



SENIOR YEAR BINDER SYSTEM

Advisor's Guide to a Student Organizational Plan for
College Admissions & Financial Aid



This binder system can be used with high school seniors to help them stay organized during the college and financial aid application process.

Purpose: Help students create and maintain a senior year binder in order to get prepared and to stay organized. The binder will contain personal information related to admissions, financial aid, scholarships, and more.

Materials: 3-ring binder, 10 Tabs

Binder Contents:

1. College list.
2. Usernames and passwords for each college.
3. Verification copies of submitted college applications.
4. Record of college entrance and placement exams.
5. Scholarship list and verification copies.
6. Copy of essays and personal statement.
7. FAFSA/WASFA paper application, FSA ID, and Student Aid Report (SAR).
8. Credit check form.
9. Brag sheet (high school highlights).
10. Letter of recommendation and request forms.

Facilitation: Advisors should begin by providing each student the templates for each section of their binders. You may wish to share the templates electronically as well so students may edit them.

Note: Feel free to customize any of the templates. **Remind students to keep all of this information secure and private.**

Special thanks to Dr. Cristina Gaeta and Dr. Omar Montejano for sharing their framework for building a system of success.

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Tab 1

- Advisor College Application Tracking Form
- Student College Application Tracking Form

College Application Tracking Form

Advisor's Notes

Instructions: Students should complete this form by entering in the names of the institutions where they plan to apply. Students should be encouraged to apply to at least three colleges, one from within each of these three categories:

- **Reach** - You might not get in, but it's worth applying because you really want to go. This may be a selective school.
- **Solid** - You're a competitive applicant and will likely be accepted.
- **Safety** - You'll definitely get accepted, and it's a backup in case the others don't work out.

Students can research the institutions online to find the application due dates and possible college contact. If you wish to assist with this task, consider using the [Washington Council for High School-College Relations \(WCHSCR\)](#) Higher Education and Counselor Workshop Book. This book is updated annually each September. It contains descriptions of two and four year public and private, non-profit institutions of higher education in Washington State. Find admission fees and deadlines, FAFSA deadlines, admission requirements, contacts and more. The latest edition is available to view and download on WCHSCR's Publications page:

<http://www.washingtoncouncil.org/>

Key Point: It is important for the student to find and list a college contact on this tracking form. Students need to feel like there is an adult at the institution who can help them. This individual could be a staff person in a TRiO office, CAMP program, a multicultural outreach and recruitment admissions officer, disability support services contact, or other type of staff member who can serve as an ally and assist them when they have questions.

Student College Application Tracking Form

	College Name	Application Fee	Priority Application Due Date	Application Submitted	Name of College Contact and Contact Information
1				Yes / No	
2				Yes / No	
3				Yes / No	
4	<i>Add lines as needed</i>			Yes / No	

College Application Tracking Spreadsheet

This spreadsheet or chart is not an item for the student binder. This chart is intended to be used by an advisor or GU Coordinator to help them track students and their admissions applications.

Instructions: Create a chart in Microsoft Word or a spreadsheet in Microsoft Excel. Enter your student names. Use the following as headings: Public 4-Year Colleges, Community Colleges, Technical Schools, Private Colleges & Universities, Military. When a student completes an application, record it in this spreadsheet. Use to follow up with students.

Name	Public 4-Year Colleges	Community Colleges	Technical Schools	Private Colleges & Universities	Military
Student Name	Eastern Washington University	Wenatchee Valley College			
	Washington State University				
Student Name		Wenatchee Valley College	ITT-Technical Institute	George Fox University	Navy
Student Name	Eastern Washington University				Navy
	University of Washington				
Student Name	Western Washington University		ITT-Technical Institute		
Student Name	Washington State University	Wenatchee Valley College	Lake WA Institute of Technology		
Student Name		Grays Harbor College	Clover Park Technical College		Navy
Student Name	Washington State University-V	Everett Community College			
	University of Washington				

Tab 2

- **Username & Passwords Tracking Form**

Username and Passwords Tracking Form

Advisor's Notes

Have students list their usernames and passwords for sites they may be using during the college application and financial aid process. These include the usernames and passwords for the institutions to which they are applying, their FSA ID, the College Board or ACT. Remind students to keep this information secure and private.

Website: Collegeboard.com/
Username:
Password:
Website: Commonapp.org/
Username:
Password:
Website: EWU.edu/
Username:
Password:
Website: CWU.edu/
Username:
Password:
Website: WSU.edu/
Username:
Password:
Website: Washington.edu/
Username:
Password:
Website: fafsa.ed.gov/
Username:
Password:
Website:
Username:
Password:

SAMPLE

Student Usernames & Passwords Tracking Form

Remember: Keep this information secure and private.

Website: Collegeboard.com/
Username:
Password:
Website: Commonapp.org/
Username:
Password:
Website: EWU.edu/
Username:
Password:
Website: CWU.edu/
Username:
Password:
Website: WSU.edu/
Username:
Password:
Website: Washington.edu/
Username:
Password:
Website: fafsa.ed.gov/
Username:
Password:
Website:
Username:
Password:

Tab 3

- College Support Program Applications
- Paper Copy of College Applications
- Residency Affidavit Form
- Admissions Application Fee Waiver Forms

College Support Program Applications

Advisor's Notes

All enrolled students are automatically eligible to receive general student services. Some institutions also offer additional programs that provide a higher level of support. These typically require students to apply and meet specific eligibility requirements.

Students should research what programs are available at the institutions to which they are applying. Encourage students to apply to a support program if they meet eligibility requirements.

Examples of Major Support Service Programs

TRiO Student Support Services (TRIO SSS)

- **Website:** <http://www.washingtontrio.org/>
- **Description:** The Student Support Services is a federal program that provides opportunities for academic development, assists students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education.
- **Services Typically Provided:** Academic advising, college transfer planning & university visits, cultural and social activities, financial aid & scholarship assistance, financial literacy education, mentoring, student mentors, tutoring, and workshops & learning opportunities.
- **Eligibility:** Eligibility includes, but is not limited to the following (Note: an institution may have additional specifications).
 - U.S. citizen or permanent resident
 - One or more of the following:
 - A first generation college student (neither parent has received a four-year college degree).
 - A student with limited income (according to federal standards).
 - A student with a disability.

College Assistant Migrant Program (CAMP)

- **Website:** <http://www.wsac.wa.gov/college-assistance-migrant-program>
- **Description:** CAMP is a federally funded program designed to assist first-year college students from migrant and seasonal farm worker families, in their pursuit of higher education. CAMP offers pre-college transition and first-year assistance to help students develop the skills necessary to insure continued enrollment and eventual graduation. In addition, the program provides support services to satisfy the educational and personal needs of each participant.
- **Services Typically Provided:** Financial assistance and scholarships, academic assistance, peer mentoring, career planning services, college visits, cultural enrichment opportunities, and more.
- **Eligibility:** Freshman students from migrant and seasonal farm working backgrounds at the following institutions: University of Washington, Washington State University, Central Washington University, Eastern Washington University, Columbia Basin College, Wenatchee Valley College, and Heritage University. (As of 2019).

Passport for Careers Program

- **Website:** <https://wsac.wa.gov/passport/guide>
- **Description:** The Passport to Careers program helps students from foster care prepare for and succeed in college, apprenticeships, or pre-apprenticeship programs. Under the Passport to Careers program, there are two sub-programs:
 - Passport to College
 - Passport to Apprenticeship Opportunities

The Passport to Apprenticeship Opportunities program will assist students participating in registered apprenticeship or pre-apprenticeship programs with covering occupational-specific costs such as tuition for classes, fees, work clothes, rain gear, boots, and occupation-related tools. The Washington Student Achievement Council will work with non-governmental organizations to administer the Passport to Apprenticeship Opportunities program.

Services Typically Provided: Through the Passport to College program, students receive a scholarship that assists with the cost of attending college (tuition, fees, books, housing, transportation, and some personal expenses), support services from college staff, and priority consideration for the Washington College Grant and State Work Study programs.

- **Eligibility:**
 - Have been in Washington state, federal, or tribal foster care after age 15.
 - Enroll at least half-time in an eligible college, apprenticeship, or pre-apprenticeship by their 22nd birthday.
 - Maintain Washington residency.
 - Not pursue a degree in theology.
 - Be working toward earning their first bachelor's degree, associate degree, or certificate, or pre-apprenticeship or apprenticeship.
- They can also contact the [Passport Designated Support Staff](#) person at their college to begin receiving help navigating through college.

Passport-eligible students looking for detailed information on preparing, applying, and paying for college, apprenticeship, or pre-apprenticeship programs can find more information in the [Passport to Careers Guide](#).

MESA Community College Program (MCCP)

- **Website:** <https://www.sbctc.edu/colleges-staff/programs-services/student-services/mesa.aspx>
- **Description:** The MESA Community College Programs are the newest additions to Washington MESA's educational programs and services. Supported with funding from the Nation Science Foundation (NSF), WA MCCP aims to increase the number of underrepresented (African American, Native American, Latino, and Pacific Islander/Hawaiian) community college students who successfully transfer to four-year institutions and earn STEM (science, technology, engineering, and mathematics) bachelor's degrees.
- **Services Included:** Activities and support to help increase the number of traditionally underrepresented students receiving a bachelor's degree in a science, technology, engineering, or mathematics (STEM) discipline, including: academic excellence workshops, orientation course, academic and career advising, student professional development and

links to STEM societies, administrative support, and a MESA study center. The program also includes transfer support to University of Washington and Washington State University.

- **Eligibility:** MESA program recruits and retains a cohort of 60 students from the time they enroll in the program to the time they graduate and transfer to a four-year university. The students that MESA serves must have the intent to transfer to a four-year university, come from a traditionally underrepresented group in the STEM fields, be pursuing a STEM major, and be financially and educationally disadvantaged.
- Twelve Washington state community colleges offer MESA Community College Programs and centers, with two partnering universities (University of Washington and Washington State University).
 - [Clark College](#), Vancouver
 - [Columbia Basin College](#), Pasco
 - [Edmonds Community College](#)
 - [Everett Community College](#)
 - [Green River College](#), Auburn
 - [Highline College](#), Des Moines
 - [Olympic College](#), Bremerton
 - [Seattle Central College](#)
 - [Spokane Falls Community College](#)
 - Tacoma Community College
 - [Wenatchee Valley College](#)
 - [Yakima Valley College](#)

CAMP APPLICATION

College Assistance Migrant Program



Return application to:
College Assistance Migrant Program
Central Washington University
400 East University Way
Ellensburg WA 98926-7429

Telephone: 509-963-1729
Fax: 509-963-1724
E-mail: camp@cwu.edu
Web: www.cwu.edu/~camp

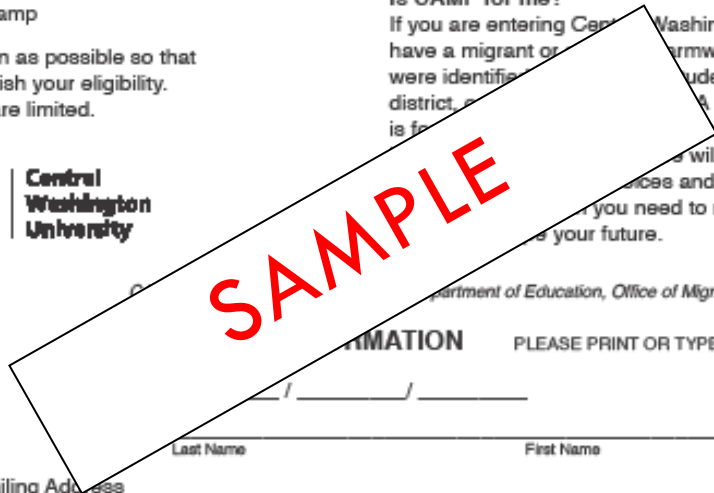
Please respond as soon as possible so that we may begin to establish your eligibility. Remember, openings are limited.

What does CAMP do?

The College Assistance Migrant Program (CAMP) at Central Washington University provides supportive and retention services to college students from migrant and seasonal farmworking families. CAMP works with campus faculty, student services and community-based agencies to improve educational opportunities for CAMP students.

Is CAMP for me?

If you are entering Central Washington University and have a migrant or seasonal farmworking background, were identified as a migrant student in your school district, or are currently in a WIA 167 program, CAMP is for you. We are concerned with your success and will help you explore your options and make sure that you have the resources you need to make the decisions that will shape your future.



Department of Education, Office of Migrant Education.

PERSONAL INFORMATION PLEASE PRINT OR TYPE

_____/_____/_____
 Last Name First Name Middle Name

Permanent Mailing Address
 Street / Number City Zip

Home Telephone Number (____) _____

Alternate Telephone Numbers (____) _____ (____) _____

Date of Birth ____/____/____ Gender Male Female

Have you applied for Financial Aid? Yes No If yes, when? ____/____/____ (date)

Residency U.S. Citizen Legal Permanent Resident (Attach a copy of your card.) Other

FOR OFFICE USE ONLY

Eligible for CAMP Yes No Date eligible ____/____/____

If eligible, verification used Employer Verification Form WIA 167 Verification

Migrant Education Identification # _____ W-2 and Work History

CAMP Director _____ Date ____/____/____

Comments _____

College Applications

Advisor's Notes

It can be helpful to share a paper copy of a college application with students before they begin completing the form online. Students can see what will be asked, start a rough draft in Microsoft Word. When they are ready, they can then transfer the information to the electronic application and submit online.

Another resource for students is the 12th Year Campaign: Junior/Senior Student Workbook, which can be found at: <https://gearup.wa.gov/students/pay-for-college>. This workbook includes sections like:

- Frequently Asked Questions during Application Completion.
- College Application Checklist, which resembles a blank college application.
- Application Personal Statement and Essay Tips.
- Contact information for Washington institutions.
- Information for undocumented students, youth in care, and more.
- Next steps.

NOTE: Encourage students to print a completed copy of their electronic application. If the application is not printer friendly, encourage students to take a screen shot and save for their records.

Find PrinTable Freshman Applications

Antioch University	Must Email admissions.aus@antioch.edu for an application
Bastyr University	Must contact the Admissions Office at (425) 602-3332
Central Washington University	http://www.cwu.edu/admissions/sites/cts.cwu.edu/admissions/files/documents/CWU%20admin%20app%20updates%202012-2013%203.pdf
Cornish College of the Arts	Must request paper application from admission@cornish.edu
Gonzaga University	Common App
Heritage University	Must email studentsfirst@heritage.edu for paper app.
Northwest University	Must contact the Admissions Office at cele@northwestu.edu to request
Pacific Lutheran University	Common App
Seattle Pacific University	Common App
Seattle University	Common App
St. Martin's University	Common app but have a tutorial at https://www.stmartin.edu/admissions-aid/how-to-apply/working-common-application
University of Puget Sound	Common App
University of Washington	Must be requested at https://admit.washington.edu/Contact
University of Washington Bothell	<u>Must be requested at uwbinfo@uw.edu</u>

Walla Walla University	Must email info@wallawalla.edu for a paper application
Washington State University	https://admission.wsu.edu/documents/2016/02/wsu-undergraduate-application.pdf
Washington State University Spokane	https://admission.wsu.edu/documents/2016/02/wsu-undergraduate-application.pdf
Washington State University Tri-Cities	https://admission.wsu.edu/documents/2016/02/wsu-undergraduate-application.pdf
Washington State University Vancouver	https://admission.wsu.edu/documents/2016/02/wsu-undergraduate-application.pdf
Western Washington University	https://admissions.wvu.edu/freshman/freshman-apply
Whitman	Common App
Whitworth University	Common App

Undergraduate Admission Application

Office of Admissions • 400 East University Way • Ellensburg WA 98926-7463
Office: 509-963-1211 • Fax: 509-963-3065 • E-Mail: cwuadmis@cwu.edu • Web: www.cwu.edu

You are encouraged to apply online at www.cwu.edu/admissions/apply-now

Priority Deadline Dates: Fall quarter - March 1, Winter quarter - November 1,
Spring quarter - March 1, Summer quarter - June 1

Please type or print in ink. Enclose a \$50 non-refundable application fee payable to CWU (check or money order).

1. Degree level when enrolling at CWU? Undergraduate Post-baccalaureate (Bachelor's Degree – non Master's)
2. Term (quarter) interested in enrolling. Check one term only and write in the year.
 Fall Winter Spring Summer Year _____
3. Admission type:
 Freshman (no college credit) Freshman Transfer (i.e., Running Start, College in the HS, Cornerstone)
 Transfer Freshman (less than 40 college credits after HS) Transfer (40 or more college credits after HS)
 Post-baccalaureate (have baccalaureate degree) Returning (previously attended CWU)
4. At which campus do you wish to enroll? (For online program, select "Online". If you live in Pierce County, check Pierce County). *Most freshmen and sophomores enroll at Ellensburg.*
 Ellensburg Everett Des Moines Moses Lake Pierce County Walla Walla
5. Mr. Ms. 7. Male Female
8. Legal Name _____ 9. Suffix _____
Last Middle Jr., Sr., II, etc.
10. Preferred First Name _____
11. Former Name(s) If your name has changed, indicate all former full name(s)
Last First Middle Jr., etc. Last First Middle Jr., etc.
12. Social Security Number _____
By law, providing your Social Security number is optional, but is required if you are applying for financial aid.
13. Date of Birth (month/day/year) _____
14. Are you a Washington Resident? Yes No
14a. If yes, Less than 1 year 1 to 2 years More than 2 years
14b. If no, State of Residency _____
15. Country of Citizenship: USA Other _____ From _____
Date (Month/Year)
16. If you are not a U.S. citizen, do you hold a permanent resident visa / card (green card)? Yes No
17. If you are a non-U.S. citizen, have you resided in Washington State for the three years immediately prior to receiving a high school diploma and completed your full senior year in a Washington high school? Yes No

Form: PR40290711

Washington Higher Education Residency Affidavit

(Also known as Affidavit of Residency)

Advisor's Notes

People who are eligible to sign this affidavit pay in-state (resident) tuition and fees. They also meet residency requirements for state financial aid programs. Check your school's residency website or contact the residency office for submission instructions. For private institutions, check your school's financial aid website or contact the financial aid office. Eligibility Requirements

To be eligible to sign this affidavit, you must:

- Earn a high school diploma, GED, or diploma equivalent before your first term at the college determining residency, and
- Maintain a primary residence in Washington for at least 12 consecutive months immediately before your first term at the college determining residency.

These students may wish to keep a copy for their records. After the information is shared with the college, the form is destroyed. The information is kept confidential.

Remind students to keep this information secure and private.

Download form: <https://wsac.wa.gov/sites/default/files/Residency.Affidavit.pdf>

Washington State Higher Education Residency Affidavit



People who are eligible to sign this affidavit pay in-state (resident) tuition and fees. They also meet residency requirements for state financial aid programs. Check your school's residency website or contact the residency office for submission instructions. For private institutions, check your school's financial aid website or contact the financial aid office.

Eligibility Requirements

To be eligible to sign this affidavit, you must:

- Earn a high school diploma, GED, or diploma equivalent before enrolling at the college determining residency, and
- Maintain a primary residence in Washington for at least 12 months immediately before your first term at the college.

Applicant Information

Name _____
Date of Birth _____
(Month/Day/Year)
Student ID Number _____
(if applicable)

Certification

If you meet the eligibility requirements above, you must also sign this affidavit to qualify for residency. The affidavit is a promise between you and the institution determining residency. Please certify the following statement by signing below.

I certify that, by the official start date of my first term at the college determining residency, I will have met the eligibility requirements on this affidavit form and that one of the following is true:

- I will file an application to become a permanent resident of the United States as soon as I am eligible to apply. I am also willing to engage in activities designed to prepare me for citizenship, including citizenship or civics review courses, or
- I am a U.S. citizen, U.S. national, or U.S. permanent resident.

Signature _____
Date _____
Place _____
(City, State)

College Application Fee Waivers

Advisor's Notes

Fee Waiver Sources

College Board Fee Waivers

Every income-eligible student who takes the SAT or SAT Subject Tests using a [test fee waiver](#) can choose **four** colleges from over [2,000 participating colleges](#) and apply for free. These waivers will be delivered online to eligible students.

Learn more: <https://collegereadiness.collegeboard.org/about/benefits/college-application-fee-waivers>

NACAC Fee Waivers

Students who have limited financial resources and meet the requirements below may use the NACAC Request for Application Fee Waiver Form when applying for college. The form helps ensure that access to college is possible for all students. The form is for traditional high school students applying to postsecondary colleges or universities in the fall immediately following high school graduation.

Learn more: <http://www.nacacnet.org/studentinfo/feewaiver/Pages/default.aspx>

Download the [NACAC Request for Application Fee Waiver Form](#).

Institution Waivers

Other methods include having students request an application fee waiver directly from the college to which they are applying. Using a fee waiver is a common part of the application process, and most colleges have information about fee waivers on their websites.

For example, Central Washington University:

<http://www.cwu.edu/admissions/sites/cts.cwu.edu.admissions/files/documents/Fee%20Waiver%20Form%2011.2011.2015.pdf>



Admissions Application Fee Waiver Form

Last Name: _____ First Name: _____
Date of Birth: _____ mm/dd/yyyy Email: _____
Permanent Address: _____ Address City State Zip/Postal Code
Evening Telephone: _____ Cellular Telephone: _____

Parent and Student Income Tax Return or other Documentation of Income is Required for Dependent Students

DEPENDENT INDEPENDENT
Annual Income (Parent): _____ Annual Income (Student): _____
Family Size: _____

Scan and email this form and a copy of your income tax return or your ACT, SAT or TRIO fee waiver form to _____ fax to 509-963-3065 or mail to address below.

Note: If you pay a fee for this application and a request for a waiver has been processed the fee is non-refundable.

I certify that to the best of my knowledge the statements I have made in this application are complete and true.
Parent's Signature(s): _____ Date

Student's Signature: _____ Date

FOR OFFICE USE ONLY

Application for Waiver: _____ Waived _____ Denied
Signature: _____ Date

Tab 4

- Record of College Entrance & Placement Exams

Test Scores Record Form

Advisor's Notes

These may include PSAT, ACT, SAT, ACCUPLACER or an institution specific test. Many applications for college admission will request information related to tests that you have taken. Have students use the worksheet below to list the scores for tests they have already taken. Most colleges will also require an "official" score that is sent by College Board (SAT scores) or ACT (ACT scores). You may wish to customize this form and add additional test score charts.

SAT/ACT Scores

SAT Test Date (month/year), Math Score, Reading/Writing Score, Essay (Optional) Score

ACT Test Date (month/year), Composite Score

Student Record of Test Scores

Many applications for college admission will request information related to tests that you have taken. Use the worksheet below to list the scores for tests you have already taken. If you have not yet taken the SAT or ACT, speak with your school counselor about upcoming test dates – you will need to take at least one of these college entrance exams soon! Most colleges will also require an “official” score that is sent by College Board (SAT scores) or ACT (ACT scores). Talk with your school counselor about how to do this.

SAT	
<u>Test #1:</u>	<u>Test #2:</u>
Date Taken:	Date Taken:
Total Score:	Total Score:
Reading Score:	Reading Score:
Math Score:	Math Score:
Writing and Language Score:	Writing and Language Score:
SAT Subject Tests:	SAT Subject Tests:

ACT	
<u>Test #1:</u>	<u>Test #2:</u>
Date Taken:	Date Taken:
Total Score:	Total Score:
English Score:	English Score:
Mathematics Score:	Mathematics Score:
Science Score:	Science Score:
Writing Score:	Writing Score:
Reading:	Reading:

Tab 5

- Scholarship List & Verification Copies

Scholarship Tracking Sheet

Advisor's Notes

Advisors can help students find and apply for scholarships. One of the best places a student can look for scholarships is on thewashboard.org. This website is a free, web-based scholarship matching service for Washington students. It is supported by the Washington Scholarship Coalition, a public/private partnership of foundations, non-profit organizations, and state agencies. This website makes it easy to find and apply for scholarships and it is spam free. Have students create a profile or update an existing one. TheWashBoard.org finds the best potential scholarship based on their self-created student profile. Users can also find scholarships that do not require a Social Security Number or ask about citizenship status.

Additionally, you may provide them with an already compiled listing of scholarships. Washington State GEAR UP maintains a listing that is available to schools for 7th-12th graders. Many of the listings do not have citizenship requirements. Almost all of these listings are annual scholarships.

See: <http://gearup.wa.gov/resources/scholarships>.

Or encourage them to check out [The Scholarship Junkies Scholarship Bank](#). Sign up and have them send you scholarships to your email every month.

Other suggestions include: bigfuture.collegeboard.com, [college greenlight](#), unigo.com, [scholarship 360](#), fastweb.com, and scholarships.com.

	Scholarship Name	Due	Sent	Letters of Rec.	Transcripts	Essay	Miscellaneous
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

Student Scholarship Tracking Sheet

	Scholarship Name	Due	Sent	Letters of Rec.	Transcripts	Essay	Miscellaneous
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

Tab 6

- Essays & Personal Statement

Essays & Personal Statement

Advisor's Notes

College applications and often scholarship applications usually contain essay questions. It can be helpful to share a paper copy of a college application or the scholarship application with students before they begin completing the form online. Students can see what will be asked, start a rough draft and then transfer and submit online.

Another resource for students is the 12th Year Campaign: College Application Campaign Student Workbook, which can be found at: <https://gearup.wa.gov/students/pay-for-college>. This workbook includes Application Personal Statement and Essay Tips.

NOTE: Encourage students to save and print a copy of their essays for their records. Portions of their essays may be suitable for other college or scholarship applications after editing.

Comprehensive Review Process

The Comprehensive Review Committee will review the application including the Essay submitted with the application and any other supporting materials. The committee will determine if they feel a student has the potential to succeed at Central Washington University.

Essay questions:

- How have your past experiences influenced your academic and career goals?
- What are you presently doing to achieve these goals?
- What are your academic goals and how do you plan to accomplish these goals?

Applicants may be asked to provide additional information for further review by the Comprehensive Review Committee. Admission is not guaranteed and the review process; therefore, any admissions decisions may be deferred.

You are encouraged to include your involvement and leadership contributions in your home, school or community in your essay.

The responses to these questions may be formatted in any way the applicant sees fit, including answering with one integrated paragraph-form essay response, or numbered or bulleted responses to each question.

Source URL: <http://www.cwu.edu/admissions/comprehensive-review-process>

Tab 7

- FAFSA Paper Application, FSA ID, & Student Aid Report; or
- WASFA Paper Application with Instructions

FAFSA/WASFA Paper Application, FSA ID, & SAR

Advisor's Notes

It can be helpful to share a paper copy of the FAFSA or WASFA with students before they begin completing the form online. Students can see what will be asked, start a rough draft and then transfer and submit online.

Additionally, the Application Print Summary is available at the end of the application after the final check has passed successfully. To access the Print Summary, the FAFSA must first be completed. Have students print a copy for their records.

Remind students to keep this information secure and private.

FAFSA

- *FAFSA on the Web* automatically e-mails the “Confirmation Page” to the student if they provide a student e-mail address in his/her application. Applicants should check their spam or junk folders for the confirmation page if a student e-mail address is provided but the e-mail confirmation is not received.
- **NOTE:** Encourage students to save and print a copy of their Confirmation Page for their records. Students should record their FSA ID info on the Username and Password Tracking Form.
- You can find a PDF of the FAFSA at: <https://fafsa.ed.gov/options.htm>

Student Aid Report (SAR)

- After students submit the Free Application for Federal Student Aid (FAFSA), they will get a Student Aid Report that summarizes the information they provided on the FAFSA.
- Have students review their Student Aid Report carefully to make sure it's correct and complete. If they do not have any changes to make to the information listed on the SAR, just have them keep it for their records.
- NOTE: Whether you receive your SAR online or on paper depends on whether you provide an e-mail address on your FAFSA. If you provide a valid e-mail address, you'll receive an e-mail with instructions on how to access an online copy of your SAR.
- Learn more: <https://studentaid.ed.gov/sa/fafsa/next-steps/student-aid-report>

WASFA

- Find a PDF of the WASFA with instructions at: <https://wsac.wa.gov/wasfa>
- As of May 2019, students are unable to print a completed copy of the WASFA. They also do not receive a Student Aid Report (SAR).

Tab 8

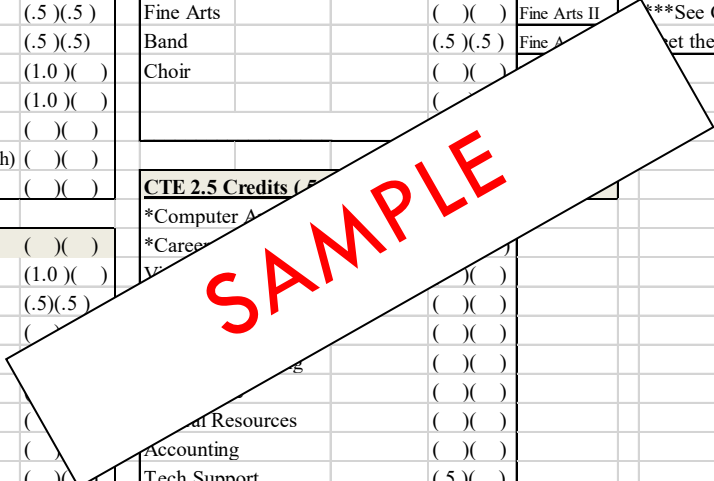
- Credit Check Form

Credit Check Form

Advisor's Notes

To help determine what credits a student may need to graduate, use the credit check form linked below. Each school usually has their own form. If you are unsure of what form your school uses, see the counselor.

Maple High School			
CREDIT CHECK - Graduation Requirements			
Name	Jane Doe	Graduation Year	2018
English 4.0 Credits		P.E. 2.0 Credits/ Health .5 Credit	
*English 9	(.5)(.5)	*P.E.	(.5)(.5)
*English 10	(.5)(.5)	*P.E.	(.5)(.5)
*English 11 or Honors	(.5)(.5)	*Health	(1.0)()
*English 12 or Honors	()()	Lifetime Fitness	()()
	()()		()()
	()()		()()
Math 3.0	()()	Visual/ Performing Arts 1.0 Credit	Fine Arts I
*Algebra I	(.5)(.5)	Fine Arts	()()
*Geometry	(.5)(.5)	Band	(.5)(.5)
Algebra II	(1.0)()	Choir	()()
Pre-Calculus	(1.0)()		()
Calculus	()()		()
CTE Alternative (Consumer Math)	()()		()
	()()		()
		CTE 2.5 Credits (5)	
		*Computer A	
		*Career	
Science 3.0 Credits	()()		
*Physical Science	(1.0)()		()
*Biology	(.5)(.5)		()
Advanced Biology	()		()
Chemistry			()
Physics			()
Horticulture	()		()
Natural Resources	()		()
	()		()
		Accounting	()
		Tech Support	(.5)()
			()()
Social Studies 3.0 Credits		Electives 8.0-11.00 Credits	
*WA State History	(P)	Consumer ED	(.5)(.5)
*World History	(1.0)()	Band	(.5)(.5)
*US History	(.5)(.5)	Band	(.5)(.5)
*Cont. World Problems	()()	Choir	(.5)(.5)
	()()	College Prep II	(1.0)()
		TA Alegbra	(.25)(.25)
			()()
			()()
Foreign Language 2.0 Credits			
Spanish I	(1.0)()		
Spanish II	(.5)(.5)		
Span. For Span. Speakers	()()		
STAMP Test for Spanish	()	Total Credits Required: 30	tot.(25.5)



Other Graduation Requirements:
 Senior Culminating Project
 High School and Beyond Plan
 Community Service:
 9th: 25 Hrs 11th: 25 Hrs
 10th: 25 Hrs 12th: 25 Hrs
 Earn a CAA or CIA (Spec. Ed.):
 Pass HSPE Sections (Read & Writing)
 EOC: Algebra I, Geometry, or Biology
 ***See Counselor if you do not
 meet the requirements stated above

Tab 9

- Brag Sheet

Brag Sheet Form Template

Advisor's Notes

To help students start preparing for college and scholarship applications, have students complete a Brag Sheet. See the template on the following page. Add lines or sections as needed.

Brag Sheet

Name:	
Grade:	

My Ambitions, Plans, & Goals

Academic & Personal Strengths	Academic & Personal Areas for Improvement

School & Community Awards Received		
Grade	Award	Description
9th		
10th		
11th		
12th		

Work Experience			
Employer	Dates	Hrs/Wk	Description

Extracurricular Activities		
Grade(s)	Activity	Description / Role
9th		
10th		
11th		
12th		

Community Service / Organizations		
Grade(s)	Activity	Description/Role
9th		
10th		
11th		
12th		

Other Interests	

Courses / Subjects That I Have Enjoyed:	
Course / Subject	Why I Liked It

My Current GPA

Current Schedule Of Courses		
Period	Course	Teacher
1		
2		
3		
4		
5		
6		
7		

What I Am Looking For In My Ideal College:

Schools That Measure Up To My Ideal:	
School	Why

Is Financial Aid A Factor?

A Little Bit About My Home / Family Life:

Tab 10

- Letter of Recommendation & Request Forms

Letter of Recommendation & Request Forms

Advisor's Notes

Encourage students to use these Letter of Recommendation templates to help them obtain customized letters that display their achievements. Feel free to customize this template.

Sample of Student Request Packet to Recommender

August, 10, 2021

Dear Mr. Anderson:

I am writing to ask you for a letter of recommendation regarding my applications to colleges. I believe you are one of the teachers who have had a significant impact on me in the classroom. Attached you will find the forms that I believe are necessary to assist you in writing my letter of recommendation:

- Letter of Recommendation Form
- Brag Sheet
- Schools I am applying to
- Teacher Evaluation Form
- Mid Year Report
- School Report
- Final Report
- Envelope with mailing address
- Other _____

If you feel you are not the best person to write this letter for me, please advise me immediately. This letter must be completed (and/or mailed) by December 16, 2016 so I can meet my application deadline. If I can provide any other information or assistance, please let me know as soon as possible.

Sincerely,
Jane Doe

Sample Letter of Recommendation Request Sheet

Name of Student: Jane Doe

Telephone: (555) 488-3567 **Email:** janedoe@gmail.com

Name and position/title of recommendation writer: _Mr. Anderson/ Past English Teacher

This recommendation will be used for (student checks one or more):

- College Application Job Application
 Scholarship Application Other

This recommendation should be complete online by: December 1, 2019 _____

Please do the following with completed recommendation letter (check all that apply):

- Give it to the student (in sealed envelope)
- Mail it to the address indicated on the back of the stamped, addressed envelope (attached)
- X Other __janedoe@gmail.com

SAMPLE

In this recommendation, please emphasize these things about me:

My academic achievements, and number of credits. My work experience and the classes I have enjoyed. I want to take challenging classes and still have a good GPA.

I am most proud of the following things:

I am proud of my good GPA and the hard classes I have passed. I am proud of myself for always being unique and doing what I want to do.

These are some specific academic and social talents, skills, and qualities of mine that will help you recall my highlights:

I am a determined person, when it comes to the goals and dreams I want to achieve.

Reference: Schools I am applying to

Schools	Deadlines
Wenatchee Valley College	January, 2022
Eastern Washington University	January, 2022
Central Washington University	January, 2022

Sample Your Letter of Recommendation Is Complete Form

Dear _____ Jane Doe _____:

I completed your recommendations for _____ College Application _____ did the following:

Give it to the student (in sealed envelope).

Mail it to the address indicated by student, using the student's sealed envelope (attached).

Other: Submitted via link provided.

It was a pleasure writing a letter of recommendation for you. Good Luck!

Sincerely,

Mr. Anderson

SAMPLE

Student Request Letter Template

Date

Dear:

I am writing to ask you for a letter of recommendation as part of my applications to colleges. I believe you are one of the teachers who have great insight regarding my contributions in the classroom. Attached you will find the following documents necessary to assist you in writing my letter of recommendation:

Letter of Recommendation Request Sheet

Brag Sheet

Schools I am applying to

Teacher Evaluation Form

Mid-Year Report

School Report

Final Report

Envelope with mailing address

Other _____

If you feel you are not the best person to write this letter for me, please advise me immediately. This letter must be completed (and/or mailed) by DATE so I can meet my application deadline. If I can provide any other information or assistance, please let me know as soon as possible.

Sincerely,

Name

Letter of Recommendation Request Form

Name of Student:

Telephone:

Email:

Name and position/title of recommendation writer:

This recommendation will be used for (student checks one or more):

College Application

Job Application

Scholarship Application

Other

This recommendation should be complete online by:

Please do the following with completed recommendation (student checks one):

Give it to the student (in sealed envelope)

Mail it to the address indicated by student, using the stamped, addressed envelope (attached)

Other:

In this recommendation, please highlight or emphasize these things about me:

I am most proud of these things:

These are some specific academic and social talents, skills, and qualities of mine that will help you recall my highlights:

Reference: I am applying to the following schools:

Schools	Deadlines

Recommender Follow Up Letter Template

Your letter of recommendation is complete...

Dear:

I completed your recommendations for _____ did the following:

Give it to the student (in sealed envelope).

Mail it to the address indicated by student, using the stamped, addressed envelope (attached).

Other: Submitted via link provided.

It was a pleasure writing a letter of recommendation for you. Good Luck!

Sincerely,

