | ● | ● | ● | ● | |
| Student Support | | | | | |
| 1. Home for the Holidays In conjunction with the All Saints Office of Development, Home for the Holidays allows students to gain insight from alumni regarding college life and academic requirements. | ● | ● | | | |
| 2. Senior Exit Interview A meeting of all seniors is organized to discuss transition issues such as developing good time management strategies, adjusting to being away from home, good eating and sleeping habits, RUSH, etc. During this meeting, students are also asked to write letters to | ● | | | | |

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| <i>prospective colleges with regard to accepting an admissions offer. For students who have received admission offers and do not plan to attend a college, the counselor will guide and require that letters of regret be written by the student to notify schools that they will not attend. Letters are then prepared and mailed directly from the College & Career Center. (Spring 2004)</i> | | | | | |
| 3. 8th grade Upper School Preview <i>Programs are organized to help with adjustment from middle to high school, with special emphasis on course scheduling and academic planning. Fish Camp is held every Fall to help Freshmen with transition.</i> | | | | | ● |
| 4. Emotional Support and Counseling <i>Counseling and support will be provided to all students. Counselor will provide referral information to families requiring community services. Areas covered in this category include, but not limited to, emotional, academic, career and social issues. (Throughout year)</i> | ● | ● | ● | ● | ● |
| Parent Support | | | | | |
| 1. Tea for Moms <i>This event is hosted annually by the PA and the Upper School to help Moms prepare for what lies ahead as seniors go off to college. Parents of AS Alums will be present to talk about transition issues of when to help your child, and when to not help, and most importantly, how to let go. (Spring 2004)</i> | ● | | | | |
| 2. Counselor's Corner <i>This newsletter is posted every two weeks on the All Saints web site, under the College & Career Center link, which details information on college procedures, summer enrichment programs and available scholarships. Education tips posted on the College Board web site as well as articles and excerpts from noteworthy publications are shared with families through this avenue. A listserv has been created of all interested families who would like this newsletter mailed directly to their home. (Throughout year)</i> | ● | ● | ● | ● | ● |
| 3. The Headliner <i>The Counselor's Corner section within the school's <u>The Headliner</u> is updated monthly with academic and college information, pertinent to all classes.</i> | ● | ● | ● | ● | ● |