



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.

College planning calendar for juniors

Fall

Start with you: Make lists of your abilities, social/cultural preferences, and personal qualities. List things you may want to study and do in college.

Learn about colleges. Look at their Web sites (www.collegeboard.com has links). Talk to friends, family, teachers, and recent grads of your school now in college. List college features that interest you.

Resource check: Visit the counseling office and meet the counselors there. Is there a college night for students and families? When will college representatives visit your school? (Put the dates in your calendar.) Examine catalogs and guides.

At school, sign up early to take the PSAT/NMSQT*, which is given in October. If you plan to ask for testing accommodations (because of a disability), be sure your eligibility is approved by the College Board. Check with your school counselor.

Make a file to manage your college search, testing, and application data.

If appropriate (for example, if you're interested in drama, music, art, sports, etc.), start to gather material for a portfolio.

With your family, start to learn about financial aid. Read the Department of Education's *Funding Your Education* (about federal aid programs). Use the *College Board Guide to Getting Financial Aid* and the financial aid calculator at www.collegeboard.com to estimate how much aid you might receive.

Winter

Make a family appointment with your counselor to discuss ways to improve your college-preparation and selection processes.

Sign up to take the SAT* and/or ACT at least once in the spring and again next fall. Register online or through your school. Fee waivers are available for students with financial need. To prepare, download practice booklets from www.collegeboard.com (for the SAT) or from www.act.org (for ACT).

College planning calendar for juniors (page 2)

Begin a search for financial aid sources. National sources include the *College Board Scholarship Handbook* and electronic sources. Don't overlook local and state aid sources (ask a counselor or check your public library).

Ask a counselor or teacher about taking the SAT Subject Tests™ in the spring. You should take them while course material is still fresh in your mind. You can download "Taking the SAT Subject Tests," which offers test-prep advice, from www.collegeboard.com.

If you're in Advanced Placement Program® (AP®) classes, register for AP Exams, given in May. You can earn college credit for courses not given in the AP Program by taking CLEP® tests at a college test center. See www.collegeboard.com to learn more.

Spring

Visit some local colleges—large, small, public, and private. Get a feel for what works for you. Attend college fairs, too.

Scan local newspapers to see which civic, cultural, and service organizations in your area award financial aid to graduating seniors. Start a file.

Develop a list of 15 or 20 colleges that attract you. Request viewbooks and information about financial aid and academic programs that interest you. Visit some colleges over your spring break.

If you are considering military academies or ROTC scholarships, contact your counselor before leaving school for the summer. If you want a four-year ROTC scholarship, you should begin the application process the summer before your senior year.

Summer

If you are an athlete planning to continue playing a sport in college, register with the NCAA Clearinghouse (www.ncaaclearinghouse.net).

Find a full-time or part-time job, or participate in a camp or summer college program.

Visit colleges. Take campus tours and, at colleges you're serious about, make appointments to have interviews with admissions counselors.

Create a résumé—a record of accomplishments, activities, and work experiences since you started high school.

Download applications (or request paper copies) from colleges to which you'll apply. Check application dates—large universities may have early dates or rolling admissions.

Source: Adapted from College Times® (published by the College Board)

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

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:

SAT	ACT
<u>www.collegeboard.com</u>	<u>www.actstudent.org</u>
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.

Junior Timeline

The post-secondary process begins in earnest during junior year. There will be numerous dates and deadlines to remember. This timeline and checklist was designed to help parents and students keep track of it all.

11th Grade: Junior year is crunch time. This is the year students should seriously begin to examine their post-secondary options. Career planning activities done freshman and sophomore year can be helpful in this process. Juniors should be thinking about when to schedule the SAT, ACT, or ASVAB exams, and determine if they will need extra tutoring or prep classes. Also, since most college applications should be started in the summer or fall of senior year, junior grades are the last ones to appear on transcripts sent to any post-secondary school. Success during junior year provides a great opportunity to showcase academic performance to post-secondary institutions.

During junior year:

- Maintain good grades, or take steps to improve mediocre ones.
- Keep track of graduation requirements, including credits needed to graduate. Any surprises in this area will not be good ones, so stay alert!
- Keep working on the requirements for the graduation project.
- Participate in sports or extracurricular activities, and find some time to do community service.
- Utilize the resources of the school counselor and counseling office.
- Meet at least once with a school counselor to discuss career options.
- Obtain a transcript release form from the counseling website or counseling office to keep in the cumulative file.
- Compile a list of options, including stretch schools and safety schools, and start thinking about scheduling visits.
- Prepare a resume that highlights all academic, athletic, and extracurricular activities beginning in 9th grade. This will be a valuable tool for filling out college applications and applying for scholarships. Sample resumes can be found on careercruising.com and educationplanner.org.

Junior Timeline

✓		
	September	Practice for PSAT. Watch for announcements from the counseling department about college and financial aid events, and the schedule of college rep visits.
		Find and memorize your Social Security number.
	October	Take the PSAT. Attend Penn Manor's Financial Aid Night.
	November	Attend Conestoga Valley College Night and Penn Manor Education Day.
	December	Review PSAT scores. Attend alumni visit at Penn Manor during the school day.
	January	Register for SAT in March at Penn Manor. Evaluate academic progress and graduation requirements before course selection. Consider summer plans (jobs, camps, volunteer, travel, study opportunities).
		Parents, look at financial aid forms as tax season starts to become familiar with what you will need for next year.
	February	Choose the most rigorous courses possible during course selection.
	March	Begin collecting information on colleges you are targeting; use websites, request info to be mailed or visit your counseling office. Continue to develop summer plans to visit schools.
		Take SAT at Penn Manor.
	April	Register for ACT in June at Penn Manor.
	May	Request letters of recommendation from your teachers before you leave for the summer.
	June	Take ACT at Penn Manor.

Full day Programs - Grade 12

Brownstown Campus	Mount Joy Campus	Willow Street Campus
Agriscience Center Floral Design, Greenhouse Mgt & Landscaping	Advanced Manufacturing Center Mechatronics Engineering Technology Sheet Metal Technology Welding Technology	Agriscience Center Large Animal Science Veterinary Assistant
Consumer Services Center Cosmetology	Consumer Services Center Cosmetology Early Childhood Education	Consumer Services Center Cosmetology
Construction Technologies Center Architectural CAD – Design Cabinet Making & Millwork Commercial Construction/Management Electrical Construction Technology HVAC/R Masonry Painting, Ceramic Tile & Vinyl Plumbing Residential Carpentry	Culinary Arts Center Baking & Pastry Arts Culinary Arts/Chef Event Planning & Tourism Services Management	Health Care Center Clinical Care Assistant (Hospital) Dental Assistant Medical Administrative Assistant Medical Assistant Nursing Assistant/Home Health Aide
Visual Communications Center Commercial Art Digital Design/Print Media Photography & Digital Imaging	Information Technology Center Computer Systems Technology Web Design	Transportation Technologies Center Automotive Mechanics Automotive Technology Collision Repair Diesel Equipment Technology Highway Construction/Heavy Equipment Operation & Maintenance RV & Outdoor Power Equipment
	Protective Services Center (at the Lancaster County Public Safety Training Center) Emergency Medical Services Fire Protection Law Enforcement, Corrections & Security	

Part Day Programs - Grades 11, & 12

Senior Only Introduction to Health Career <i>Grades 11 & 12</i> Construction Cluster Culinary Cluster Health Care Cluster Manufacturing Cluster Transportation Cluster Visual Communications Cluster	Senior Only Introduction to Health Careers <i>Grades 11 & 12</i> Construction Cluster Culinary Cluster Health Care Cluster Manufacturing Cluster Transportation Cluster Visual Communications Cluster	Senior Only Introduction to Health Careers <i>Grades 11 & 12</i> Construction Cluster Culinary Cluster Health Care Cluster Manufacturing Cluster Transportation Cluster Visual Communications Cluster
---	--	--

General Information:

Full Day Programs – Grade 12

High school seniors spend the day at one of the three Lancaster County Career & Technology Centers, Brownstown, Mount Joy or Willow Street campuses. Students participate in a comprehensive technical or career-oriented program. The full-day program allows more usable time for instruction and enables students to gain insight into daily work patterns. In full-day programs an LCCTC student may earn college credits toward an associate degree at two year colleges. Through partnerships with area colleges, LCCTC provides a variety of dual enrollment courses. The LCCTC also has articulation agreements with 2-year colleges and technical schools. Dual enrollment and articulation offer college-level segments that give students an additional head start toward their future career and life long learning.

Part Day Programs – Grades 11 & 12

Part day programs enable college bound seniors and students in grade 11 the opportunity to explore different aspects of a career field. The senior part day programs enable students to explore a career area for a few hours during each school day. Since the programs meet for only a part of a day, students can gain technical skills at LCCTC while meeting academic requirements for college at their sending schools. The

11th grade programs allow students to explore a variety of careers within an occupational cluster and are designed for students who plan to apply for one of the full-time Lancaster County Career & Technology Programs during their senior year.

More information about Lancaster County Career & Technology and its programs can be found at www.lcctc.org. For enrollment and application information, please contact your guidance counselor.

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