

Careerline is a publication of Western Wayne High School
GUIDANCE DEPARTMENT . . . 800-321-WWSD (9973)

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November '11

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Management Analysts

Nature of the Work

Management analysts, often referred to as *management consultants* in private industry, analyze and propose ways to improve an organization's structure, efficiency, or profits. In recent years, information technology and electronic commerce have provided new opportunities for management analysts. Companies hire consultants to develop strategies for entering and remaining competitive in the new electronic marketplace. Management analysts might be single practitioners or part of large international organizations employing thousands of other consultants. Some analysts and consultants specialize in a specific industry, such as health care or telecommunications, while others specialize by type of business function, such as human resources, marketing, logistics, or information systems.

In government, management analysts tend to specialize by type of agency. The work of management analysts and consultants varies with each client or employer, and from project to project. Some projects require a team of consultants, each specializing in one area. In other projects, consultants work independently with the organization's managers. In all cases, analysts and consultants collect, review, and analyze information in order to make recommendations to managers. To retain a consultant, a company first solicits proposals from a number of consulting firms specializing in the area in which it needs assistance. The analysts or consultants then develop solutions to the problem. While preparing their recommendations, they take into account the nature of the organization, the relationship it has with others in the industry, and its internal organization and culture. Once they have decided on a course of action, consultants report their findings and recommendations to the client. Their suggestions usually are submitted in writing, but oral presentations regarding findings also are common.

Training, Other Qualifications, and Advancement

Entry requirements for management analysts vary. For some entry-level positions, a bachelor's degree is sufficient. For others, a master's degree, specialized expertise, or both is required. Common fields of study include business, management, accounting, marketing, economics, statistics, computer and

information science, or engineering. Most analysts also have years of experience in management, human resources, information technology, or other specialties. Analysts also routinely attend conferences to keep abreast of current developments in their field.

Employment Management analysts held about 678,000 jobs in 2006. About 27 percent of these workers, over three times the average for all occupations, were self-employed. Management analysts are found throughout the country, but employment is concentrated in large metropolitan areas. Management analysts work in a range of industries, including management, scientific, and technical consulting firms; computer systems design and related services firms; and Federal, State, and local governments.

Job Outlook Employment of management analysts is expected to grow much faster than average. Despite projected rapid employment growth, keen competition is expected for jobs as management analysts because of the independent and challenging nature of the work and the high earnings potential that make this occupation attractive to many.

Employment change. Employment of management analysts is expected to grow 22 percent over the 2006-16 decade, much faster than the average for all occupations, as industry and government increasingly rely on outside expertise to improve the performance of their organizations. Job growth is projected in very large consulting firms with international expertise and in smaller consulting firms that specialize in specific areas, such as biotechnology, health care, information technology, human resources, engineering, and marketing.

Earnings Salaries for management analysts vary widely by years of experience and education, geographic location, specific expertise, and size of employer. Generally, management analysts employed in large firms or in metropolitan areas have the highest salaries. Median annual earnings of wage and salary management analysts in May 2006 were \$68,050. The middle 50 percent earned between \$50,860 and \$92,390. The lowest 10 percent earned less than \$39,840, and the highest 10 percent earned more than \$128,330. <http://www.bls.gov/>

Careerline

REMEMINDER

SENIOR Reminders for NOVEMBER

FAFSA (Free Financial Aid Forms) forms may be submitted AFTER January 1, 2012. Once your FAFSA are processed you will receive your Student Aid Report (SAR) online. When you get your SAR, verify the information. Make any necessary corrections.

- ✓ Last minute SAT takers... Sign up to take your senior SATs. Applications are available in guidance or complete them online at www.collegeboard.com.
- ✓ Plan to attend the Western Wayne Financial Aid Night on November 15, 2011 at 7:00 p.m.
- ✓ APPLY to college NOW!! Colleges are filling up their rosters for fall of 2012. Many college applications are available online or in guidance.
- ✓ See your guidance counselor about taking a CLEP (College Level Examination Program) test. Earn college credit for what you know.
- ✓ Register on fastweb.com for a free scholarship search.
- ✓ Male students turning 18 are required to register with the Selective Service. Register online at www.sss.gov.
- ✓ If you want to participate in Division I or Division II sports in college, start the certification process. Log onto NCAA.org.

JUNIOR Reminders

- ✓ PSAT scores will be returned to students before the Christmas break.
- ✓ Volunteer for activities that matter to you and reflect your personality. Volunteering looks great on a college application and adds to your quality of life. Need ideas for volunteering? See Ms. Tagle in the guidance office!
- ✓ If you are interested in one of the military academies, start to talk to your guidance counselor now.

SOPHOMORE Reminders

- ✓ PSAT scores will be returned to students before the Christmas break.
- ✓ Get involved in activities outside the classroom. Work towards leadership positions in the activities that you like best. Become involved in community service and other volunteer activities.

FRESHMAN reminders

- ✓ Get involved with extracurricular activities.
- ✓ 9th graders will be working on career exploration with their guidance counselor.

AALL Students:

- ✓ Check your grades online. If you not working up to par or you are struggling to maintain the grades you had last year or just plain need help, see your teacher to discuss the “why’s” for your grade. Remember that you need to be studying (doing homework is not studying). Talking to your teacher is the FIRST STEP you need to take to improve your grades.
- ✓ Having trouble logging onto your SchoolBook account? See Mrs. Marquette in the guidance office for help.
- ✓ Check your email for announcements from guidance. (Wildcat Whiskers)

✓ Need tutoring? Help is available during the day in the HOMEWORK/TUTOR room during the day. Tutoring is available after school also. See your guidance counselor for details.

- ✓ The publication **SCHOLARSHIPS AND OPPORTUNITIES** is available online from September to April. Look for it in the Guidance section of the Western Wayne Website under Resources. This listing includes information on scholarships, jobs, volunteer work, prep programs, summer opportunities, and guidance services.
- ✓ Need working papers? See Mrs. Marquette in guidance.



NOVEMBER 15, 2011



Financial Aid Workshop

7:00 pm

Large Group Instruction Room--Western Wayne High School

SENIORS AND THEIR PARENTS

Cathy Caffrey, from the *Higher Education Access Partner-Northeast Region PHEAA/Pennsylvania School Services*, will explain the process/form (FAFSA) to be completed for state and federal grants and supply information on the following:

- grants
- special programs
- loan forgiveness
- work-study program
- educational loans

If you have specific questions you would like to see addressed at the workshop, please email (jtagle@westernwayne.org) or call guidance (937-3190) with your question(s).

Filing the FAFSA is Never a Waste of Time

While many people hate the paperwork involved, you really should file a FAFSA even if you don't think you're eligible for federal assistance. Why? Because the FAFSA is used by many non-government aid programs in order to determine your eligibility for the scholarships, loans, and other programs they offer. Of course, the FAFSA is also used to find out if you qualify for federal loans. Because of this, completing the FAFSA gives you two big advantages. First, you may be eligible for non-federal aid. And second, even if you don't want a loan now, the paperwork is done in case you change your mind.

College Board offers Free College Financing Calculators

Enter your financial information into the financial aid calculator on the *College Board* website to figure out how to pay for college. Any information you enter is secure and completely confidential. Estimate how much your family will be expected to pay. Find out how much college will cost you. Determine if you are on track to save enough for college. You also have access to Student Loan Calculators that calculate your monthly payments and compare them to your expected starting salary. Parents can find out their capacity to take on additional debt and calculate their expected monthly loan payments. Log onto www.collegeboard.com and click the Parents tab.



Where to turn for help

Great Websites - Job Search

- USAJOBS.gov** This is a government hub. Browse positions by state, agency, or occupation from public health to education and apply online.
- Linkup.com** The site daily scans over 20,000 corporate sites and posts jobs – which may not be posted elsewhere.
- RealMatch.com** Complete a profile, list your skills, and the site ranks you against the needs of thousands of employers. When there is a match, you both get an email.



What is Cooperative Extension?

Penn State Cooperative Extension is an educational network that gives people in Pennsylvania's 67 counties access to Penn State's resources and expertise. It is funded by the U.S. Department of Agriculture and state and county governments. Through this county-based partnership, Penn State extension agents, faculty, and local volunteers work together to share unbiased, research-based information with local residents. The extension network is one part of Penn State Outreach and Cooperative Extension, which also includes Continuing Education, Distance Education/World Campus, and Public Broadcasting. The local office is located in the Stourbridge Complex on Park Street in Honesdale. Here are just a few of the many ways Cooperative Extension can help: Managing time and stress, Improving financial and consumer skills, 4-H programs, Master Gardener, Financial Home management, Nutrition Information, Parenting – Child Development resources, Food preparation and preservation, Landscaping, Agriculture Education programs, Sessions on starting home based businesses, and Support programs for food and forest products to name a few. Call 570-253-5970 for more information or log onto www.wayne.extension.psu.edu

Wayne County Chamber of Commerce Need information about Wayne County? Perhaps you want to take a train ride on the Stourbridge Line. Maybe you need a listing of Wayne County businesses, churches or civic organizations. Community events are posted on their website along with information about the Farmer's Market. Follow their links to historical information at www.waynecountycc.com

HOTLINE TO REPORT UNDERAGE DRINKING

Put a stop to underage drinking, before it starts and before it leads to tragedy. Someone always knows about an underage drinking party. Callers to 888-UNDER-21 can report underage drinking parties that are planned or in progress. You can also report establishments that are selling or serving alcohol to those under 21 and people who are manufacturing and selling false identification.

Career Cruising



Career Cruising is an Internet-based career exploration and planning tool used to explore career and college options and develop a career plan. Career Cruising can be accessed from school, from home, or wherever you have access to the Internet. Log onto www.careercruising.com, enter the User name *wwhs* and the password *wildcats*. This will give you access to the most of the features in the program. If you want to save items to your portfolio you need to use the user name and password given to you in class. If you lost it, just come to guidance and we will re-issue it to you.

Email Most students in grades 9, 10 and 11 have opened up their “portfolio”. If you entered your email address you will be receiving announcements from the guidance department “Wildcat Whiskers”. The emails may be reminders or announcements. So don’t forget to check your email. If your email has changed just go into your portfolio and update your personal information. If you forgot or lost your user name and password for your portfolio, just stop in guidance and get the information.

My Journal

Portfolios provide students with a place to keep track of their career exploration work and develop their career plans. My Journal, the newest addition to Career Cruising’s portfolio development system, gives students the ability to maintain an ongoing log of their reflections as they build their portfolios.

Students will find a link to the **My Journal** feature directly under the **My Files** section on the **Portfolio Homepage**. Adding a new entry is simple—students enter a subject for their journal entry and type in their thoughts. Students can also add search tags to their journal entries so they can be organized into categories and more easily searched. We suggest using framing questions to help keep students on track with their journal entries.

Plan Education and Training

If users are interested in pursuing a particular career, you can use the **Explore Education & Training** section to learn where to get the required education and training. For instance, if someone is interested in becoming a graphic designer, they can use the **Search for Programs** feature to find colleges offering programs in graphic design. They can also go directly to those school profiles by using the **Related College & University Programs** links in the **Education section** of the graphic designer occupation profile.

Career Cruising has been designed to facilitate the progression from one section to another. For example, users can go straight from **Career Matchmaker** to profiles of the careers it suggests. They can then go directly from the **Education** section of each career profile to related programs in the **Explore Education & Training** section. The **Portfolio Tool** can be used throughout the career exploration process. When using any component of **Career Cruising** or participating in any other career development activities, users are encouraged to save their work and document their activities in their portfolio. Developing a portfolio allows users to continually build on their previous career exploration work. Also, they will be creating a document they can use to present themselves to prospective employers, post-secondary school admissions staff, and others. The **Portfolio Tool** also includes a **Resume Builder** that uses the information entered in the portfolio to create personalized resumes in a variety of formats. Users can then print their resume or export it as a Word, text, or htm.

New At a Glance Page in Career Profiles

To help students more quickly access critical information for careers of interest, there is a new **At a Glance** page to each profile. These new pages, which are now the entry point to the career profiles, present key points on core tasks, workplace, earnings, education and training, and attributes and abilities. Students can use the “**More**” links in each section of the **At a Glance** page to view more detailed information. Students can also continue to access all sections of the career profiles using the left-hand menu of each profile.

While the **At a Glance** page will help all students get the information they need more quickly, we also believe the short, point-form text will make the occupation information more accessible to students who are less proficient readers.

Career Cruising

Federal Financial Aid Resources

WOW \$

For many students, cost is a barrier to post-secondary education. Unfortunately, many individuals are not aware of or do not apply for the federal student aid available to them. The new **Federal Financial Aid** component aims to help **Career Cruising** users understand and navigate the process of applying for federal financial aid programs. Adapted from US Department of Education resources, this thorough guide covers:

- The value of going to college
- Completing the FAFSA
- Approaches to reducing education costs
- Getting a PIN
- Student Aid Reports
- Types of federal aid programs available
- A glossary of important terms
- Contact information for state higher education agencies

The **Federal Financial Aid** component is located within the **Schools section, under Financial Aid**. This is an informational resource that students can view and print.

Mapping for School Profiles

COOL

A new **mapping** feature is available in the **Schools** section to help you when planning campus visits. In every school profile's Location and Contact Information section, you will now find a "View Map" link. Clicking this link will open a new window with the school's location pinpointed on a Google Map, making it easy for students to get directions to and from the school, and in some cases, take a virtual campus tour using Google Street View.

Career Cruising offers:

Interest and Skills Assessment - a world-renowned career assessment tool to help people identify suitable career options based on their interests and skills

Career Profiles - thorough and up-to-date information about hundreds of different occupations, including direct links between careers and related college programs

Multimedia Interviews - interviews with real people in each occupation, which add depth and realism to career profiles

College and Financial Aid Information - comprehensive college and financial aid information, with a number of useful search tools to help you find the right college and the right scholarships.

Electronic Career Portfolio - available online, so you can develop your education and career plans from wherever you access Career Cruising

Resume Builder - integrated with the portfolio to help you format and print professional-looking resumes quickly and easily.

Log onto www.careercruising.com

User name: **wwhs**

Password: **wildcats**



Money Matters



Filing the FAFSA is Never a Waste of Time

While many people hate the paperwork involved, you really should file a FAFSA even if you don't think you're eligible for federal assistance. Why? Because the FAFSA is used by many non-government aid programs in order to determine your eligibility for the scholarships, loans, and other programs they offer. Of course, the FAFSA is also used to find out if you qualify for federal loans. Because of this, completing the FAFSA gives you two big advantages. First, you may be eligible for non-federal aid. And second, even if you don't want a loan now, the paperwork is done in case you change your mind.

Other Applications You May Need to File

CSS Profile Incoming freshman may also need to complete the CSS Profile Application. Many private colleges require the profile. Why? It gives financial aid administrators more information to determine your eligibility for need-based assistance and funding directly from the school. The Profile must be completed earlier than the FAFSA. Check with your college to see if you are required to complete the CSS Profile.

Institutional Aid Applications Some schools require you to complete a form they provide you. This is called an institutional aid application. On this form you will tell the school about outside scholarships you expect to receive and whether you're interested in other types of aid such as work study. Often you can also use this form to explain any special circumstances not taken into account on the FAFSA. If your school requires one of these applications, they will mail it to you

Federal Work-Study (www.studentaid.ed.gov)

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study.

Will I be paid the same as I would in any other job?

You'll be paid by the hour if you're an undergraduate. No FWS student may be paid by commission or fee. Your school must pay you directly (unless you direct otherwise) and at least monthly. Wages for the program must equal at least the current federal minimum wage but might be higher, depending on the type of work you do and the skills required. The amount you earn can't exceed your total FWS award. When assigning work hours, your employer or financial aid administrator will consider your award amount, your class schedule, and your academic progress.

What kinds of jobs are there in Federal Work-Study?

If you work on campus, you'll usually work for your school. If you work off campus, your employer will usually be a private nonprofit organization or a public agency, and the work performed must be in the public interest.

Your school might have agreements with private for-profit employers for Federal Work-Study jobs. This type of job must be relevant to your course of study (to the maximum extent possible). If you attend a career school, there might be further restrictions on the jobs you can be assigned.

COLLEGE & TRAINING INFORMATION

The University of Pittsburgh Health Career Scholars Academy (**UPHCSA**) and the Pennsylvania School for Global Entrepreneurship (**PSGE**) at Lehigh University, former Governor's School programs, are accepting applications for the 2012 summer programs. **Current high school sophomores and juniors are encouraged to apply. Application due date is February 15, 2012, but all are encouraged to apply early.** Limited partial scholarships are available for students of need.

Applications and further information on the **Global Entrepreneurship program** can be found at <http://www.iacocca-lehigh.org/govschool/overview1.html>

For applications and further information on the **Health Career Scholars Academy**, visit the website at <http://www.hcsa.pitt.edu>.

Program overviews:

The goal of the **UPHCSA** is to introduce students to the world of health care, including issues of primary care, prevention, public health, human growth and development, and areas of practice. Students will participate in hands-on learning, core courses, concentration courses, small discussion groups, simulations, team projects, presentations and multiple site visits. In addition, two job shadowing experiences offer attendees the opportunity to observe local health care professionals interacting with patients, delivering care, and performing their daily duties. The living-learning experience will prepare students to be empathetic and culturally competent in their careers, understand what course of action is necessary for them to reach their goals, and incorporate what they learn into a medical profession.

The purpose of the **PSGE** program is to expose students to the topics of entrepreneurship, global networking, team building, project management, leadership and working in a culturally diverse environment. All students will attend core courses, elective courses and entrepreneurial exchanges with leaders from business, industry, government, education and the non-profit community. Entrepreneurial excursions to local sites of interest including field trips to New York City and Harrisburg will be a part of the weekly schedule. Working in teams according to skill and interest areas, students are assigned to a real-world company where they will spend one day a week working on a project and problem-solving for that organization. Students prepare a formal marketing or business plan and presentation for the company executives.

SAT SKILLS INSIGHT www.collegeboard.com

SAT Skills Insight is one more tool to help guide you toward your ultimate goal—college success. It is a free online resource that is available before you take your first SAT and as you prepare to re-take the SAT. You will find that this tool provides new, valuable insight into the test.

It provides real SAT questions and answers, suggestions for improvement, and guidance on how you can sharpen your skills, allowing you to become more comfortable with the types of questions you will see on the SAT. It also helps you to recognize that these skills are the same ones you've learned in the classroom, thus boosting your test-day confidence and familiarity with the SAT. All of this adds up to better results.

Want to know exactly what types of skills students in the 600-700 range have mastered? Sample questions, answers and explanations from every Score Band let you know exactly what to expect as you strive to achieve your goals on the SAT.

With SAT Skills Insight, you're way ahead of the game; not just in regards to your SAT scores, but in your preparedness for college-level success.



CATS CLUB NEWS

C.A.T.S. Club is a volunteer service club. There is nothing as satisfying as **volunteering** or helping out in our school or community. Volunteering has a meaningful, positive effect on everyone. CATS CLUB members give back to their school, community, break down barriers, and even have fun! Employers and colleges look for students who have been involved in donating their time and energy to worthy causes. All CATS club members select a program for their volunteer efforts. Advisor: Ms. Tagle (Guidance Office or jtagle@westernwayne.org)

Current Projects



EYEGGLASS DONATION

CATS CLUB members are collecting eyeglasses to donate to needy individuals around the world, in developing and industrialized countries. Millions of people suffer from poor vision because they do not have access to eye care or simply cannot afford it. Poor vision impedes a child's ability to learn in school and robs an adult of independence, mobility, and quality of life. Collection boxes can be found in the cafeteria, office, and guidance.



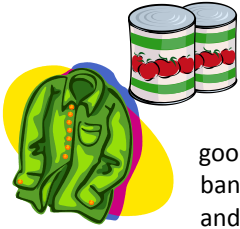
DESSIN ANIMAL SHELTER and the DESSIN ANIMAL SHELTER CAT'S PAJAMAS STORE

CATS CLUB members are volunteering at the animal shelter and the Cat's Pajamas store . Students at the shelter are caring for the animals and students at the Cat's Pajamas are assisting customers in the second hand store. Proceeds from the store benefit the Dessin Animal Shelter.



WESTERN WAYNE BUDDY

CATS CLUB members are being trained as Western Wayne Buddies. Every year new students enroll at Western Wayne. Some start in the beginning of the year and others enter throughout the school year. New students may be coming from a neighboring school, somewhere else in the state, or from another state. It's difficult to go to a new school. Western Wayne Buddies are students who are interested in helping new students make the transition to life at Western Wayne just a little bit easier. The WW Buddy serves as the "friendly face" at lunch and in the hallways.



FOOD COLLECTION and CLOTHES CLOSET

CATS CLUB members are working with the Western Wayne HS Education Association with their canned food collection. Each month the WW HS Education Association collects non perishable goods for local food banks. CATS CLUB members pack up the food for delivery. They also keep the HS Clothes Closet organized and arrange to have excess clothing distributed to students in need.



OVERSEAS COUPON PROGRAM

CATS CLUB members are volunteering to collect and clip coupons for military families overseas. The *OVERSEAS COUPON PROGRAM* serves military families by having our members collect, clip and forward "manufacturer's coupons" to overseas military bases. These bundles of coupons are placed on tables at the PX and Commissary, or handed out for use by military members and families on base. This helps the family save valuable dollars and stretch their budget.



PEER TUTOR

A WESTERN WAYNE PEER TUTOR is one student offering support to another student for an academic subject. Tutors help their peers acquire the knowledge and skills that they need to achieve academic success. Tutors are tasked with helping fellow students learn how to independently perform the skill well. The WESTERN WAYNE PEER TUTOR must be in good academic standing and have a good discipline record. Tutors must have minimum of 85 in the area they tutor and have a signature or recommendation from a teacher in that content area.



BREAST CANCER AWARENESS Fundraiser

CATS CLUB members organized a fundraiser that benefited the CANCER SOCIETY – Breast Cancer Awareness.

New projects are offered to CATS CLUB members
to participate in each month.

Watch for more volunteer news!

ODDS AND ENDS



MAKE A DIFFERENCE

The Western Wayne High School CATS CLUB is sponsoring their annual **MAKE A DIFFERENCE** program in December. We will be collecting hats, mittens, scarves, socks, kitchen towels, and hot pads. All donations will be given to families in our community. Donations can be dropped off at the high school guidance office until December 16th. Thanks for **Making a Difference!**

Little Angel Toy Drive

The National Honor Society and SADD are organizing their “Little Angels” project which provides gifts to children (newborn to 12 years old) whose families are having financial difficulties during the Christmas season. All donations stay within our school district. Donation boxes are set up in the high school. Toys and monetary gifts will be accepted.



Food for Thought



Food for Thought, an informational program for students in the high school, runs during lunch sections on scheduled days; students can stop by a table set up in the cafeteria to pick up information on a variety of topics. Watch for the banner with the **Food for Thought** apple.

SAT More than half of the SAT tests your vocabulary (e.g. your understanding of words, reading comprehension and writing ability) in some manner. To boost your SAT scores, improve your vocabulary. Since certain words appear on the SAT more frequently than others, focus on improving your SAT vocabulary and challenging reading.

DUAL ENROLLMENT A representative from Northampton Community College will speak with 11th & 12th grade students who are interested in taking Dual Enrollment courses for the spring semester. Interested students should sign up in guidance.

Fee waivers are available for the SAT and ACT test. Students who receive free or reduced lunch may qualify. See your guidance counselor for details.

2011-12 SAT and ACT Test Dates

SAT Test

Test Fee - \$49 Register online at www.sat.collegeboard.com

Test Date	Oct 1 2011	Nov 5 2011	Dec 3 2011	Jan 28 2012	Mar 10 2012	May 5 2012	Jun 2 2012
Regular registration deadline:	Sept 9	Oct 7	Nov 8	Dec 30	Feb 10	April 6	May 8
Late registration deadline (\$ 26 additional fee)	Sept 21	Oct 21	Nov 20	Jan 13	Feb 24	April 20	May 22

ACT Test

Test Fee - \$33 (no writing)

Test with Optional Writing Test - \$48

Register online at www.act.org

Test Date	Sept 10 2011 Given at Western Wayne	Oct 22 2011	Dec 10 2011	Feb 11 2012	April 14 2012	June 9 2012
Regular registration deadline	Aug 12	Sept 16	Nov 4	Jan 13	March 9	May 4
Late registration deadline (\$ 21 additional fee)	Aug 26	Sept 30	Nov 18	Jan 20	March 23	May 18

Western Wayne's Procedures for Submitting College Applications

1. ALL APPLICATIONS must be brought to the Guidance Office ONE WEEK before the specific college deadline. The Guidance Department will not guarantee meeting college deadlines for applications that are submitted to the Guidance Office late.

2. The entire completed college application packet should be brought to Guidance. This includes the student application, essays, letters of recommendation, Secondary School Report and application fee. Students applying to a college directly **online** should notify their guidance counselor.

3. Some college/universities will waive the applications fee if you visit their campus. Other colleges/universities have free online college applications. Students having financial difficulties covering the application fee should see their guidance counselor.

4. Seniors should give their completed applications to their Guidance Counselor. At this time they must complete an official Western Wayne **TRANSCRIPT REQUEST** form giving permission to send the transcript and test scores. Students submitting their applications **online** need to have their transcripts sent out and must complete the **TRANSCRIPT REQUEST** also. Applications are not considered complete without your transcript. **TRANSCRIPT REQUEST** forms are available on the Western Wayne website (under guidance).

TRANSCRIPT REQUEST FORMS - Western Wayne Website

Click on **SCHOOLS**

Click on **Western Wayne High School**

Click on **Guidance**

Click on **TRANSCRIPT REQUEST FORM**

Complete the form

The first request is FREE. All subsequent requests are \$5.00. Bring the check, money order, or cash to Mrs. Lombardi in the guidance office. Your transcript will be sent certified.

5. Your transcript includes your SAT and ACT scores. Check to make sure guidance has your most up to date scores. A few colleges require that you have your SAT/ACT sent directly from the College Board/ACT program (Penn State is one). It is your responsibility to have the scores sent. Questions?...See your guidance counselor.

6. Checks or money orders for the college application fee should be attached to the top of the first page of the application unless you are paying online. Checks and money orders must be made out to the college you are applying to. **DO NOT** pay for college application fees with cash!

7. Your counselor will review the application package, complete Secondary School information requested, sign and return it to the Guidance Assistant to be mailed.

8. Students requesting Counselor Letters of Recommendation must request the letter at least **TWO WEEKS** in advance.

9. In most instances **Early Decision** applications should be submitted around November 1st. This can vary so watch your dates! Regular Decision applications should be submitted as soon as possible. If you are uncertain about application deadlines see your guidance counselor.

10. **Midyear grades** will be sent to colleges that require them. It is the student's responsibility to notify the guidance office about sending out midyear grades.

11. Final transcripts will be sent to the college that the student will attend. **FINAL TRANSCRIPT REQUESTS** will be given to seniors at the end of the school year. *Remember, college admissions representatives review all senior year grades very carefully.*

12. Students and parents are encouraged to contact their Guidance Counselor with any questions or concerns.

Dates to Remember

November 2	ASVAB Testing (Interested 11 th and 12 th graders)
November 15	Financial Aid Night 7:00 p.m.
November 22	12:00 Dismissal Parent/Teacher Conferences 1:00 – 8:00 p.m.
	Schools reopen November 29 th
December 16	High School Christmas Concert 7:00 p.m.
December 22	1:00 Dismissal
	Schools reopen January 3rd 2012
January 19 and 20	4Sight Testing
January 16	Teacher in Service Early Dismissal 12:00



Need help with College Applications? Application Essays? Resumes? Scholarship searches or applications?

Sign up for “Open Sessions” and work on any of those items.

Sign-ups for the **College Application Open Sessions** are available in guidance. Students **MUST** sign up ahead of time. You will be issued a pass the morning of the day of the “Open Session”. Present your pass to your teacher and report to the room on the pass for the period you requested.



What is Selective Service Registration?

Registration is the process of providing the Selective Service System with personal information, such as name, address, date of birth, Social Security Account Number and other related information. It is a civic and legal responsibility. Even though, no one is currently being drafted, men are required to register with Selective Service as soon as they reach age 18.

*Registering with Selective Service **does not** mean that you are joining the military.* Registration provides our country with a means to develop and maintain an accurate list of names and addresses of men who might be called upon if a return to the draft is authorized.

Failure to register or otherwise comply with the Military Selective Service Act is, upon conviction, punishable by a fine of up to \$250,000, imprisonment for up to five years, or both. In addition, federal and certain state laws require registration as a prerequisite for obtaining student financial aid, job training, government employment, and U.S. naturalization.

Who Must Register?

With few exceptions, all male United States citizens and male aliens residing in the United States and its territories must register within 30 days of their 18th birthday. Register online at **www.sss.gov**.