



<b>Meetings and Parent Communication</b>
Respond to parent emails and phone calls
Regular emails with progress updates
<b>Meetings with Student</b>
Senior year (through completion of applications, 4-6 meetings)
Junior year (10 meetings)
Sophomore year (3 meetings)
<b>Planning Portfolio</b>
Academic profile review
Discuss college/career/life goals
Interest Inventory
Development of Wants/Needs List
Explore Potential Majors
Provide format and guidance for building high school resume
Develop a High School and Beyond Plan including course selection, activities, volunteering, working, etc.
<b>Academic Testing</b>
Provide general information
Establish students testing timeline
Help student assess re-test options
<b>Application/Post High School Options List</b>
Final review of students application list
Identify desired college characteristics
Develop "Reach, Likely, Safety" list based on fit.
Identify colleges with desired majors
Prep student for college visits
Evaluate school choices for scholarship potential
Assist in confirming financial feasibility



<b>Application Essays</b>
Review of completed essays
Review of first draft with suggestions to consider
Assistance student in development of list of potential topics.
Review and assistance with multiple essays
<b>Application</b>
Review of completed applications
Share information regarding student athletes (NCAA)
Guidance and coaching for short answer and supplemental items
Development of "Letter of Recommendation Request" documents
<b>Finance</b>
Provide links and resources for Financial Aid, FAFSA, and scholarship search
Assist student in researching scholarships specific to their profile and college application list
Develop timeline for scholarship application
Review students completed scholarship applications
<b>Correspondence/Communication Skills</b>
Self awareness- identification of skills, interests, talents and academic strengths
Guidance for correspondences with colleges
Provide interview strategies and information
Mock admissions interviews
<b>Your Next Step (transition to college)</b>
Help students evaluate admissions offers
Provide resources and information about the transition to college
Provide handbook of collected materials about freshmen year opportunities and challenges
Respond to parent emails and phone calls
Regular emails with progress updates