

# Westford Academy

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September 2023

Dear Seniors and Parent(s)/Caregiver(s),

We hope you had a wonderful summer and welcome to senior year! We are excited to work with you throughout the post-secondary planning process. *Please read this entire document as it has a lot of important information.*

The Counseling Department will present a **Senior Parent/Caregiver College Application Seminar** which outlines the college process on **Tuesday, September 12 at 6:30pm in the Performing Arts Center at WA.** The **seniors will receive the same presentation during the school day.** After these presentations, seniors can begin to schedule individual senior meetings with their counselor. While we meet with the students alone in the fall, parents/caregivers should feel free to email your school counselor with any questions.

Our meeting will last approximately one hour. Students: please book 3 consecutive time slots. Please select your counselor's booking link below to schedule your senior meeting:

Mrs. Leah Birnkrant	<a href="https://mrsbirnkrant.youcanbook.me">mrsbirnkrant.youcanbook.me</a>
Mrs. Karen Halloran	<a href="https://khalloran.youcanbook.me">khalloran.youcanbook.me</a>
Mrs. Susan Lynch	<a href="https://mrslynch.youcanbook.me">mrslynch.youcanbook.me</a>
Mr. Brian Doherty	<a href="https://bdohertywa.youcanbook.me/">bdohertywa.youcanbook.me/</a>
Mrs. Samantha DeMagistris	<a href="https://mrsdemagistris.youcanbook.me">mrsdemagistris.youcanbook.me</a>
Mrs. Tracy McLaughlin	<a href="https://tracymclaughlin.youcanbook.me">tracymclaughlin.youcanbook.me</a>
Mrs. Heidi Hider	<a href="https://mrshider.youcanbook.me">mrshider.youcanbook.me</a>
Mrs. Lauren Clark	<a href="https://mrsclark.youcanbook.me">mrsclark.youcanbook.me</a>

**If you have an October 15 or November 1 deadline, please notify your counselor ASAP via email AND schedule your meeting well in advance.**

Deadlines to schedule senior meeting:

<b>If your <u>FIRST</u> Application Deadline is:</b>	<b>**Contact your counselor and schedule your meeting no later than:</b>
October 15	September 16
November 1	September 23
November 15	October 7
December 1	November 4
All others	November 15

Seniors must complete the following tasks prior to scheduling a senior meeting:

1. Complete the **Senior Data Sheet** - the more detailed the better as this is your counselor's most valuable resource when writing the counselor statement! You can find the Senior Data Sheet in SCOIR under *Surveys*.
2. Upload your **Resume** to SCOIR OR fill out the Activities & Achievements Section in SCOIR.
3. Move colleges from "**Following**" to "**Applying**" in SCOIR (please indicate which application you will use (i.e., Common App) and whether you are applying early action, early decision, regular, etc.  
\*\*\*The college must be in the "Applying" column for your counselor to send your school records.\*\*\*
4. Set up a **CommonApp account** at [www.commonapp.org](http://www.commonapp.org) and have your username and password available for your senior meeting.
5. Add colleges to "**My Colleges**" in the Common App and complete the **Education Section** in the Common App. Here is the information that you'll need:  
Class size: 377  
Date of entry: 09/2020  
Class Rank reporting: none  
GPA: weighted on a 4.0 scale
6. Touch base with the **teacher** who agreed to write a **letter of recommendation** for you and **notify the teacher of your first college application deadline**.

A few other reminders:

- Please don't put your counselor email or your teacher email addresses into the Common App because your school counselor will send your letters of recommendation through SCOIR instead.
- The parent/caregiver questionnaire in SCOIR will close on September 9th.
- Save the date! The WA Counseling Department will be offering a MEFA financial aid presentation on October 11th at 6:30pm in the PAC. More information to follow.

Your school counselor looks forward to working with each of you!

The WA School Counseling Department