

## PMHS College Search and Application Process Checklist

\*If you have a question about any of the steps please email your counselor

- I have completed a college search on XELLO, collegeboard.com, or the PMHS counseling department website and have compiled a list of possible schools that offer programs in areas of interest.
- I know how to send my transcripts using my XELLO account (see back for details).
- I have registered for the ACT and SAT know how to send my scores directly from the testing sight [www.act.org](http://www.act.org) or [www.collegeboard.com](http://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. Sign up for the test on <https://forms.gle/AAtN872wdHxETKtub>
- I have viewed the college applications and know the deadline for each school to which I am applying.
- I have requested 1-3 teachers, coaches and/or employers to write letters of recommendation for me and arranged a date for me to pick up the letters so that I have them for my college applications and/or scholarships.
- 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/](http://www.eligibilitycenter.org/), and I have met with my counselor to review my transcript to ensure that I have met the NCAA eligibility standards.
- I know how to apply for financial aid by creating an FSA ID and by completing the Free Application for Federal Student Aid (FAFSA) which opens October 1<sup>st</sup> at <https://fafsa.ed.gov>.
- I know the financial aid deadlines of each of my colleges.
- I know how to access the counseling scholarships (<https://highschool.pennmanor.net>, then click "links" at the top and choose "scholarships"). Sign into Moodle and remember to check scholarship deadlines to ensure that you are eligible for this free money!!!
- If you are a student with free/reduced lunch see your counselor for a fee waiver for SAT's, ACT's, College admission applications and NCAA registration.
- Subscribe to the PMHS counseling office blog (<https://blogs.pennmanor.net/pmhscounseling/>) & Follow us on Twitter @PMCounselors

### Upcoming Events:

**PMHS Financial Aid Night: October 24<sup>th</sup>, 2019** at 6:00PM in the HS Auditorium

You can't afford to miss this night...literally. Plan to bring a parent or guardian and attend this session.

**PMHS Education Day: November 4<sup>th</sup>, 2019**

Make a point to get to the Central Complex Gym during 3<sup>rd</sup> block (11:00-1:15) to visit over 100 college/tech school representatives in person. The list will be posted on the high school blog. Face to face contact shows interest in a school and often works in your favor when it comes to admission! New this year local employers will be here to share the job opportunities at their high priority companies. Parents and guardians are encouraged to attend

### Conestoga Valley College Night: November 4<sup>th</sup>, 2019

Many college reps (approx. 200) will be present at the area's largest College fair. Students from all high schools in Lancaster County are invited to attend this. Break out sessions begin at 6:30 p.m.

### FAFSA Completion Lab: November 11<sup>th</sup>, 2019 6:00 p.m.

You and your parents/guardian can receive help from a PHEAA representative for completing the FAFSA.

### Request your transcripts via XELLO:

1. Go to the Speed Dial page (<https://homepage.pennmanor.net/>) and click on XELLO.
2. You will be able to log in with your Penn Manor email address and normal Penn Manor password. (Same sign in as all of your PM accounts).
3. Once you are logged in access the Transcript tool from the Goals + Plans link in the top menu or on the dashboard.
4. Select a School click Send to request your high school to send your transcript.

### Websites to Bookmark:

[blogs.pennmanor.net/pmhscounseling](https://blogs.pennmanor.net/pmhscounseling)

- Subscribe to find information about, admission events, scholarships, and other announcements

[www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)

- Download a worksheet to help complete FAFSA at from this website. Some schools require the CSS/PROFILE, online at [www.profileonline.collegeboard.com](http://www.profileonline.collegeboard.com), in addition to the FAFSA.

[www.khanacademy.org/SAT](http://www.khanacademy.org/SAT) FREE SAT Practice

### Upcoming Testing Dates:

September 14<sup>th</sup>, 2019 ACT will be given at Penn Manor\* at 7:15 am

- Registration has passed students can register late for an additional fee.
- Go to [www.act.org](http://www.act.org) to register or for more information.

October 5<sup>th</sup> SAT will be given at Penn Manor\* at 7:15am

- The registration deadline is September 6th. Students can register late for an additional fee.
- Registration can be completed online at [www.collegeboard.com](http://www.collegeboard.com).

October 16<sup>th</sup> ASVAB Testing at Penn Manor at 7:40am

- Contact your counselor if you are interested in taking the ASVAB. It is used for military entrance exam and is a Career assessment

*\*Both the ACT and SAT are also given other times at different schools in the county.*

**Admission Decision Day: Apply to Millersville University for free!** November 11<sup>th</sup>, 2019

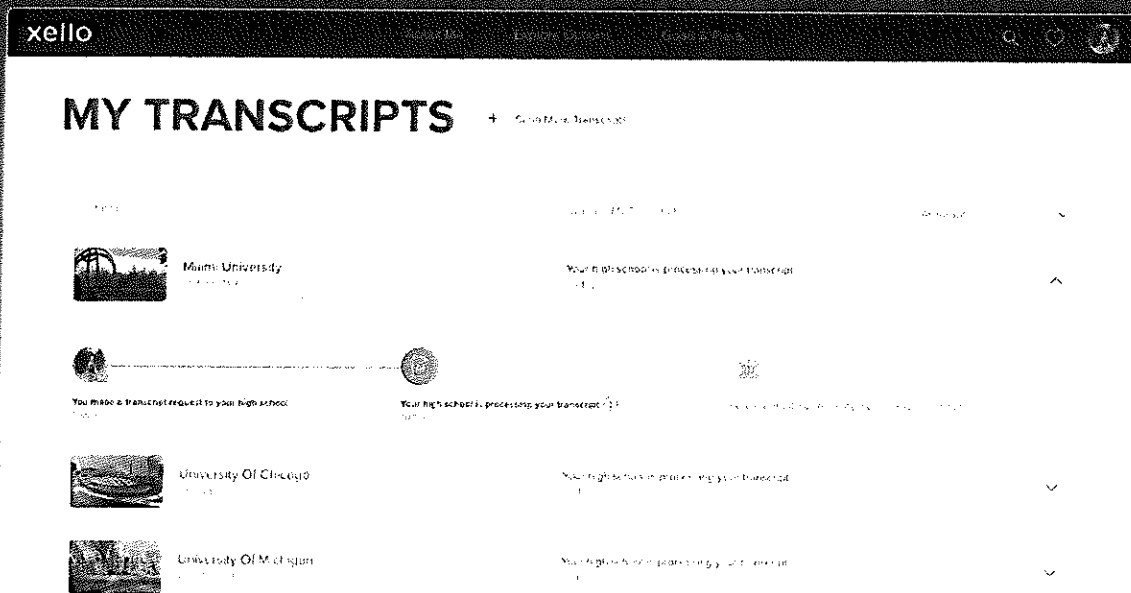
Admissions representatives will be at PMHS to make admission decisions or talk 1:1

1. Apply online to MU by November 4<sup>th</sup>. Select "fee waiver" on the applications.
2. To receive the fee waiver, sign up with the PMHS Counseling office by October 17<sup>th</sup> at <https://blogs.pennmanor.net/pmhscounseling/admission-decision-day-2018/2018/>

Looking for a full-time, professional job instead of College? Stay tuned for Career Seminars in the Spring to prepare you for the job search. Counselors still recommend applying to College now as a back-up plan.

## How Students Request Transcripts

Use Xello to request that your high school send a transcript on your behalf to the colleges of your choice, and then track the progress of your requests.



### 1 Access the Transcript Tool

To begin, access the **Transcript** tool from the **Goals & Plans** link in the top menu or on the dashboard.

### 2 Select a School

The first page will be your list of **Saved Schools**.

- If you don't have any schools saved, use the **Search** to find the school of your choice.

Once you've selected the schools you wish to send a transcript to, they will show in the carousel at the bottom of the screen for quick and easy access.

- This is where the schools are saved if you leave before confirming your choices, so you can easily return and finish later.

Once you've made your choices, click **Next**.

### 3 Review and Send

From your list of selected schools, review your choices and make any changes to your list as necessary.

Once you're happy with your decisions, click **Send** to request your high school send the transcript to the schools.

### 4 View the Progress

View your sent transcripts by clicking **Track My Requests**.

Later, you can check the progress again by going to your **Dashboard** and clicking **Transcripts**.

Click on the line of the transcript you'd like to view - a progress bar will show you the latest updates.

