

Dear Juniors,

Your full attention should obviously be on exams right now, **SO DON'T READ THIS UNTIL EXAMS ARE DONE!** We just wanted to send this now to make sure we got it to you before you leave for break.

FORMS:

Please find attached the College Information Form, the Jr. Questionnaire Resume Template, and the Parent/Guardian Brag Sheet. All are due on Monday, January 9, 2012. (This is also being sent through the Viking Voice so your parents will get their form.)

As we mentioned during College Night, it is very important that you dedicate time and attention to these forms. They prompt you to think critically about the process and provide the foundation we need to write strong letters of recommendation for you!

Parents can also email, mail, or drop off their completed Brag Sheet.

Students will need to save a copy of your College Information Form and Resume to your Naviance account (See steps below.). Saving these documents to the appropriate place and having easy access will make the college application process much, much easier next year!

To save your forms into Naviance:

1. Log in.
2. Click on the "about me" tab.
3. Under "interesting things about me," click the "journal" link.
4. Click "+ add new entry."
5. In the "Subject" field, type "College Information Form."
6. Share with counselors.
7. Browse to find the appropriate file and attach it.
8. Click "Add Journal Entry" to save your work.
9. Repeat steps 1-8 for "Resume" and your Junior Speech (if/after you have delivered it).

CLASS AND APPOINTMENTS:

College Counseling Class and Individual Appointments will begin on Monday, January 9, 2012 ("C" day). Appointment sheets will be posted right outside our office doors. Please note: **WE CANNOT MEET INDIVIDUALLY WITH YOU UNTIL YOUR FORMS ARE COMPLETED AND SUBMITTED.**

If you have any questions, feel free to ask. If you forget your username or password, just work on the questions in the meantime.

Enjoy your break!!!

Ms. Heywood, Ms. Grube, & Mr. Jones
The College Counseling Team