

# Champlain Valley Union High School

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[www.cvuhs.org](http://www.cvuhs.org)

August 2016

Dear Senior Students and Parents/Guardians:

Welcome back to school! We're excited to begin meeting with each senior to help with future planning goals.

We want all of our seniors to schedule a **senior appointment** with their house counselor following the Senior Night scheduled for September 8, 2016 at 6:30 P.M. in the auditorium. College bound students who know they have a November Early Action or Early Decision application deadline should schedule their appointment no later than October 5, 2016. Students with regular application deadlines may make their appointment following that date. Appointments should be scheduled at least four weeks prior to the first admission deadline to provide enough time to complete all the paperwork. If you have a question regarding the timing of your senior appointment, please contact your house counselor. Parents/guardians are always welcome to attend this meeting. It is the student's responsibility to schedule this appointment during a free block. Garrath Higgins, Administrative Assistant, will help students with scheduling appointments.

## **Senior Future Planning Night**

On Thursday, September 8th at 6:30 P.M., students and parents/guardians will meet with the Direction Center faculty for information on future planning as well as an explanation of how the Direction Center helps students facilitate the college exploration and application process.

## **Blue Transcript Release Card**

At this meeting, students will receive a blue transcript release card that must be signed by a parent/guardian (or by an 18 year old senior) and returned to Garrath Higgins in the Direction Center. This form needs to be completed at least three weeks prior to the date when the first transcript should be mailed. Please note that the release must be returned to Garrath before you will be able to request transcripts through Naviance. Forms will be available in your house office and the Direction Center.

## **Naviance**

Counselors in the Direction Center use this web-based system to help with both planning for and applying to college. This comprehensive program includes career interest and personality profiles as well as extensive career information. It is also designed to help families in connection with the college search and application process. Students have their own accounts on Naviance and can access college search engines, links to helpful/relevant websites including Common Application, CollegeBoard, ACT and VSAC. Parents can also access Naviance using their own accounts. Counselors provide training to seniors to familiarize them with the various components of this tool which also facilitates the college application process.

What can students and parents/guardians do with Naviance?

- Perform college searches
- Research college requirements
- Request transcripts electronically
- Keep track of deadlines
- Review when college representatives are visiting CVU

What can counselors do with Naviance?

- Use student-submitted information for advising

- Communicate electronically with students and parents/guardians
- Submit transcripts/other school documents electronically
- Track application materials requested and sent

What is the first step?

- Parents/guardians complete the blue transcript release card (see above)
- Return the card to the Administrative Assistant in the Direction Center

How do I access Naviance?

- Students/parents/guardians can access Naviance from <http://directioncenter.cvuhs.org/>
- Scroll down to “Helpful Quick Links” and click on Naviance
- All juniors and parents received passwords last year
- If you need assistance, please contact the Direction Center

### **Letters of Recommendation**

During the coming months, counselors and faculty will write letters of recommendation for seniors. Counselors ask seniors to gather feedback from teachers, coaches, employers, and parents using the forms in Naviance and then summarize the collected information in a one-page letter that is sent with the student’s transcript. We welcome as much input about the individual student as we can get. We also invite parents/guardians to submit comments regarding their senior that might provide added insights for our writing. It would be helpful to have these comments by mid-October.

In addition, if a separate letter of recommendation from a teacher is needed, it is the student’s responsibility to ask a teacher to write the letter. Typically, a teacher who has had the student in class during their junior year writes the recommendation. That letter is confidential and would be sent to the colleges the student indicates. Students should ask teachers at least three to four weeks prior to their deadline.

How can students and parents/guardians help with letters of recommendations?

- For seniors, please complete the Personal Information Sheet (go to the Welcome to Naviance! screen, click on the About Me tab, click on the Personal Information Survey link on the left)
- For parents/guardians, please complete the Parent/Guardian Input Sheet (go to the Welcome to Naviance! screen, click on the Document Library link on the right, click on College Application Documents, click “view” next to the Parent/Guardian Input Sheet)

### **College Entrance Exams**

Since some colleges require SAT and ACT test results as part of their admissions process, it is recommended that all students planning to attend college take one of these tests. Colleges require that standardized test results be sent directly from the testing company to the college. It is the student’s responsibility to make sure that the appropriate test results are sent. Students can register online for the SAT ([www.collegeboard.com](http://www.collegeboard.com)) or for the ACT ([www.act.org](http://www.act.org)). Students can use these sites to request the sending of test results to colleges.

### **Important Dates**

9/8 Senior Night 6:30 P.M. CVU

9/21 New England College Fair 6:30 – 8:30 P.M. St. Michael’s College

9/22 New England College Fair 9 – 11 A.M. St. Michael’s College

9/23 Graduation Challenge Letter of Intent due

10/5 VSAC Paying for College 6:30 P.M. CVU

1/19 VSAC Financial Aid Forms Night (5:30 PM and 6:45 PM) CVU

2/23 – 3/8 AP test registration

5/1, 5/12 AP testing weeks

Be sure to make a habit of checking the Direction Center website (<http://directioncenter.cvuhs.org/>), CVU daily announcements, CVU monthly newsletter and Naviance for additional information.

Please contact us with any questions. We are here to help. This is a fun and exciting part of your senior year! We look forward to seeing you soon.

Sincerely,

Patti Tomashot  
Cyndi Knaepen  
Garrath Higgins  
Naomi Williams (A – K), Sara O’Hare-Hughes (L – Z)  
Russ Aceto  
Jen Bickel-Hayes  
Julie Dimmock  
Marie Eddy

Student Services Director  
Registrar  
Administrative Assistant  
Chittenden House Counselors  
Fairbanks House Counselor  
Nichols House Counselor  
Snelling House Counselor  
School Counselor