



PENN MANOR HIGH SCHOOL
P.O. Box 1001 • Millersville, PA 17551-0301
Phone (717) 872-9520 • Fax (717) 872-0934
www.pennmanor.net
An Equal Opportunity Employer

Philip B. Gale
Principal

Dear Parents,

Thanks for another great school year, and we hope that your summer is off to a fantastic start! With another year behind us, the Counseling Department would like to provide you with our annual summer mailing. The goal of this mailing is to provide you with some pertinent information that will make transition planning a little easier, as well as include valuable grade appropriate articles, timelines, resources and dates.

In an effort to reduce costs and integrate technology, our summer mailing will now be accessible online through our high school's website at <http://blogs.pennmanor.net/highschool/>. The incoming freshman class will continue to receive the mailing in paper form. It will be distributed to the students on the last day of school.

One primary objective of the Penn Manor Counseling Department is to assure that we are best preparing our students for their future after high school, as well as teaching them the necessary skills that they will need to face the challenges of the 21st Century. It is crucial that students are aware of the traits that employers and post-secondary institutions view as critical for success in the workplace. It is also imperative that students leave Penn Manor with a post-secondary plan, and setting meaningful and appropriate goals for the future will assist them with the challenges of the 21st Century.

There are a variety of ways in which you and your student can work together to set meaningful goals, and practice the necessary soft skills that are required for future employment. Encouraging your student to self-advocate and problem solve will allow them to foster attributes that are needed in school setting, as well as in the workforce.

One way to practice the skill of self-advocacy is to encourage your student to communicate and collaborate with their teachers, counselors, and administrators. Email is an excellent way to dialogue with staff, and students can access their teachers' email addresses in the front pages of the PMHS Handbook. In addition, students should make a habit of checking the parent portal in Sapphire to review current grades and attendance. If you are unsure of your PM password and pin, or need help navigating the Sapphire system, please contact the main office for assistance.

A primary avenue for setting meaningful post-secondary goals is through the PM Graduation Project. Students are asked to compile a comprehensive career-planning portfolio that will allow them to complete interest inventories, resume development, career/college research, and interviews with current employers. To access requirements specific to each grade, log on to the PM High School webpage. Click on Graduation Project and the criteria are listed per grade level. An excellent online resource to assist in the career exploration process at any grade level is www.careercruising.com. (username=penn password=manor). Specific information is provided with this mailing to help navigate the website.

In addition, students can plan for their future by utilizing the Counseling Department's websites and resources. Underclassman should pay particular attention to information regarding career exploration, course selection, and the PMHS graduation project. Upperclassman should review resources pertaining to standardized tests, the college application process, scholarships and financial aid. We also have a PM Post-Secondary Planning Guide that is available for download on the webpage. Our department websites can be viewed at the following addresses:

<http://blogs.pennmanor.net/highschool/>
<http://del.icio.us/hscounseling>

Parents and students can log in as guests if they don't have their password information handy.

Remember that it is never too early for you and your child to plan for the future. Your student's four years in high school are an excellent time to explore interests, set goals, and practice the skills necessary for employment and success in the years ahead.

Hopefully this mailing provides you with enough to think about for now! Highlights and topics from the mailing are listed below. If you would like to discuss your student's future at any time please contact the Counseling Office at the numbers/emails listed below. Enjoy the rest of your summer!

Sincerely,

Brandy Basile,
Counselor; last names A-Do
872-9520 x1810
brandy.basile@pennmanor.net

Marjean Long,
Counselor; last names Mos-Sh
872-9520 x1818
marjean.long@pennmanor.net

Kim Marsh,
Counselor; last names Dp-Hn
872-9520 x1817
kimberly.marsh@pennmanor.net

Jess Minko,
Counselor; last names Si-V
872-9520 x1815
jessica.minko@pennmanor.net

Jim Yearsley,
Counselor, last names Ho-Mor
872-9520 x1816
james.yearsley@pennmanor.net

Melissa Ostrowski,
Counselor; last names W-Z
872-9520 x1822
melissa.ostrowski@pennmanor.net

Mailing Highlights (some of these are grade specific):

- 2011-12 Counseling Dept Notifications
- Checklist for Success at PMHS
- Career Planning Checklists
- Post-Secondary Education Options
- Family and Community Service Resources
- Lancaster County Career and Technology Center Info
- Financial Aid Information
- College Search and Application Process
- College Testing and Test Preparation Resources

2011-2012 Counseling Department Notifications

In the school year 2011/2012 we will administer the following tests at Penn Manor on these Saturday dates:

<u>TEST</u>	<u>DATE</u>	<u>REGULAR REGISTRATON DEADLINE</u>
SAT and SAT II	Oct. 1, 2011	9/2/11
ACT	Oct. 22, 2011	9/16/11
SAT	March 10, 2012	2/10/12
ACT	June 9, 2012	5/4/12

PSAT and ASVAB (juniors), PLAN (sophomores) are scheduled for:

Super Wednesday, October 12, 2011

Advanced Placement Examinations:

May 7-11, 14-18, 2012

Special Counseling Dept. Program Dates:

High School Orientation: August 16, 2011 @ 9am and 6:30pm

Financial Aid Night: October 18, 2011 @ 7:00

Penn Manor Education Day: November 9, 2011 @ East Gym 11:30-1:15

Conestoga Valley College Night: November 7, 2011 @ 6:30

Penn Manor Career Day: February 3, 2012, 8:00-10:30

Please Join Us For

Penn Manor HS Financial Aid Night
Tuesday, October 18th at 7pm in the HS Auditorium

Plan on attending this informative session sponsored by PHEAA (PA Higher Education Assistance Agency) and the PMHS Counseling Office.

Topics will include:

- How to plan and pay for college and career school
- Resources available to students and parents
- Scholarships!
- Deadlines
- Upcoming career and college related events

Education Day
November 9th Central Complex

Parents are invited to attend Penn Manor Education Day on November 9, 2011. Over 65 admission representatives will be here from two and four year colleges, technical and business schools in the East Gym. This is a great opportunity to speak to admission counselors and ask questions about the various programs. The event time will be mid-morning. If you are unable to attend this event, you are invited to attend Conestoga Valley's College Night from 6:30-8:30 p.m. on November 7th, where over 200 college representatives will be in attendance.

Penn Manor High School College Search and Application Process

Senior year is a busy time. To help you get on the right path, the Counseling Office has put together the following checklist. You should be actively working on each of the items that are needed for you to reach your Post Secondary goals. If you have a question about any of the steps please email your counselor or stop in the Counseling Office.

I have completed a college search at careercruising.com, collegeboard.com or the PMHS counseling department website and have compiled a list of possible schools that offer programs in areas of interest.

I have checked the list of college rep visits and signed up to meet the ones I am interested in (done in the Counseling Office).

I have a signed transcript release form turned in to the Counseling Office.

I have registered for the SAT and ACT if I need to re-take it:
www.act.org or www.collegeboard.com

If I am interested in the military, I have contacted the recruiter that I would like to meet with and have taken the ASVAB.

I have downloaded college applications and know the application deadline for each school to which I am applying.

I have requested 1-3 teachers, coaches and/or employers to write me letters of recommendation and arranged a date for me to pick up the letters so that I can turn them in to the Counseling Office.

I have written my college essay and had it proofread and edited.

If I am planning on playing college athletics I have registered at the NCAA website:
www.eligibilitycenter.org/

Requesting Transcripts:

At the time you request your transcript to be sent, you need to provide your counselor with all supplemental materials that you would like to have sent along with your transcript. This includes essays, letters of recommendation, and other supplemental material. We will send all of that out with your transcript from our office. Please allow 10 days for transcripts to be sent.

Standardized Tests

SAT, ACT, ASVAB. These are acronyms that inspire dread in the hearts of high school students everywhere. This is understandable – after all, these tests are taken very seriously by post-secondary schools and the military when determining admission, financial aid, or acceptance into a specific field of study. This section provides information about each test, and tips on preparing for the exams.

The SAT and the ACT are college entrance exams that measure critical skills in reading, math, and writing. Four-year schools rely on these exams because they are a reliable predictor of how successful a student will be in college. A comparison of the two tests is shown below:

<u>SAT</u>	<u>ACT</u>
www.collegeboard.com	www.actstudent.org
Penn Manor test dates: October & March	Penn Manor test dates: October & June
Penn Manor High School Code: 392655	Penn Manor High School Code: 392655
Penn Manor Test Center Number: 39424	Penn Manor Test Center Number: 160230
Almost every college accepts the SAT.	Check to see if the ACT is an option for your school of interest.
The SAT tests critical reading and math reasoning skills, with a mandatory writing portion.	The ACT tests skills in English, math, reading and science, with an optional writing portion.
SAT includes multiple choice, essay and sentence completion.	ACT is entirely multiple choice; writing is optional.
Testing time is 3 hours 45 minutes.	Testing time is 3 hours 25 minutes including optional writing.
There are 3 sections- Writing, Critical Reading and Math	There are 4 subject areas- English, Math, Reading and Science Reasoning. Writing is optional.
Each section is scored between 200-800, with a range of 600-2400. A perfect score on 1 section is 800.	ACT composite score is an average of various sections with a range of 1-36.
The SAT takes points off for wrong answers.	There is no wrong-answer penalty on the ACT.

Senior Timeline

This is the year decisions about careers, majors and school choices will be narrowed down and confirmed. Dates and deadlines will become increasingly important to track for tests and applications.

12th Grade: Senior year responsibilities and decisions can provoke anxiety, fear, or procrastination in students, which can make the last year in high school stressful. Keeping up with senior year responsibilities and not letting things go until the last minute will be crucial in managing this process. Effective time management can be the difference between a fun, memorable senior year and one that is filled with stress and indecision. Remember this is not a sprint – it's a marathon!

Summer before senior year:

- Make sure all graduation project requirements are complete, and if they're not, get them done!
- Gain valuable work experience at a summer job.
- Volunteer in your spare time.
- Visit post-secondary schools on vacations or day trips.
- Decide which colleges to visit in the fall.
- Talk to students at home on summer break about their schools.
- Continue online exploration and research on careers, schools, training programs, colleges, financial aid, and scholarships.
- Begin working on essays for college applications.
- If appropriate, decide on "early decision" school and start the application.
- Review and update your school list.

During senior year:

- Maintain grades, and improve mediocre ones. It's never too late!
- Finish and present graduation project.
- Review graduation requirements with your counselor.
- Continue participation in extracurricular and volunteer activities.
- Visit open houses at colleges and schools still on your list.
- Complete applications for selected schools.
- Request transcripts to be sent to the schools of your choice.
- Remember the counseling office gets swamped with transcript requests, so plan accordingly.

Senior Timeline

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	September	Register for SAT/ASVAB. Schedule an ACT test date and check registration deadlines. Watch for announcements from the counseling department about college and financial aid events, and the schedule of college rep visits. Finalize fall college visit plans. Request paper college applications if you will not be applying online.
	October	Discuss early decisions and early action options. Develop a master schedule of application and financial aid due dates. Continue working on school applications and essays. Start looking at scholarships. Request teacher recommendations as needed. Visit open houses on college campuses.
	November	Attend Conestoga Valley College Night. Verify "early application" deadlines. Check on progress of applications in relation to deadlines.
	December	Finish school applications. Get financial aid material from the counseling office and the internet. Finalize references and transcripts from teachers and counselors that are being sent to schools.
	January	Begin filling out financial aid forms as income taxes information is received. Complete all applications and make copies for your records.
	February	Contact schools by phone or email if there is no

		confirmation that your application was received. Track down and resend missing information.
	March	Start looking for decision letters.
	April	Make final visits to schools if necessary to make a final decision.
		Compare financial aid decisions and contact financial aid offices with questions. Appeal aid packages if appropriate.
		Return wait list cards or check on wait list status if applicable- make your intentions known to admissions officers.
		Send required deposits if you are accepted and plan on attending that school- most deadlines are May 1.
		Notify schools you will not be attending.
	May	Take Advanced Placement exams. Determine if you can receive credit at your selected school.
		Check into freshmen orientation, housing options and course registration.
		Consider summer courses- check with the school for credits you could receive for summer work.
		Ensure final high school transcript is sent to the college you will attend.

Congratulations graduate! You are about to discover that there is life after high school!

Tips for parents on finding a college match

How can your child find colleges that match his or her needs? First, identify priorities. Next, carefully research the characteristics of a range of schools. Finally, match the two. Here are some college characteristics to consider.

Size of student body

Size will affect many of your child's opportunities and experiences:

- range of academic majors offered
- extracurricular possibilities
- amount of personal attention your child will receive
- number of academic resources (e.g., books in the library)

In considering size, your child should look beyond the raw number of students attending. For example, perhaps she's considering a small department within a large school. She should investigate not just the number of faculty members, but also their accessibility to students.

Location

Does your child want to visit home frequently, or is this a time to experience a new part of the country? Perhaps he would like an urban environment with access to museums, ethnic food, or major league ball games. Or maybe he hopes for easy access to the outdoors or the serenity of a small town.

Academic programs

If your child knows what she wants to study, she can research the reputations of academic departments by talking to people in the fields that interest her. If your child is undecided, as many students are, she may want to choose an academically balanced institution that offers a range of majors and programs. Students normally don't pick a major until their sophomore year, and those students who know their major before they go to college are very likely to change their minds. Most colleges offer counseling to help students find a focus.

In considering academic programs, your child should look for special opportunities and pick a school that offers a number of possibilities.

Tips for parents on finding a college match (page 2)

Campus life

Your child should consider what college life will be like beyond the classroom. Students have to maintain a balance between academics, activities, and social life. Before choosing a college, your child should learn the answers to these questions:

- What extracurricular activities, athletics, clubs, and organizations are available?
- Does the community around the college offer interesting outlets for students?
- Are students welcomed by the community?
- Is there an ethnic or religious group in which to take part?
- How do fraternities and sororities influence campus life?
- Is housing guaranteed?
- How are dorms assigned?

Cost

In considering cost, look beyond the price tag. For most students, today's college costs make finances an important consideration. At the same time, most colleges work to ensure that academically qualified students from every economic circumstance can find financial aid that allows them to attend.

Diversity

Your child should explore what she might gain from a diverse student body. The geographic, ethnic, racial, and religious diversity of the students can help students learn more about the world. Investigate which student organizations or other groups with ethnic or religious foundations are active and visible on campus.

Retention and graduation rates

One of the best ways to measure a school's quality and the satisfaction of its students is to learn the percentage of students who return after the first year and the percentage of entering students who go on to graduate. Comparatively good retention and graduation rates indicate that responsible academic, social, and financial support systems exist for most students.

Source: www.collegeboard.com

FAMILY AND COMMUNITY SERVICE AGENCIES

4H Clubs (Penn State Extension Services)	394-6851
Alcoholics Anonymous of Lancaster County	394-3238
Assistance Office, Lancaster County, Cash Assistance	299-7421
Boys Club and Girls Club of Lancaster (ask for FITS)	299-2527
Catholic Charities	299-3659
Child Care Management Agency	393-4004
Child Find Inc.	1-800-426-5678
Children & Youth Social Services	299-7925
CHIP (Children's Insurance Program)	1-800-986-5437
Christian Counseling Associates	733-0902
Clare House	291-8967
Community Action Program	1-800-732-0018
CONTACT Helpline	299-4855
Crisis Intervention Unit, Div. Of Lanc. Co. MH/MR	394-2631
Domestic Violence Legal Clinic	291-5826
Encounter	291-2661
Family Services	397-5241
Family Violence Prevention Network	581-5321
Hospice of Lancaster County	295-3900
Lancaster County Council of Churches, Food/Clothing Bank	291-2261
Community Service Group - Outpatient	560-2971
Lancaster Mediation Center	293-7231
Lancaster-Lebanon I.U.13	569-7331
Life Management	394-6688
Life Span Psychological Services	464-1464
Mental Health/Mental Retardation	393-0421
Milagro House	392-1101
Office of Juvenile Probation & Parole	299-8161
Philhaven Outpatient Services (Wrap-Around Behavior Specialists)	569-1166
Ponessa and Associates	560-7917
Samaritan Counseling Center	464-3111
Sexual Assault Center	393-1735
Shelter for Abused Women	299-1249
Social Security Administration (Social Security & Disability)	1-800-772-1213
United Way LINC	291-5462
Victim/Witness	299-8048
Water Street Rescue Mission, Community Ministries Outreach	393-2786
WellSpan Behavioral Health Services	481-7840
YWCA Sexual Assault Prevention & Counseling Center	392-7273

Please use these resources to assist
with community service hours for
your graduation project!

Additional Resources

Penn Manor Counseling Department

<https://moodle.pennmanor.net>

College Sites

America's Best Colleges: www.usnews.com/usnews/edu/college/directory

College Search Sites: www.supercollege.com
www.CollegeQuest.com
www.petersons.com

College Planning: www.educationplanner.org

Education Online Search: www.education-online-search.com

Princeton Review College Information: www.embark.com

U.S. Department of Education website: www.nces.ed.gov/collegenavigator

Compare Colleges: www.gocollege.com

Virtual Campus Tours: www.campustours.com
www.collegeclicktv.com

Admissions Essays: www.essayedge.com
www.essayadvice.com

Career Exploration Sites

Lancaster County Career and Technology Center: www.lcctc.org

Occupational Outlook Handbook: www.bls.gov/oco

Trade & Technical Schools: www.papsa.org

Holland's Self-Directed Search: www.self-directed-search.com

Technical Schools Guide: www.Technical-Schools-Guide.com

Career Links: www.careers.org

Career Search: www.careerexplorer.net

Colleges for Careers: www.search4careercolleges.com

College and Career Planning: www.adventuresineducation.org

College Testing and Test Preparation Sites

ACT Exam - www.act.org

SAT & SAT II Exam - www.collegeboard.com

ASVAB Exam - www.asvabprogram.com

Online Test Prep - www.number2.com
www.princetonreview.com
www.4tests.com

Financial Aid & Scholarship Sites

FAFSA Form – www.fafsa.ed.gov

U.S. Dept. of Education – www.studentaid.ed.gov

PA Higher Education Assistance Agency – www.pheaa.org

Financial Aid on the Web – www.finaid.org

Fast Web – www.fastweb.monster.com

Scholarship Resource Network Express: www.srnexpress.com

Private Scholarships: www.gocollege.com

Military Service

Air Force – www.airforce.com

Army – www.goarmy.com

Coast Guard – www.uscg.mil

Marines – www.marines.usmc.mil

Navy – www.navy.com

Additional Information – www.myfuture.com

www.todaysmilitary.com

Transition planning for students with disabilities:

www.ed.gov/ocr

www.equity.psu.edu/ods

www.ed.gov/about/offices/list/ocr/transition.html

www.pattan.k12.pa.us

Information for athletes:

www.ncaaclearinghouse.net

www.ncaa.org

www.CampusChamps.com

FINANCIAL AID ON THE WEB

OFFICE OF FINANCIAL AID

www.millersville.edu/~finaid

Visit our web site to gain a better understanding of financial aid available at MU, review policies and procedures, and link to other websites, including those listed on this handout.

ASSISTANCE AND ADVICE

FEDERAL STUDENT AID

<http://studentaid.ed.gov>

The U.S. Department of Education's comprehensive website on preparing for college, choosing, applying, funding, and attending college, and repaying student loans.

STUDENT GATEWAY TO THE U.S. GOVERNMENT

www.students.gov

A comprehensive information portal providing answers to your questions on education, career, government, and more.

OVERVIEW OF STUDENT FINANCIAL AID

www.finaid.org

MAPPING YOUR FUTURE

www.mappingyourfuture.biz/

COLLEGE PLANNING NETWORK

www.collegeplan.org

AMERICAN EDUCATION SERVICES

www.aesSuccess.org

EDUCATION PLANNER

www.educationplanner.org

A one-stop education website - find a career, choose a college, university, or career school, apply and pay for post-secondary education, then move into the working world.

FURTHER YOUR EDUCATION

www.furtheryoureducation.com

Information for adult learners, transfer students, military members, and distance learners.

FINANCIAL LITERACY

www.cashcourse.org/millersville

Help with credit cards, budgeting, Setting financial goals, money management tips.

INTERACTIVE CALCULATORS

www.finaid.org/calculators

Expected Family Contribution (EFC) and financial aid calculator, college cost projector, loan calculator, and savings plan designer (flat contribution).

SCHOLARSHIP DATABASES

SCHOLARSHIP SCAM ALERT

www.finaid.org/scholarships/scams.phtml

This site provides advice on how to identify scholarship scams, how to distinguish between legitimate and fraudulent organizations, how to protect yourself from scholarship scams and what to do if you are scammed.

SCHOLARSHIP DATABASES

www.finaid.org/scholarships/other.phtml

From this web page you can link to a variety of searches including:

- * FastWeb scholarship Search
- * College Board's FUND FINDER
- * Scholarship.com LLC
- * SRN Express
- * Peterson's Award Database
- * NextStudent
- * ScholarshipExperts
- * BrokeScholar
- * CollegeNET March 25

GENERAL SCHOLARSHIPS

* www.fastaid.com

* www.scholarships.com

* www.supercollege.com

SCHOLARSHIPS FOR STUDYING ABROAD

* www.iefa.org

* www.studyabroadfunding.org

MAJOR-SPECIFIC DATABASES

www.finaid.org/otheraid/majors.phtml

HISPANIC COLLEGE FUND

www.hispanicfund.org

SCHOLARSHIPS FOR STUDENT WITH DISABILITIES

www.finaid.org/otheraid/disabilities.phtml

SCHOLARSHIPS FOR NATIVE AMERICANS

www.finaid.org/otheraid/natamind.phtml

SCHOLARSHIPS FOR MINORITIES

www.finaid.org/otheraid/minority.phtml