

SENIOR RESPONSIBILITIES AND OPPORTUNITIES

Senior Transcripts, Recommendation and Profile Information

Counselors will meet one-on-one with each senior in September to go over their transcript and current schedule to ascertain whether they have scheduled appropriate classes to graduate. Final responsibility for credits falls to the student and his/her parents.

In order to send your transcripts to colleges, employers, etc., we need a signed (parent signature) transcript release form on file. This also helps us keep track of where we have sent your transcript. Please complete the **Parental Consent for Transcript Release** form (which is included) and return to Mrs. Bulger in the Guidance Office. Senior transcripts cost \$2 each to send. You will get one final transcript free at the end of the year.

Often you will have administrators, counselors, or teachers write recommendation letters to go with your college/scholarship applications. It is requested that you fill out the **Recommendation and Profile Information** (also included) and return to Mrs. Bulger in the Guidance Office. This form will assist us in

Senior Yearbook Photos

Senior yearbook photos are your responsibility. You can make an appointment at the studio of your choosing. Your picture must be in color, vertical, in school appropriate clothing with NO props, pets, friends or artwork.

Yearbook photos are due to the Yearbook Office by Friday, December 18, 2009. Please remember to print your name exactly how it is to appear in the Yearbook and turn in to the Yearbook Office (room 240) or Ms. Stewart's mailbox in the main office by the deadline. ***It is your responsibility to check the list Ms. Stewart posts to be sure she has your photo and that your name is spelled correctly.***

Senior with obligations

Occasionally the school finds that there are students who have failed to return a textbook or library book, return a uniform to the appropriate coach, or pay academic fines/fees accrued throughout the school year. Seniors with unmet obligations will not be allowed to participate in the graduation ceremony. **Seniors must have all fees paid by May 1, 2010. All checks need to be payable to: Hilliard Darby High School.**

Selective Service Registration

Federal law requires all young men to register with the Selective Service System within 30 days of their 18th birthday. A registration form will probably be mailed to your residence for you to fill out. Students can also register online at www.sss.gov, and this site will guide you through the process.

The State of Ohio has enacted legislation requiring that young men ages 18-25 be registered with Selective Service in order to receive financial student aid at state universities or colleges. In addition, young men seeking employment with the federal government are also required to register with Selective Service.

STUDENT COLLEGE SERVICES

Joseph A. Palazzo, College Counselor
Terry Bulger, College Counseling Secretary

SAT (Scholastic Aptitude Test) and ACT (American College Testing Program)

Colleges, universities and scholarship programs, as part of their admission, placement, selections, etc. process will require candidates to submit scores directly from the SAT and/or from the ACT. While many institutions, agencies and programs will accept either instrument (ACT or SAT), it is incumbent upon students and their parents to be familiar with the testing requirements of the institutions, agencies, and programs of their choice. Most college-bound seniors should have taken the SAT and/or ACT during the second semester of their junior year and/or early enough during their senior year (if needed) to meet college, scholarship, agency, etc. deadlines. Students may take the ACT and/or SAT as many times as needed.

Registering and Preparing: You can register for either test by picking up a registration packet in the guidance office or registering on the internet (**SAT at www.collegeboard.com; ACT at www.act.org**). Practice tests are also available in the guidance office and on line. You are responsible for registering, meeting deadlines, making payment and choosing when and where you are going to take the test.

(For more information about SAT/ACT testing see www.hilliardschools.org/dby, Academics, Program of Studies, College Planning.

2009/2010 TEST DATES

SAT DATES

October 10, 2009
November 7, 2009
December 5, 2009
January 23, 2010

March 13, 2010
May 1, 2010
June 5, 2010

ACT DATES

September 12, 2009
(Register online by 8/7/09)
December 12, 2009 @
Darby

February 6, 2010
April 10, 2010 @ Davidson
June 12, 2010

Regular registration deadlines are generally 5-6 weeks prior to test dates. Registration and test prep information and deadlines are also available on the Guidance link of the Darby website.

College Representatives Visiting Hilliard Darby High School

Throughout the school year (though mainly in the fall) representatives from colleges and universities will make recruiting visits to Darby. The purpose of these visits is to inform students of available program offerings and to better acquaint students with specific application procedures. Parents are welcome to attend the sessions. Please call in advance to verify the schedule.

If you wish to meet with any of the schools that visit, please follow these procedures:

- Listen during your Panther Period to the announcements; college visits list is posted on the bulletin board by guidance or available on line. Pick up the college visits list in the guidance office which specifies the days and times when the various schools will be visiting.
- Sign up to attend college representative presentations in the "College Visits" book in the guidance office at least two days prior to the visit. (Limit 5 for seniors, 3 for juniors)
- **Obtain permission in advance from the teachers whose classes are involved.**
- You will be issued a pass the morning of the visit. This pass will list the date, name of the college and the time the representative will be here. Most college rep visits are in the guidance office unless otherwise indicated on the pass.
- If you do not wish to attend the presentation after you sign up, you must bring the pass to the guidance office and inform Mrs. Bulger/Mr. Palazzo of your decision.

College Campus Visits

Seniors and Juniors are permitted up to 3 official absences during the school year to visit a college/university. Sophomores and Freshmen must have prior approval from the college counselor to take a school recognized college visit. Seniors **will not** be granted an official absence for a college visit after May 1st.

Provide a parent note re: the absence to the attendance office at least 2 days prior to the absence. Upon return to school, the student must provide the attendance office with verification of the visit. A note must be presented stating the student's name and date of visit on college letterhead, signed by a college official.

College Information/Admission Night Seminar

When: September 23, 2009

Time: 7:00 p.m.

Location: Darby High School Performing Arts Center

Purpose: To provide students and their parents with an overview as well as specific steps in post-secondary education planning. Topics will include: college selection process, application procedures, testing (ACT/SAT), campus visits, etc.

Columbus Suburban College Fair

When: October 4, 2009

Time: 1:00-3:30 p.m.

Where: Clements Center at Otterbein College

Purpose: To offer students and their families the opportunity to explore a variety of colleges and speak directly with admissions representatives. Each college has a separate table where information is displayed and a representative is available to answer questions. Hundreds of colleges nationwide participate. Financial aid info will also be presented.

College Financial Aid/Scholarship Information Seminar

When: October 20, 2009

Time: 7:30 p.m.

Location: Darby High School Performing Arts Center

Purpose: To provide students and their parents with an overview and understanding of the college financial aid process. Topics will include: the financial aid process, sources and types of financial aid, federal methodology, free application for federal student aid, estimated family contribution, scholarships, working with college financial aid officers, etc.

NCAA College Bound Student-Athlete Seminar

When: November 19, 2009

Time: 7:00 p.m.

Location: Darby High School Performing Arts Center

Purpose: To provide student athletes of all grade levels and their parents with key points regarding freshman eligibility and the recruitment process.

FAFSA (Free Application for Federal Student Aid) Seminar

When: January 13, 2010

Time: 7:00 p.m.

Where: Darby High School Performing Arts Center

Purpose: To provide college-bound seniors and their parents with an overview of tips for college financial aid and the financial aid process. This will include: hints for completing the paperwork associated with the Free Application for Federal Student Aid (FAFSA); methods of filing; ins and outs, as well as the terminology associated with the financial aid process; time-saving procedures that will help minimize delays, etc.

Scholarships

Scholarship information will be available in the guidance office, on the Darby website, and/or on college/organization websites throughout the school year. Seniors and their parents are encouraged to stay up-to-date with the latest information regarding scholarships. As the school year progresses the scholarship list will become more extensive. **Be aware of deadlines.** Many schools offer financial incentives for those who apply early.

Local Scholarships

We are very fortunate to have scholarships that are generated from the Hilliard community. These scholarships are open to all seniors who meet the criteria to apply. An updated list is available in the guidance office and on the Darby website. Many of the scholarships have criteria such as a certain GPA, or a certain college field of study, or required community service. Each one has a different set of criteria. These scholarship applications can be picked up in the guidance office and typically become available beginning in January. Many are awarded at our Senior Scholarship program in the spring.

NOTE: Printed or online scholarship information and lists are not all inclusive.

Local Scholarships Usually Offered

| | | |
|------------------------------------|---------------------------------------|-----------------------------------|
| All-American Girls' Softball | Hilliard Area Women's Club | Kiwanis Dever |
| Anne Stout Music Scholarship | Hilliard Arts Council | Kiwanis Key Club |
| Heritage Middle School Faculty | Hilliard Baseball Association | Kiwanis Tolles |
| Hilliard Administrators | Hilliard City Police Dept. — D.A.R.E. | Hilliard Optimist Club |
| Hilliard Alumni | Hilliard Darby Athletic Boosters | Jeffrey Reinhard Leadership Award |
| Bertha Troesch Kuhlwein | Hilliard Darby Student Senate | Memorial Middle School Faculty |
| John Crumley | Hilliard Education Association | OAPSE Local 310 |
| Louise Salzgaber Foresman | Hilliard Girls' Softball Association | Partner Club Scholarship |
| Walker-Weber | Hilliard Kiwanis | Rotary Club of Hilliard |
| Hilliard Area Chamber of Commerce | Kiwanis Amstutz | |
| Hilliard Area Realtors Association | | |

College Application Process

College applications may be obtained from many sources: Mrs. Bulger/Mr. Palazzo in the guidance office, the internet, college rep visits at Darby High School, or the college itself.

YOUR RESPONSIBILITIES

Applying by Mail

- Make note of the deadline for the institution/ situation you are applying for.
- Complete the application and attach application fee (check, money order, electronic transfer, credit card), essays and any other attachments (if applicable) at least 2 weeks before the deadline!
- Make a copy of completed application for your files!
- Recommendation (if applicable). Provide recommender with your resume'/activities form and an addressed, stamped envelope at least 2 weeks prior to deadline (original recommendation to college; copy to guidance)
- Original recommendations (if applicable) should be mailed by the recommender.
- Bring the following to Mrs. Bulger in the guidance office **at least 10 working days prior to the deadline**: the secondary school report/college prep form (SSR/CPF), \$2 for your transcript, and an addressed, stamped envelope (at least 2 stamps).

Applying Online/Electronically

- Make note of the deadline for the institution/ situation you are applying for.
- Complete the application online at least 2 weeks before the deadline.
- Send application fee (check, money order, electronic transfer, credit card).
- Recommendations (see adjacent column)
- Bring the following to Mrs. Bulger in the guidance office **at least 10 working days prior to the deadline**: downloaded copy of the secondary school report/college prep form (SSR/CPF), \$2 for your transcript, and an addressed, stamped envelope (at least 2 stamps)

OUR RESPONSIBILITIES BEGIN WHEN YOU CHECK IN WITH MRS. BULGER

Applying by Mail or Applying Online/Electronically

- Mrs. Bulger will log in your transcript request and appropriate paperwork (SSR/CPF). Request should be at least 10 working days prior to deadline.
- Mr. Palazzo will complete the secondary school report/college prep form (SSR/CPF). If the SSR/CPF requires comments, meet with Mr. Palazzo 10 working days prior to the deadline.
- Mrs. Bulger will file copies of recommendations received by teachers, counselors, etc. **Originals should be sent directly to the institution by recommender.** NOTE: It is your responsibility to follow-up with the recommender regarding the progress of your recommendation.
- Mrs. Bulger/Mr. Palazzo will generate the transcript (TX) to be sent with SSR/CPF. The TX and SSR/CPF will be mailed directly to the institution in the stamped envelope provided by you.

STUDENT MILITARY OPPORTUNITIES

Military Pamphlets and Information

Military pamphlets and information are provided to Darby High School by the various branches of the military. You can find these pamphlets in the guidance office and the media center.

ASVAB (Armed Services Vocational Aptitude Battery)

The ASVAB is a compilation of aptitude tests that was originally designed to predict future academic and occupational success in military occupations. Since its introduction in 1968, the ASVAB has been the subject of extensive research. Numerous validation studies indicate the ASVAB assesses academic ability and predicts success in a wide variety of occupations. This is a great resource to help identify strengths that could lead to success in different occupations.

Please see Mrs. Robertson or Mr. Palazzo to sign up to take the ASVAB. There is no obligation to join the military at all!

Recruiter Information

Army:

Sergeant Daniel Burke
U.S. Army Recruiter/U.S. Army Reserves Recruiter
4834 West Broad Street
Columbus, OH 43228
(614) 878-6282
goarmy.com

Marine Corps:

Staff Sergeant Jonathan Baron
U.S. Marine Corps Recruiter
4834 West Broad Street
Columbus, OH 43228
(614) 878-2997
www.marines.com

Navy:

Paul R. Laferty, MM2, (SW)
U.S. Navy Active/Reserve Recruiter
4834 West Broad Street
Columbus, OH 43228
(614) 878-6825
www.navy.com

CLASS OF 2010 GRADUATION!

Graduation Cap and Gowns and Announcements

Every student must wear the appropriate cap and gown to participate in the graduation ceremony. Jostens is our cap and gown provider; and they also provide numerous other "graduation" items like announcements, key rings, jewelry, graduation party invitations, etc. for sale. Jostens will come to Darby High School during the school day and hold an information meeting for seniors in early October, and students will receive order packets at that time. Students will turn their completed packets with payment to Jostens during their lunch period at a later date that month at a table set up in the cafeteria area by Jostens to receive those packets.

Graduation Rehearsal

When: Thursday, May 27, 2010, 9am-Noon

Where: Hilliard Darby High School Fieldhouse

Seniors must be at graduation rehearsal to participate in the graduation ceremony. Seniors are required to be there the entire time. There will be no early release for work or social reasons. Please plan accordingly.

Graduation Ceremony

When: Friday, May 28th, 2010 @ 7pm

Where: Value City Arena Schottenstein Center

Our "Senior Letter" detailing graduation and all other senior activities will be mailed to your home in the early spring of 2010.

**HILLIARD CITY SCHOOL DISTRICT
HILLIARD DARBY HIGH SCHOOL
4200 Leppert Road
Hilliard, OH 43026**

**RETURN THIS FORM
TO MRS. BULGER IN
THE GUIDANCE
OFFICE**

PARENTAL CONSENT FOR TRANSCRIPT RELEASE

I am parent/legal guardian of _____ who is
_____ years old and born on _____.

You are authorized to release the records listed below to the colleges/organizations as requested:

Reason for request: COLLEGE ADMISSIONS / SCHOLARSHIPS / EMPLOYMENT / ATHLETICS

Specific records data to be released:

Social Security Number _____(optional)

Grades-to-Date

Standardized Test Scores (ACT, SAT, PSAT, etc.)

Individualized Education Plan (I.E.P.)

Psychological Report

Official Administrative Record (name, birthdate, grade level completed, grades and attendance record)

X _____ Date _____
(Parent signature)
____Mother ____Father ____Guardian ____ Self (over 18)

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

| Transcript sent to: | Date Recd | Date Sent | Mid-Year | Final | Initial |
|---------------------|-----------|-----------|----------|-------|---------|
| 1 | | | | | |
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**RETURN THIS FORM
TO MRS. BULGER IN
THE GUIDANCE
OFFICE**

**HILLIARD DARBY HIGH SCHOOL
SENIOR RECOMMENDATION & PROFILE INFO**

NAME _____

Phone # _____

Date _____

AFTER GRADUATION I PLAN TO:

_____ Attend a 4 year college

_____ Attend a Technical, Community or 2-year college

_____ Join the Armed Forces

_____ Enter an Apprenticeship Program

_____ Work Full-Time/Part-Time

_____ Undecided

SCHOOLS TO WHICH YOU ARE CONSIDERING APPLYING:

1. _____

2. _____

3. _____

4. _____

HAVE YOU TAKEN: _____ ACT _____ SAT I _____ SAT II

NAMES OF TEACHERS WHO KNOW YOU WELL ENOUGH TO WRITE A RECOMMENDATION:

AREA IN WHICH I MAY MAJOR: 1. _____ 2. _____

MY FAVORITE SUBJECTS ARE: 1. _____ 2. _____

CIRCLE 6 OR MORE ADJECTIVES THAT YOU THINK BEST DESCRIBE YOU.

| | | | | | | |
|------------|-------------|-------------|----------|-----------|---------------|------------------|
| energetic | helpful | involved | talker | honest | modest | team-worker |
| sensitive | positive | stressed | sincere | leader | good-listener | self-disciplined |
| purposeful | witty | competitive | sad | adaptable | cooperative | determined |
| angry | independent | confident | bright | mature | controlled | goal-oriented |
| tired | cheerful | stable | creative | moody | insightful | sense of humor |
| worried | friendly | | | | | |

LIST INTERESTS AND HOBBIES: _____

TEN YEARS FROM NOW I WILL BE: _____

**WRITE BELOW ANYTHING ELSE YOU WISH YOUR COUNSELOR TO INCLUDE OR CONSIDER WHEN
WRITING A WORK OR COLLEGE RECOMMENDATION FOR YOU.**

CO-CURRICULAR ACTIVITIES RECORD

| GRADE LEVEL | ACTIVITY | TYPE OF LEADERSHIP |
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COMMUNITY SERVICE RECORD

| GRADE LEVEL | LENGTH OF SERVICE | LOCATION | DESCRIPTION OF SERVICE |
|-------------|-------------------|----------|------------------------|
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AWARDS AND HONORS

| GRADE LEVEL | AWARD/HONOR |
|-------------|-------------|
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EMPLOYMENT RECORD

| GRADE LEVEL | DATE OF EMPLOYMENT | HOURS/WORK | WORK PLACE | RESPONSIBILITIES |
|-------------|--------------------|------------|------------|------------------|
| | | | | |
| | | | | |
| | | | | |