

Chancellor Academy

Post High School Planning Handbook

Chancellor Academy

Counseling Department

973-835-4989

www.chancelloracademy.net

Planning for the transition from high school to the next phase of your child's life can be overwhelming. However, if you follow the guidelines in this guide and work closely with the counseling staff and take it one step at a time, the process will seem less intimidating.

We suggest you review this guide and consult with your counselor for any assistance and questions.

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The Application Process:

Part One: Student's responsibility:

- Meet with their counselor to discuss their post-graduation plans on a regular basis.
- Utilize Career Planning class to research careers of interest.
- Communicate to their parents their vision of their transition plan.
- Research colleges/vocational schools of interest and determine which may be an appropriate fit for them.
- Attend campus tours (virtual or in person) and information sessions.
- Discuss their choices with the counselor to create a list of colleges/schools to apply.
- Request teacher/counselor recommendations, giving at least a two week notice.
- Prepare, edit, and proofread an essay or personal statement. This will be covered in English class and teachers will be available to assist.

Completing college/vocational school applications:

Most schools prefer that you apply online, electronically. Some basic biographical information will be requested such as your Social Security number. Applications can be completed on the school's website or on the Common Application (see below). Please note that most college applications require an application fee to be processed, however some schools offer waivers. Contact the school to see if this is an option for you. Counselors will review the application with the student to ensure that it is complete and accurate, however the final submission of the application should be done at home, where payment can be made.

The Common Application:

Many colleges accept The Common Application (Common App). This is a general, online application that is completed once and then submitted to multiple colleges at one time. Individual colleges may require that supplemental forms are completed or individualized essays submitted along with the Common App. Fees, if applicable, would be required for each college that the application is submitted to. Not all colleges accept the Common App, so you will need to refer to their website: www.commonapp.org

The counselor will submit the School Report Form and send it electronically. Teacher/ counselor will submit the Teacher recommendation form electronically as well.

Part Two- Counselor's Responsibility:

- Advise students as to all post-secondary options.
- Monitor students' academics to ensure they have met all academic requirements and will have earned necessary credits for graduation.
- Alert student of SAT/ACT test dates and deadlines to register.
- Write a letter of recommendation.
- Assist the student with the application process.
- Submit transcript and any necessary school forms by required deadlines.
- Encourage and assist the student to contact The Department of Special Services in the college or institution they have decided to attend to identify and facilitate the acquisition of support services available to them, as outlined in their IEP. Services may include,

but not be limited to, tutoring, extended time on tests, the opportunity to test individually in a quiet space, and books on tape.

- Assist student in registering for Accuplacer (college entrance exam), if applicable, and assist with providing help with exam preparation.

Part Three: Parent's Responsibility

- Communicate frequently with your child throughout senior year about their interests, plans for post-graduation.
- Communicate with their counselor regularly, especially if you notice any signs of anxiety, fear and hopelessness.
- Be available to help student research options, whether online or in person, and to assist with activities such as attending campus tours, information sessions, etc.
- Provide payment for SAT or ACT registration if applicable.
- Complete both the FAFSA ID and the online application for FAFSA in a timely manner.
- Provide the application fee(s) for the college application in a timely manner.
- Schedule and attend DVRS appointments with your child.

Finding a College or Institution that Fits

Options to consider:

Liberal Arts Colleges: Smaller in size than universities so class size will be smaller with more personal attention. Students are exposed to a broad range of courses in the humanities, social sciences and other sciences. In addition, the student will choose at least one area of in-depth study, which is their college “major”.

Universities: Generally larger and include several colleges within the university (e.g. a liberal arts college,, a business management school, a school of education, etc.). May also include professional and graduate programs. They offer a greater range of academic choices and majors. Class size is bigger and at times classes may be taught by graduate students.

Technical Institutes, Vocational Schools, and Professional Schools:

A great option for students who have made a clear decision to study a trade or profession in a specific career. Usually a shorter time frame to earn the necessary education.

Community or Junior Colleges: Offer an associate degree or the first two years of a liberal arts education, or bachelor’s degree. After completion, many students will transfer to a four-year college or university to complete the last two years to earn their bachelor’s degree. This is generally a much more affordable option.

Important Information for Students with IEPs

A shift in responsibility

- In high school, the Individuals with Disabilities Education Act (IDEA) requires schools to provide all necessary assessments and accommodations for students to get Special Education services.
- IDEA does not apply to colleges and universities; however, colleges cannot discriminate against a person with learning disabilities.
- In college, even though it is your right to be accommodated you must ask for accommodations and provide documentation of your disability and needs.
- Colleges are not permitted to ask whether a student has a learning disability; it is up to each student to decide whether she/he will inform a college of a disability. This will require a student to apply to the college's Department of Special Services directly and submit necessary documents.
- Although colleges must provide "reasonable accommodations" for their students with learning disabilities, they do NOT have to change admission criteria in order to accommodate them.

FAFSA- Free Application for Federal Student Aid

What is the FAFSA?

The FAFSA is the financial aid application form you will need to apply for federal and state aid, including grants, loans, and work-study. In addition, it is used by most states and schools to award non-federal student financial aid. While the FAFSA may seem lengthy and complex, there are many free resources, both online and in person, to help you navigate the application process.

Where do I find the FAFSA?

The FAFSA comes in two versions- paper and electronic. The paper version is no longer distributed in high schools. Instead, it is highly recommended to use the online version. You can also try the public library, the financial aid office at a local college or call 1-800-4-FED-AID (433-3243) to have a paper copy be mailed home.

FAFSA on the web (electronic version):

You can complete, submit and track your FAFSA application online. This is the easiest way to apply for federal aid. Most importantly, your data is checked before it is transmitted to the processing center, so there is less chance of making an error. In addition, the FAFSA online application can reduce the processing time to 1-2 weeks.

What do I have to do before I apply?

Complete your Income Tax Return: It is recommended that you and your parent/guardian complete income tax returns before completing the FAFSA- much of the requested information is the same. Please note that you do not have to file your income tax return with the IRS before

you fill out the FAFSA. You can find a list of documents you will need to get started at the FAFSA on their website. (www.fafsa.ed.gov)

Get a PIN: If you plan to complete and submit your FAFSA through the FAFSA website, it is recommended that you obtain a US Department of Education personal ID number or PIN. This PIN will serve as your electronic signature and gives you the fastest way to submit your application. To get your PIN, you should simply fill out the brief application at www.pin.ed.gov. Your PIN will be emailed to you within 7-10 days. You can still complete the FAFSA online without a PIN, but you will need to print out and mail in a signature page.

Completing the application: Here are some reminders and resources to help you:

- October 1st is the date that the FAFSA website is opened for filing. You should try to file as close to this date as possible, as the particular school, state or private aid deadlines may be much earlier than federal deadlines. You should pay attention to your colleges' priority financial aid deadlines.

What if You need help with the FAFSA?

If you have any questions about the application or about the federal student financial aid in general, call the Federal Student Aid Information Center (FSAIC) at 1-800-FED-AID, Monday through Friday, 8:00 am to midnight EST; Saturdays from 9:00 am to 6:00 pm. For questions about the FAFSA on the web, call 1-800-801-0576, during the same hours

What happens after you apply?

Once you submit the FAFSA, it goes to a large processing center that handles about 9 million forms each year. This is where your family financial information is passed through the federal need formula.

What is the Student Aid Report (SAR)?

A Student Aid Report (SAR) is a document you will receive after your FAFSA is processed. Your SAR will list all the answers you provided on your FAFSA application. You should review these answers carefully to make sure they are correct.

What is Expected Family Contribution (EFC)?

Your SAR will contain your Expected Family Contribution (EFC), which measures your family's financial strength and is used to determine your eligibility for federal student aid. Your school will use this number to determine how much financial aid you are eligible to receive based on your school's cost of attendance.

How is the EFC calculated?

The Expected Family Contribution is calculated by considering the family's strength – their income and assets. Other factors that are considered include the number of family members and the number of family members in college.

List of Community Colleges, Four-Year Colleges and Universities and Vocational Schools:

1. County College of Morris- www.ccm.edu
214 Center Grove Rd.
Randolph, NJ
Admissions: 973-328-5100
2. Bergen Community College- www.bergen.edu
400 Paramus Road
Paramus, NJ
Admissions- 201-879-5385
3. Passaic Community College- www.pccc.edu
Phone Numbers:
Main campus: 973-684-6800
Passaic campus: 973-341-1600
Wanaque campus: 973-248-3000
Wayne campus: 973-304-6020
4. Essex Community College- www.essex.edu
Admissions – West Caldwell 973-877-6593
5. Eastwick/ Hohokus- www.eastwick.edu
Paterson: 973-742-0009
Ramsey: 201-989-1131
Hackensack: 201-379-1884
Nutley: 973-755-1947

6. Lincoln Tech-- www.lincolntech.edu
Mahwah- 201-529-1414
7. ACE Healthcare Training Institute
Dover- Admissions- 973-366-7171
8. Passaic County Technical Institute- www.pcti.tech.nj.us
Admissions
973-389-2059
9. Morris County Vocational School Continuing Ed- www.mcv.s.edu
Denville, NJ -973-627-4601
10. Montclair State University- www.montclair.edu
Montclair, NJ 973-655-4000
11. William Paterson University- www.wpunj.edu
Wayne, NJ 973- 720-2000

Useful Websites and Phone Numbers:

College Board: (SAT test)

Automated phone: 800-728-7267

Customer Service: 609-771-7600

Website: www.collegeboard.org

ACT: (alternative standardized test for SAT)

Customer Service: 319-337-1270

Website: www.act.org

Federal Student Aid:

Provides general information about the federal student aid programs. Includes information about grants, loans, work-study programs and more.

Website: www.studentaid.ed.gov

Funding your Education: www.student.ed.gov/fye

Looking for student aid: www.studentaid.ed.gov/LSA

Free Application for Federal Student Aid (FAFSA)

The starting point of the Financial Aid application for most institutions including community college and vocational schools. It is a free application so if you are asked to provide a fee, exit the website. You are on the wrong website. Both the student and the parent (guardian) must access this website to obtain PIN numbers for the application process.

www.pin.ed.gov

CCS Profile

The Financial Aid Application process of the College Board

<https://profileonline.collegeboard.com>

New Jersey Higher Education Student Assistance Authority

Website for aid for New Jersey residents

www.hesaa.org

Free National Scholarship Search Engine

Students create a personalized profile to receive a list of scholarships that match the student's interests and strengths

www.fastweb.com

The Common Application:

www.thecommonapp.org

DVRS

Division of Vocational Rehabilitation Services

A division of the New Jersey Department of Labor and Workforce Development which offers students with an IEP or a 504 Plan vocational services such as job exploration counseling, work-based learning and counseling on post-secondary educational options.

A referral will be made to the county of residency by the counseling team by December of Senior year.

Passaic County residents:

200 Memorial Drive, 1st floor

Paterson, NJ 973-742-9226

