

Role of The Counselor

- Act as a resource during all phases of the transition process providing support, advice, & information to all seniors and their parents/guardians.
- Provide assistance in filling out college applications and registration materials for college entrance exams as needed.
- Provide academic advisement.
- Meet with families as necessary.
- Hold workshops/seminars as needed.
- Check college and employment applications for accuracy and completion.
- Complete counselor portion of applications and write comprehensive letters of recommendation as requested.
- Provide financial aid & scholarship information.
- Develop newsletter articles relevant to parents and students.



Harrisville Central School

Senior Counseling Services

The Guidance Department provides a number of services to senior students and their parents/guardians each year. A successful senior year must actively involve students, parents and a counselor. Our office is always willing to work with families in making post-high school plans.

A large part of what a guidance counselor offers includes assisting students in finding resources available to them, providing information and advice, and supporting families throughout the process.

Determining the next step after high school is a MAJOR decision! I stress careful consideration of a student's interests, skills, abilities, motivation and career goals.

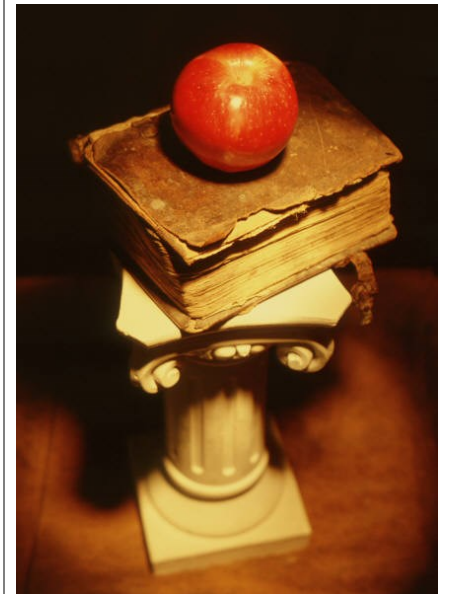
Each senior will meet with me in the fall at an individual conference to discuss graduation requirements and the steps that need to be taken to achieve their post-graduate goals.

Harrisville Central School
14371 Pirate Lane
Harrisville, NY 13648
Phone: 315-543-2920
Fax: 315-543-1218
CEEB Code: 332280
www.hcsk12.org



Harrisville High
School Guidance
Department

Roles and Responsibilities of Seniors, Parents and Guidance Counselor



Counselor

Ms. Kate Smith

Secretary

Mrs. Julie Chartrand

Role Of The College-Bound Student

- **Make your senior year count!** Colleges WILL look at your senior grades and they can affect an admissions decision.
- Make a list of potential colleges: Do your research! Attend college fairs, speak with admission representatives and attend Open House Events!
- Keep a calendar for college deadlines for admissions applications, financial aid and scholarship deadlines!
- Complete online admissions application (s) by Thanksgiving recess. Use the computers in the guidance office so that help is available if you need assistance.
- Re-take SAT/ACT exams if necessary—Registration information is available in the guidance office.
- Request **positive** letters of recommendations (allow teachers 5-7 days to write letters). Remember to write thank you notes!
- Complete a release form (whether to include or exclude SAT, ACT or AP Exam information) BEFORE our office can send your high school transcript to a college or employer.
- Make sure applications are complete: (applications that are missing checks, essays, recommendations, etc. will not be processed).
- Follow up with guidance counselor to review completed applications and ask any questions before submission.
- Complete applications, including any supplements, **by Thanksgiving Break.**
- Bring in acceptance letters to the guidance office.



Role Of The Workforce-Bound Student

- **Make your senior**

It takes a lot of work to find the right college at an affordable price!!

- As soon as possible after Jan. 1st, fill out the FAFSA online at www.fafsa.ed.gov, then complete the TAP application for NYS financial aid.
- Does your college/university have an additional financial aid request form? If so—fill it out by their deadline.
- Check out the guidance web page, pay attention to emails from the guidance office, listen to morning announcements for all types of important senior information and opportunities.
- Apply for scholarships! A scholarship file is available in the guidance office and an updated list is posted outside the guidance office and is on the webpage. Again—keep track of deadlines!

year count! All interactions with faculty and staff lead to insight into your character. Very often school officials are called upon to provide a reference for former students—what do you want them to say about you?

- Update your resume and attend job fairs.
- Network with family, friends, teachers and your counselor about potential job openings.
- Ask 3-4 adults to serve as references for you (not a family member).

Role Of The Military-Bound Student

- **Make your senior year count!** Pass all required courses for graduation.
- Take ASVAB if necessary—testing is offered in November at SWT. Sign-up in the guidance office.
- Request to meet with a recruiter if you do not already have one. Also, notify G.O. when you need to meet with a recruiter at school—we will set-up a time and location for your meeting.
- Involve your parents in the enlistment process.
- Ask questions: **NEVER** sign a contract without reading and understanding everything it contains. What are the terms of your service, options for assistance with college, housing and healthcare benefits?

Do you know which road to take?



Role of the Parent

- Support, encourage, direct, and reassure your teen in his/her plans. But - let them do the work. Students should fill out college applications, employment applications and military paperwork.
- Ask questions. If you don't understand part of the process—set up a meeting and I'll assist you in finding answers to your questions and help facilitate your son/daughter's future plans.
- Develop patience & tolerance. Remember: this is a fun and exciting time!!!