CAP Day
The College Application Planning Day

What To Know and To Do for BMC Seniors & Their Families
Table of Contents

How to Sign-up for a College Rep. Visit ........................................... 3
Staying Organized ............................................................................. 4
College List ......................................................................................... 5
The Essay ............................................................................................ 6
Résumé Basics ..................................................................................... 7
Asking for Recommendations ............................................................... 8
Types of Applications ......................................................................... 9
Completing Your Application .............................................................. 10
Ordering a BMC Transcript ................................................................. 11
About the SSAR .................................................................................. 13
Ordering ACT & SAT Scores ................................................................. 13
College Interviews ................................................................................ 14
Scholarships & Financial Aid ................................................................. 15

ATTACHMENTS:
Materials to Gather List
College Application Checklist
College Comparison Worksheet
Financial Aid Comparison Worksheet
Teacher Recommendation
HOW TO SIGN-UP FOR A COLLEGE REP. VISIT

TO KNOW
College Representatives from more than 125 schools visit BMC to share their colleges/universities with you. Having the College Reps on our campus gives you an edge in becoming aware of college choices and in visualizing your fit.

Remember you must ask your teacher at least 24 hours in advance to attend a college visit and you must bring (or email) the confirmation page to the CCC to attend the representative’s visit.

Most of the visits will be hosted in the College & Career Center. Please check your emails the day of the visit in case there are any changes.

TO DO
To attend a college rep visit, register on Naviance. Please follow the steps below:

1. Log in to Naviance Student.
2. Click “Colleges” tab at the top of the page.
3. Click “Research Colleges” towards the bottom of the page.
4. Click “College Visits,” again towards the bottom.
5. Click “View Details” for the college selected for more info. Then click “Register Now.” Or, go directly to “Register Now.”
6. Print confirmation page for signature.
7. Obtain teacher’s signature for the missing class or write “free period” if that applies.
8. Bring the signed confirmation page to the visit.

If you must cancel, simply go back to the “Register Now” tab. You’ll notice it has turned into a “Cancel” button. Click it to cancel.
STAYING ORGANIZED

TO KNOW
There are many steps in the college application process and staying organized is key. Students should take ownership of the process. It’s an experience that will help them meet deadlines and advocate for themselves.

Parts of the application include:
(basic to all colleges/universities) the application, the application fee, grades,
(varies per colleges/universities) ACT/SAT scores, essays, recommendation letters, and résumés.

Only provide what is requested for the application. Check the school’s website to verify.

TO DO
Use a college application checklist (like the one provided) to keep track of your apps. A college comparison worksheet is also a helpful tool. Bring this with you on your college tours or when meeting with college representatives so that you ask the same questions. Think ahead about what is a “want to have” versus a “must have” criterion.

Another helpful tool is the financial aid comparison worksheet. There you can collect all the facts before making decisions.

See the attachments at the end for copies of these useful tools.
Create your COLLEGE LIST.

TO KNOW
The College List is a list of colleges and universities that you are seriously considering as places to apply. There is more than one good school for you. According to the National Center for Education Statistics as of 2019-2020, there were 3,982 degree granting colleges/universities.

The difference between a college and a university is that colleges are focused on undergraduate studies (4-year bachelor of arts and sciences). A university offers undergraduate degrees AND graduate degrees – master’s and doctoral degrees.

TO DO
What’s important to you?

Check out the list below of criteria that may or may not be important to you. Add more points as they apply to you. Place your list on Naviance for easy referral. Use the items listed below as a starting point in creating your list.

COLLEGE FIT CHECKLIST
- Majors
- Financial aid, scholarships & affordability
- Location/distance from home
- Campus community and social life
- Athletics and other extracurriculars
- Size
- Selectivity
- Less than 25% admitted
- 30-50%
- 60-70%
- Above 80%

Naviance also has an excellent section under the College tab (try: Advanced College Search and SuperMatch College Search) that helps you build your college list.

Try your best to keep your list to the single digits - 5-8 applications are manageable and should include your:

Realistic schools
Your GPA and test scores fall above the mid-50th percentile for that school’s accepted students. The school’s acceptance rate is above 80%.

Target schools
Your GPA and test scores fall into the middle of that school’s accepted students. This presents a good match between what you want from a college and what the college wants from their student body.

Reach schools
Your GPA and test scores fall below the mid-50th percentile of that school’s accepted students. Also (and this is important), any school with an acceptance rate below 25% is a reach school for ANY student. This is because there are simply more qualified candidates than there are spots.
TO KNOW
At BMC, all seniors will have a classroom assignment in English class that will help you create a college essay. Look at your colleges to determine their essay requirements based on the app form you are using.

For example, the Common Application has seven essay prompts to choose from and a word limit of 650 words. Do not assume shorter is better, but do not go over the limit. Remember that some colleges have additional required essays which are specific to their school.

The Common Application also has an Additional Information section of up to 650 words in which students can address a situation or experience that is relevant to the application.

This year as in last year, the Common Application has a small section, (250 words limit) in which you could address how the COVID-19 Virus affected you. This signals that the colleges want you to address this (if significant to you) in the section provided, but not make it your main essay.

TO DO
Look at the essay prompts to see which one draws you in the most and helps you to express something not covered elsewhere.

Are there additional essay requirements? Enter those deadlines in your planner.
Be prepared to write a few drafts.

When you have your final essay, please proofread it carefully. Ask two trusted adults to proofread it, too. The College & Career Center can be one of them!

A family member may mean well, but please ask that he/she only proofread for spelling and grammar, not for content.
RÉSUMÉ BASICS

TO KNOW
You will likely use your résumé as a reference when completing your extra-curricular sections of your college application.

Naviance has a basic template under “About Me” that you can use to collect your data.

Extracurricular activities include part-time jobs, taking care of family members, volunteer work, internships, active club membership, leadership roles, and athletics.

TO DO
Remember to refer to the résumé that you completed in your junior English class.

1. Pick out a font that is easy to read and somewhat plain and use 11 to 13 points so it’s clear even for older eyes. (Times New Roman is a good one.)

2. At your age, you should limit yourself to one page. You can have different versions of your résumé for different uses (a scholarship application that focuses on leadership skills versus one for a camp counselor position).

3. Start with your name in two point sizes larger than you plan for the body, followed by your address, cell and email address (get a new one if you have some silly name).

4. Now for your categories – common sections are: EDUCATION, HONORS, WORK EXPERIENCE, LEADERSHIP, ATHLETICS, RELEVANT EXPERIENCE, ACTIVITIES, ADDITIONAL INFORMATION. Choose the ones that best display your accomplishments.

5. Start with Education and include the school name, the city and state, graduation date and 3.0 or higher GPA.

6. With each category, supply the “proof” of your accomplishments using strong verbs.

   For example: BMC Leadership Team, Volunteer, Orlando, FL
   2016 to present
   Led tours, greeted visitors, and spoke at partner school programs.


We love to read résumés so we welcome your drafts for feedback.
ASKING FOR RECOMMENDATIONS

TO KNOW
Teachers know so much about their students. This letter is a great opportunity to fill in any gaps about your educational experience—such as: a dip in grades, learning differences, leadership skills, etc.

Ask teachers from junior or senior year with whom you have a good relationship; specifically, teachers from your core subjects. Some schools will permit “other” recommendations, for instance: from a coach, priest, or employer.

Before asking for a recommendation, be certain the college requires it. Many of the large universities do not want one. Always ask in person or by email instead of sending the teachers a link with no contact. It is a sign of respect.

TO DO
If they say yes, print out the “Teacher Letter of Recommendation Request” form from Naviance, complete it properly, and give it to them (preferably in a large envelope, on colored paper, etc., to make it stand out.) When you use an envelope or folder, print your name and due date on the cover. If you have your activities résumé done, include that too.

Submit the “Teacher Letter of Recommendation Request Form” (included in attachment) at LEAST two weeks before your preliminary due date. For instance if the recommendation is due on November 1st, ask that it is completed by October 27th. That gives you a few days extra as a buffer in case life happens.

Most teachers prefer printed out forms to emails as they make it easier to remember.

When you are sending an email, include your name on the subject line so that it’s easier to find your request. Imagine searching through bundles of “recommendations.”

On the bottom of the form, it asks for additional information—this is a great place to let teachers know that you’d like them to discuss something specifically within their letter of recommendation.
TYPES OF APPLICATIONS

TO KNOW
The Common Application
This electronic application is used by more than 900 colleges and universities and is most often referred to as the Common App. Using this template allows you to apply to multiple schools, eliminating the need to retype the general information. This includes sections such as your profile, family, education, activities, etc. There is no fee to use the Common App but most colleges/universities charge their own application fee.

https://www.commonapp.org

The Coalition Application
This electronic application is used by more than 150 colleges and universities. It includes free on-line college planning tips. The group of schools that subscribe to the Coalition focus on offering need-based financial aid and have high graduation rates.

For more details click:
https://www.coalitionforcollegeaccess.org

Institutional Applications
This title refers to the college’s own application. Some schools will only accept their own application. You can find the admissions applications in the college’s website.

TO DO
Look at the websites of your college list schools to determine which application is preferred by Admissions.
COMPLETING YOUR APPLICATION

TO KNOW, DEGREES:

**Associate of Arts or Associate of Science**
These are two year degrees you can earn at a state college, also known as a community college. The Associate of Arts degree is what you need if you are planning to transfer into a four year college/university. The Associate of Science degree is for programs that are more career oriented and only require two years of study.

**Bachelor’s Degree**
This is a four year degree which you are seeking to earn from a college or university.

**Master’s Degree & Doctoral Degree**
These are earned after you graduate with a Bachelor’s Degree and are often referred to as “graduate degrees.”

TO KNOW, DECISION OPTIONS:

**Early Decision** is an application deadline and a binding agreement that indicates to the college that it is your first choice. If offered admission you are ready to attend and agree to drop all other applications. You will likely hear back from the college before the Christmas break.

**Early Action** is an application deadline that is early but not binding. It demonstrates your interest in the college. This is often the deadline for the college’s scholarships. You will learn about your admission before the regular deadline applicants.

**Regular Admission** is the general application deadline. It is still a firm deadline, so organize yourself so that you meet the deadline.

**Rolling Admissions** is a continuous process in which colleges read applications on a regular basis and respond with decisions in about a month to six weeks. The Admissions Offices will stop reading applications when they reach their target amount. The later you apply the lesser your chances for financial assistance.
TO DO
Discuss your options with your family and school counselor to find the best for you.

Parts of the college application:
- Personal information (such as name, birthdate, address, family information)
- Education - high school information. BMC does not rank.
- Extracurricular activities (résumé) - list in order of importance. Work and caring for family members count.
- Essay - may be given a prompt to focus your essay. Be authentic; use your own voice. “Optional” means “Do it.” Good news: it’s one of your first English assignments.
- COVID Statement: Special section for class of 2022 but remember everyone was affected in some way. Personal Statement/Additional Information - Extra space to address something not covered in the application that you would like to explain (abnormal grade, special situation, etc.)
- Recommendations - from teachers, counselor, or other, but not every college requires these. Check admission websites to verify.
- Transcript ordered through Parchment
- ACT/SAT scores should be sent directly from the testing agencies (official.) Check school websites to confirm deadlines.
- Interviews - see section on college interviews
- Residency Form submitted if attending in-state college

ORDERING A BMC TRANSCRIPT

TO KNOW
Parchment is the program BMC uses to order transcripts. Double check the mailing address for your transcripts as it is not always the same as the colleges’ main addresses.

Use an email address that is different than your BMC email so that information can be sent to you after graduation.

Ensure that you have a signed “Permission to Release Transcripts” on file with School Counseling.

At the end of each semester, update your Unofficial Self-View on Parchment. On the main page, click on the Transcript box on the +. On the next page click Update and a current transcript will be processed. Without taking this step, you will not have a current transcript.

You must order a final transcript. Final transcripts should be ordered and marked “HOLD FOR GRADES,” to ensure your college will receive the transcript as soon as possible after grades have been finalized.
TO DO

1. Creating an Account & Ordering Transcripts on Parchment.com

2. Go to www.bishopmoore.org under Academic Life, Counseling Office. Scroll down to Ordering Transcripts – Click on Parchment.

3. Click on Request your Transcript. Fill in the fields paying particular attention to spelling your LEGAL name correctly. Your highest level of education is 11th grade. Enter an email address that is NOT YOUR BMCHS EMAIL ACCOUNT, as your BMCHS email will go away after you graduate and you will still need to access Parchment. Create a password. Click YES or NO for colleges and scholarship programs “discovering me” through Parchment then click SIGN UP.

4. Check your email for a code you will need to continue. Enter it and proceed.

5. Go to the Dashboard. Do not fill in profile information. Click the + button.

6. Add Bishop Moore then click Search. Bishop Moore Catholic High School will pop up, hit ADD.

7. Answer the question on this page. Make sure you enter the earliest year you attended BMC. If you started here in 9th grade, you will enter 2018 as Earliest Year and 2022 as Expected Grad Year.

8. Read the FERPA Privacy Rights information and choose whether or not you want to waive your right to access.

9. Make sure to click on the box to authorize a copy of credentials to be stored in your Parchment account. Click on CONSENT AND REQUEST.

10. Click on Order.

For an Unofficial Self-View of your transcript, click on box that says Yourself or Another Individual, then click on Electronic Delivery. Type in email address if it is not already there, then type it in again. Click Continue.

For sending your transcript to a college, click on the box that says An Academic Organization, Admissions Office, Business or Other Organization. Type in the name of the college, hit Search and then Select for that college.

Click Save & Review.

Click Continue.

Complete Provide Consent page. Click Save & Continue.

With Self View orders, you will then log out, as there is no fee for them. For all other transcript orders, complete the payment information page and click Checkout.

After you place your order your transcript will be processed. This is done electronically, but not instantaneous. Please order your transcripts at least 14 days before any deadline.
ABOUT THE SSAR

TO KNOW
Some schools in the State University System accept an SSAR, a Self-reported Student Academic Record, that lists all the courses and grades from your high school transcript. You will need an unofficial/or self-view copy of your high school(s) transcripts to copy the information accurately.

You will receive directions on how to link the SSAR

If you accept an admission offer from one of the universities that you sent an SSAR, you will need to send that university an official final transcript after graduation to complete the admissions process.

TO DO
Check to see if the college you are applying to has a self-reported form for courses and grades.

Browse the web page to see if there are detailed instructions or an FAQ (frequently asked questions) section.

ORDERING ACT & SAT SCORES

TO KNOW
Many schools require an ACT or SAT score be sent directly from the testing service as part of their application. The Florida Bright Futures Scholarship also requires a specific ACT/SAT score from one public 4-year Florida university.

Some colleges will accept superscores for the ACT or the SAT. For instance if you took the SAT twice, they may consider the highest English section and the highest math scores demonstrating your best effort. You must submit both scores for superscoring to happen. Check college websites for their policies on superscoring.

There are also some schools that are test optional: https://www.fairtest.org/university/optional
Please verify your college list by visiting the website.

TO DO
To send scores for the ACT go to Sending Your Scores - The ACT Test

To send scores from the SAT go to Sending SAT Scores | College Board
https://collegereadiness.collegeboard.org/sat/scores/sending-scores
COLLEGE INTERVIEWS

TO KNOW
If your college of interest offers interviews, you will likely meet with a local alumni. They are not there to judge you, but rather to get an impression of you and to share their interest in the college/university. With access to video calls and teleconferencing (like Skype or Zoom), many interviews are arranged on-line.

Want to practice or talk through the interview? Come by the CCC to prepare or ask questions. We also take appointments for mock interviews.

TO DO
Here are some Tips for College Interviews shared by Tulane University.

1. Arrive on time.
2. Dress appropriately. Don’t just get out of bed. Don’t wear another college’s t-shirt.
3. Test camera and internet ahead of time. (If you don’t have access to video, you can ask for an audio/phone interview.) Make sure the interviewer can see your entire face. Light source should be in front of you, not behind.
4. Have a quiet space to conduct the interview.
5. Do some research. Know the basics about the school – state, majors offered, size, etc.
6. Be Yourself – not what you think the interviewer wants to hear. It’s okay to take a moment after a question to consider your reply.
7. Put aside your nerves. The interviewer wants to meet You.
8. Have a couple of questions ready.

Additional thoughts:
If you are interviewing in person, be certain to practice a firm handshake.
“Dressing appropriately” in person is a little dressier. Think business casual.
It’s okay to take notes and to refer to your notes when you ask your questions.
SCHOLARSHIPS AND FINANCIAL AID

TO KNOW
TYPES OF FINANCIAL AID:

Need Based Aid (based on your ability to pay)
This includes grants: Pell Grant, First Generation Matching Grant;
loans: student loans and parent loans; and,
work study (money is disbursed as it is earned in campus job.)

Merit Based Aid is based on your accomplishments and includes scholarships for academics, athletics, talents, service, and military.

TERMINOLOGY

FAFSA (Free Application for Federal Student Aid) /CSS Profile – Financial Aid forms available in October.
COA - Cost of Attendance = Tuition, room/board, books, transportation, other school expenses
SAI – Student Aid Index = Indicator of your financial need as determined by family income/assets reported
FAFSA/CSS Profile using their 2020 tax data.
Financial Aid Award – Package offered by a college to help you meet your determined Financial Need.
(Not all colleges will meet 100% of Financial Need.)
Net Price Calculator – Financial Aid Tools & Calculators | The College Board

Sources of Merit Based Aid/Scholarships
Colleges – Admissions Office
Colleges – Specific Departments (art, music, athletics, etc.)
Corporations – Employers, Competitions
Community Groups/Private Funds
State of Florida – Bright Futures Scholarship, Jose Marti, Benaquisto, EASE Program
Research! Research! Research! (Visit the College and Career Center and Naviance Student for resources.)

The Florida Legislature reserves the right to change the value and requirements of this program at any time!

Florida Bright Futures Academic Scholars Award Requirements
3.5 Bright Futures weighted GPA on 16 core classes
1330 SAT or 29 ACT (Scores must be sent to one of the FL SUS schools)
100 hours of community service

Florida Bright Futures Medallion/Merit Scholars Award Requirements
3.0 Bright Futures weighted GPA on 16 core classes
1210 SAT or 25 ACT (Scores must be sent to one of the FL SUS schools)
75 hours of community service
TO DO
The timeline for the Bright Futures Application will be covered in the School Counselors’ fall visit to the Government and Economics classes. Step One will be to complete the BMC Preliminary Release Form that becomes available in October. (Apply even if you are planning to go out of state, as there is currently a 5-year window to activate the scholarship in case you change your mind.)

BEST ADVICE:
Be smart in your choice of schools.
Be mature in initiating a conversation with your parents about their willingness and ability to contribute.
Be diligent in your search for scholarships.
Be vigilant in meeting deadlines.
Be open to finding the best fit for you...academically, spiritually, and financially.
Gather Your Materials

Use this checklist to help you gather the information you’ll need as you fill out your Common App.

- **High school information**
  You’ll need to know things like your high school’s CEEB code, GPA scale, and class rank reporting. Check in with your counselor for more details about this information. Ask them for the High School Details Information Sheet! (Download it at commonapp.org/ready)

- **An unofficial copy of your high school transcript**
  You’ll be asked to list the courses you’re taking this academic year.

  Some colleges ask applicants to self-report their full academic record in the Courses & Grades section. If you have a college on your list that requires Courses & Grades, you’ll need your transcript to complete this section.

- **A copy of your test scores and dates**
  You have the option to enter scores for standardized exams like the ACT and SAT that you have taken and/or plan to take. Don’t forget, you’ll still need to send official score reports to colleges that require them.

- **Citizenship information**

  For Permanent Residents: A copy of your green card.

  For non-U.S. citizens: U.S. visa type, number, and date issued. If you do not yet have a U.S. visa but intend to apply for one, you can indicate that in the application.

- **State of residence information**
  If you think you qualify for in-state tuition for a school you might be asked to share more information about your residence in that state.
Parent information

You’ll be asked to share some basic information about one or more parents, including your parent’s occupation and job title, and the education level they received. If your parent attended college, you’ll need to know the name and location of the college they attended, as well as what degree they received and when.

A list of academic honors

You can include up to 5 academic honors you received during high school. You’ll need to include the honor’s title, when you received it, and the level of recognition you received (regional or national, for example).

A list of your activities

You have the option to enter up to 10 activities you participated in during high school. These activities might include family responsibilities, jobs, volunteer work, clubs, sports, hobbies, and more.

For each activity you’ll list: the years of participation, hours per week and weeks per year spent on the activity, position/leadership held, and a brief description.

Use this space to jot down a few activities you want to report in your application.

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

4. ____________________________________________

5. ____________________________________________
## COLLEGE APPLICATION CHECKLIST

Is my PERMISSION FORM TO RELEASE TRANSCRIPTS in School Counseling Office?  
☐ Yes  ☐ No

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<td>Sent AP scores</td>
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## OTHER THINGS TO DO:

- Registered with NCAA
- Sent transcript to NCAA
- Completed FAFSA
- Returned BF Authorization F
- Did online FFAA for Bright Futures
- Community service approved
- Ordered Final Transcript
- Sent AP scores

## NOTES:

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<td>- distance</td>
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<tr>
<td>- urban/rural</td>
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<tr>
<td><strong>SPECIAL NOTES</strong></td>
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</tbody>
</table>
# Financial Aid Comparison Worksheet

## Cost of Attendance

<table>
<thead>
<tr>
<th></th>
<th>School 1</th>
<th>School 2</th>
<th>School 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Fees</td>
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<tr>
<td>Room</td>
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<tr>
<td>Board</td>
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<tr>
<td>Books</td>
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<tr>
<td>Supplies</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Personal Expenses</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Total Cost</strong></td>
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</tbody>
</table>

## Financial Aid

<table>
<thead>
<tr>
<th></th>
<th>School 1</th>
<th>School 2</th>
<th>School 3</th>
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</thead>
<tbody>
<tr>
<td><strong>Nonrepayables:</strong></td>
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<tr>
<td>Scholarships</td>
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<tr>
<td>Grants</td>
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<tr>
<td><strong>Loans:</strong></td>
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<tr>
<td>Stafford/Federal Direct</td>
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<tr>
<td>Federal Perkins</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Employment:</strong></td>
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<tr>
<td>Federal Workstudy</td>
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<tr>
<td>Job</td>
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<tr>
<td><strong>Programs:</strong></td>
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<tr>
<td>Florida Pre-paid</td>
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<tr>
<td>Bright Futures</td>
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<tr>
<td><strong>Other Sources:</strong></td>
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<tr>
<td>Savings</td>
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<tr>
<td>Family</td>
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<td>Organizations</td>
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<td>Military</td>
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<tr>
<td><strong>Total Aid</strong></td>
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</tbody>
</table>

## Notes:

Taken from ACT College Planning Guide by ACT, Inc., 2006.
TEACHER RECOMMENDATION REQUEST

IMPORTANT!

Recommendations must be requested 10 working days prior to your deadline to insure timely submission.

Please attach a copy of your current résumé with this form.

Your full legal name: ________________________________________________

College/University:__________________________________________________

Your teacher should expect an email from:

- Common App
- Coalition
- SEND Edu
- College/University
- Academy

This is for:  
- Admission
- A Scholarship (Details about the scholarship is attached.)
- Both

This needs to be submitted by: ______________________________

College/University:__________________________________________________

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This is for:  
- Admission
- A Scholarship (Details about the scholarship is attached.)
- Both

This needs to be submitted by: ______________________________

Please note any specifics you would like the teacher to emphasize in the recommendation.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________