

WESTBOROUGH HIGH SCHOOL

SCHOOL COUNSELING DEPARTMENT

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January 2018

Dear Class of 2019 Students and Parents/Guardians:

We are excited to be working with you as you develop your plans for after high school! Whether your plans include college, work, career training, military or other options, the School Counseling Department is here to support you throughout the process.

To help guide juniors through the college application and post-secondary planning process, counselors will be meeting with their students in small groups over the next two weeks, followed by one-on-one conferences with each student to help them take the next steps toward their future. We want to empower juniors to take ownership of their future and these meetings and conferences will provide students with the opportunity to share their thoughts and plans with their counselor. We will be covering topics such as college searching and research, Naviance tools, review of the transcript, course selection for senior year, letters of recommendation, standardized testing, and college application essays, among others. At the small group sessions, we will also distribute personal copies of the **WHS Post-Secondary Planning Handbook** to those students who did not receive their copy at Junior Night in November. This book is also available online on the School Counseling Website.

One-on-one conferences will be tailored to the individual needs of the student. Whatever your plans are after high school, we will be able to help guide and coach you as you take the next steps in your future. We also encourage parents to reach out to their child's counselor with any questions throughout the process. We are happy to help!

One-on-one conferences for students will begin after February Vacation. Students can schedule their appointments whenever they are ready to meet with their counselors. Prior to attending your meeting, we also ask that you complete the following items:

- Junior Questionnaire (student) & Parent Questionnaire (parent)
- Activity Resume Draft (student)
- Identifying Colleges You are Thinking About in Naviance (student, if applicable)

More information on these items is included on the back of this letter.

We look forward to helping you reach your post-secondary goals and making the process as smooth as possible!

Sincerely,

The WHS School Counselors

Important Upcoming Dates

- **February 9** - SAT Registration Deadline for March 10 test.
- **March 1** - Parent-to-Parent Coffee – 7-8pm in the WHS Rangers College & Career Center. This is an opportunity for parents to learn from parent-volunteers and each other about their post-secondary planning experiences and tips. Drop in for a few minutes or the whole hour. No RSVP necessary.
- **March 9** - ACT Registration Deadline for April 14 test.
- **March 24** - Metrowest College and Career Fair at Ashland High School
- **April 18 & 19** - NACAC National College Fair in Boston

Please complete the following items before your individual appointment with your counselor:

I. JUNIOR AND PARENT/GUARDIAN QUESTIONNAIRES (*STUDENT & PARENTS*)

Why they are important: As advocates for students in this process, we value your perspective. When the student, parent, and counselor perspectives are combined, it provides us an opportunity to help guide the student and write as comprehensive a recommendation as possible.

How to Access and Submit the Questionnaires:

- Log into your Naviance account: connection.naviance.com/westborough
- Click on the “About Me” tab.
- In the left hand margin, under “Surveys to take”, access both the Junior Questionnaire and the Parent Questionnaire.
- Once completed, be sure to “submit” both questionnaires.

II. ACTIVITY RESUME DRAFT (*STUDENT*)

Why this is important: In addition to giving your counselor a better picture of who you are outside the classroom, your activity resume is important to organize as you prepare for college and job applications. You are asked to submit a first draft of your resume with the understanding that you may make many revisions between now and senior year.

How to Access and Submit the Activity Resume Template:

- After logging into your Naviance Account, the “Activity Resume” template can be found in the Document Library on your Naviance homepage in the far right hand column.
- Click on the “Activity Resume” and save the file to your personal computer.
- Upon completion of the first draft of your resume, you may email it or print a hardcopy to deliver directly to your counselor

III. IDENTIFYING “COLLEGES I’M THINKING ABOUT” (*STUDENT*)

Why this is important: To facilitate your meeting with your counselor, we want to get a sense of your starting point and the preferences you have for different college characteristics. We can help you uncover additional schools that may be a great fit both personally and academically, and ultimately assist you in fine-tuning your final list schools. You will also get direct notification if any of your listed schools are visiting WHS in the fall.

How to Access and Update your “Colleges I’m Thinking About” List:

- Log into the student’s Naviance account and click on the “Colleges” tab.
- Click on “Colleges I’m Thinking About” link
- Click “Add to This List” and search colleges to add to this list.
- At this stage, we suggest at least 5 colleges for the list.