

DC College Application Week: Site Coordinator Training Webinar



November 2-6, 2015

Housekeeping

- If you have not done so already, please dial in for the audio portion of the call.
 - Call-in number is located on your view panel under the audio tab. Enter number, access code, and audio pin.
- Due to the format of today's webinar, all lines will be on mute.
 - Questions will be taken via the question feature located at the lower right-hand side of your screen using the view panel.
- The webinar is being recorded and will be posted to [-http://osse.dc.gov/service/dc-college-application-week](http://osse.dc.gov/service/dc-college-application-week) after September 24, 2015.

Presenter

Tiffany DeJesus

District Coordinator, DC College Application Week
Program Manager, College and Career Readiness

Postsecondary and Career Education Division
Office of the State Superintendent of Education(OSSE)

Agenda

- Introductions
- Purpose of American College Application Campaign
- DC College Application Week
 - Expectations
 - Planning & Logistics
 - Resources
- Questions



“ Sometimes a student going to college is as simple as someone helping them to apply.” (J. Watts, 2010)

Introducing:

DC COLLEGE APPLICATION WEEK

Why ACAC?

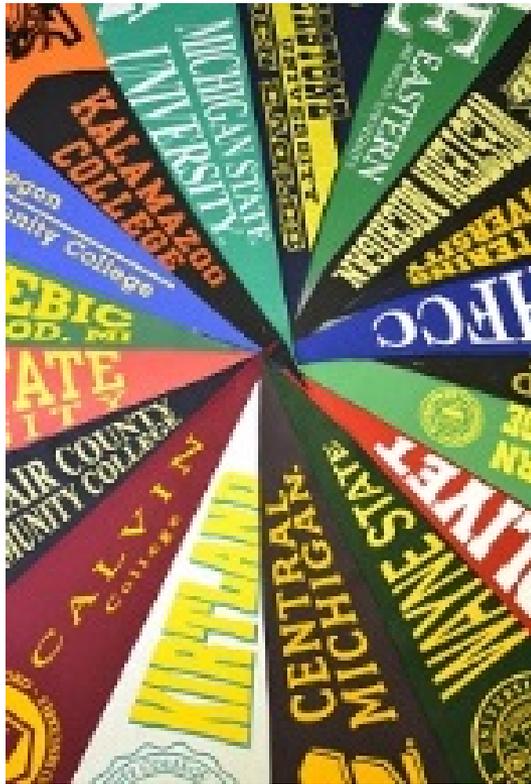
Application process should not be a barrier

- Financial misperceptions
- Academic misperceptions
- Confidence issues
- Family issues

To provide support to guidance counselors

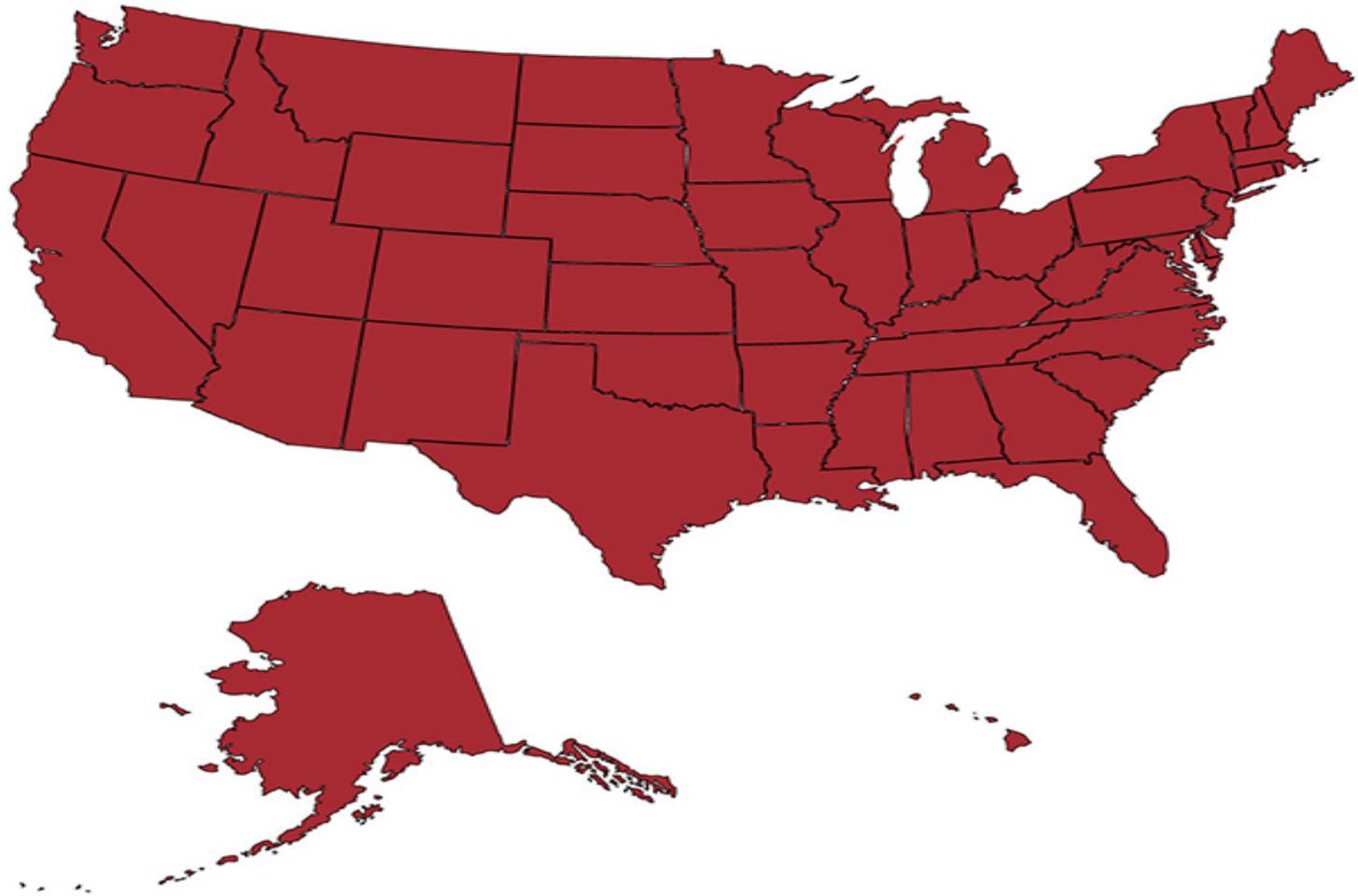
- DC student-to-guidance counselor ratio is 274:1

What is the American College Application Campaign?



- Focuses on **first-generation students**
- Occurs in the fall (each state identifies a week)
- Takes place **during** the **school day**
- Designed to enhance/expand college-going culture and expectations
- Goal for every graduating senior to complete **at least one** application

2015 Participating States



DC College Application Week History

- Began with pilot year in 2012
- DC College Application Week Initiative continues to grow year to year
- DC Public high schools, DC Public Charter high schools, and community-based organizations are encouraged to participate in the campaign



DC College Application Week

PLANNING & IMPLEMENTATION

Goals and Expectations of Host Sites

- **ALL** graduating seniors provided **opportunity to apply**
 - Breaks down application process
 - Builds confidence
 - Special focus on low-income, first-generation students and students who have not considered applying to college
- Reinforces other strategies at the District and national level
- Helps students identify **best match-fit**
- **Celebration** of college application season
- **Fun!**

Goals and Expectations of Host Sites

- Must dedicate time and space **DURING** the school day or regular business hours
- Provide a location with **computer** and internet access during school hours
 - If unable to provide a location with computers/internet, must work to secure enough paper applications
- Recruit and secure volunteers to assist during activities
 - Steering Committee will *assist* with recruitment but cannot secure each site's volunteer needs
- Track and share specific **aggregate data**
- Encourage utilization of the OSSE DC College Application Week website to access implementation resources

Goals & Expectations cont.

- We **DO NOT** expect all seniors to wait until DC College Application Week
 - Do not ask your seniors to wait
 - Continue to help seniors in Sept & Oct as you normally would
- Utilize the months leading up to DC College Application week to enhance the College-going culture at your school or community-based program site and prepare students for completing their applications

Planning Timeline

September

- Host sites in planning mode
- OSSE to provide technical assistance
- **September 23** – Site Coordinator Webinar Training-
Register here: www.attendee.gotowebinar.com/rt/510909337693918722

October

- Host sites recruit & confirm volunteers by early-mid October
- Submit anticipated volunteer needs and paper application needs to your District, Coordinator, Tiffany DeJesus
- Helping seniors research colleges and prepare information needed for applications

November

- DC College Application Week – **Nov. 2-6, 2015**
- Data collection and evaluation
- Host sites send aggregate data to your District Coordinator, Tiffany DeJesus by **November 25th, 2015**

December

- Steering committee reviews feedback; recommendations for next year
- Issue a final report

What does it look like?

Basics:

- Designated space and time set aside during school day or regular working hours
 - Computer lab, media center
- All seniors grouped by last name, home room, required senior course
 - Groups of 20-30
- Complete one application
- Volunteers



What does it look like?

Advanced:

- Assembly with outside speaker(s)
- Pizza party for those that participate
- Spirit week – themes relate to college and careers
- Research scholarships or set up FASFA IDs for seniors who have completed applications
- Scavenger hunt for underclassmen

Example Schedules

Example Schedules:

- By homeroom
- By senior's last name
- By required senior course (English, Seminar, Study Hall)

Tips:

- Likely will not need activities 5 days a week from 8 am – 2 pm
- Work with no more than 25-30 seniors at one time
- Work with school or community-based program staff to determine most appropriate schedule.
- Make sure computers are available.

High School #3

- Thursday from 8:00 am – 11:00 am
 - Students called down by last name based on their counselor
 - College attire & College themed hat day
 - Utilized 3-5 volunteers
- Friday from 9:00 am – 1:00 pm
 - Make-up date: students called down by their last name
 - Pep Rally for entire school at 1:50 pm
 - Seniors wore I Applied Wrist bands
- Arranged information sessions with various colleges and universities throughout the week

Program and CBO Sites

- Determine process to manage NACAC fee waiver needs/requests
 - Must be completed by the school counselor of the student's home high school
- Determine process to manage transcript requests
 - Typically counselor or specific staff member has been designated to process requests

Preparing Students

College Results Online:

www.collegeresults.org/

My College Fact finder:

www.mcff.osse.dc.gov/

Center for Student Opportunity:

www.imfirst.org/colleges/

College Board's Big Future:

www.bigfuture.collegeboard.org/college-search

College Scorecard

<https://collegescorecard.ed.gov/>

DC College Application Week Senior Resource Guide:

www.osse.dc.gov/service/dc-college-application-week



DC College Application Week

AVAILABLE RESOURCES

Resources

Planning and Implementing:

- Site Coordinator Manual
- College-Going Culture Guide
- Senior Resource Guide
- Volunteer Resource Guide and pre-recorded webinar training

Templates & Examples:

- Example agendas
- Ask Me About it
- Now What?
- Senior Checklist

Site Coordinator Resource Manual

- **Introduction**
 - Intro, history, understanding the word “College”
- **Pre-event Planning**
 - Timeline & Checklist
 - Examples and schedules
 - Application fees and fee waivers
- **Event Day- APPLY**
 - Tips for submitting applications
 - Tips for managing volunteers
- **Data Collection**
 - Data collection requirements

Resource Shipment

- Shipment expected to arrive in mid-October. We will email you just before shipments are delivered.
 - “I Applied” Stickers
 - Posters
 - Promotional materials for seniors
 - “Now What” flyers
 - Senior Checklist

Resources

College Application Week 2013 & 2014:

- Photo gallery: DC College Application Week 2014

<https://www.flickr.com/photos/98800372@N08/sets/72157648762980039/>

- Capital City Public Charter School

<http://vimeo.com/84555484>

- Anacostia High School

<http://vimeo.com/84556297>



DC College Application Week

APPLICATIONS & AFFORDABILITY

College Board Fee Waiver

- Because Washington, DC is now an SAT state, students will automatically receive their four fee waivers with their SAT test scores. Counselors will not need to sign off on a College Board college application fee waivers.
- These forms will be delivered directly to students and may be used to apply to any of the 2,000 participating colleges.
- For more information on how students will receive the new college application fee-waiver forms directly, please visit:

www.sat.org/collegeappfeewaiver

NACAC Application Fee Waiver

- National Association for College Admission Counseling (NACAC) provides the “Request for Application Fee Waiver”
- Must be completed by students with the help of their high school counselor
- Download and print from NACAC website:
www.nacacnet.org/studentinfo/feewaiver/Pages/default.aspx

NACAC Fee Waiver Form

Request for Admission Application Fee Waiver



SEND THIS FORM DIRECTLY TO THE POSTSECONDARY INSTITUTION/ORGANIZATION

TO: DEAN/DIRECTOR OF ADMISSION AT _____
NAME OF COLLEGE OR UNIVERSITY

STUDENT: Print or type the information requested below. You must personally sign the Certification Statement.

CERTIFICATION STATEMENT: I certify that I understand and meet all eligibility requirements to request an admission application fee waiver.

STUDENT'S NAME _____ STUDENT'S SIGNATURE _____

STUDENT'S ADDRESS _____ CITY _____ STATE _____ ZIP _____

AUTHORIZED OFFICIAL: Print or type the information requested below, and check the indicator(s) of economic need. You must personally sign the Certification Statement.

CERTIFICATION STATEMENT: I certify that the student named on this form is currently enrolled in the 11th or 12th grade at this school and meets the indicator(s) of economic need checked below.

AUTHORIZED OFFICIAL'S NAME _____ AUTHORIZED OFFICIAL'S SIGNATURE _____

AUTHORIZED OFFICIAL'S TITLE _____ AUTHORIZED OFFICIAL'S EMAIL _____

NAME OF SECONDARY EDUCATIONAL INSTITUTION OR ORGANIZATION _____ COUNSELOR OR PROGRAM # _____

ADDRESS _____ PHONE _____

ECONOMIC NEED: The student must meet at least one of the following indicators of economic need. If no item is checked, the request will be denied.

- Student has received or is eligible to receive an ACT or SAT testing fee waiver.
- Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).
- Student's annual family income falls within the income Eligibility Guidelines* set by the USDA Food and Nutrition Service.
- Student is enrolled in a federal, state or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- Student's family receives public assistance.
- Student lives in federally subsidized public housing, a foster home or is homeless.
- Student is a ward of the state or an orphan.
- Other request from high school principal, high school counselor, financial aid officer, or community leader.

Given my knowledge of this student's family circumstances and after reviewing the eligibility guidelines, I believe that providing the application fee would present a hardship. Explanation:



SCHOOL SEAL/STAMP

*To view USDA Income Eligibility Guidelines for the Free or Reduced Price Lunch Program or review FAQs related to this form visit <http://d4c.nacacnews.com>

Application Day Tips

- Ensure students have their Fee waivers prior to completing their application/s
- Fee waiver - If applying online and there is not “fee waiver” option, select “pay by check”
- Consider printing the completed online application and mailing in with the fee waiver or check
- No Social Security Number? Just enter 000-00-0000
- Print the application confirmation page

Application Day Tips Cont.

- Hold the event
- Keep records:
 - who and how many student applied
 - how many applications were submitted
 - how many students registered for a FAFSA pin
- Keep a record of who volunteered and contact info
- Hand out the “Now What” sheet

Application Day Tips Cont.

Senior Sign-Out Form 2014

Seniors, please sign out on the day of the event and indicate the college(s) to which you submitted applications.

Student Name: _____

Was this your first college application? Yes No

Are you a first generation college-going student? Yes No Unsure

First generation is defined as neither parents have completed a degree. Meaning they may have some college experience, but no degree. Also, all siblings in your family would be considered first generation.

College Name:	Application Completed?	Fee Waiver Used?	Transcript Request Submitted through Parchment?
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Notes for your counselor: _____

Data Collection

For DC College Application Week 2015, here's what we need at a minimum:

- Number of participating seniors
- Number of applications completed during DC College Application Week from Nov. 2 – 6, 2015

Additionally, if you are already tracking the data points listed below, you may also submit this information at the maximum:

- Number of applications completed prior to DC College Application Week (before Nov. 2, 2015)
- Breakdown of applications during DC College Application Week from Nov. 2 – 6, 2015
 - Number of 4 year public applications
 - Number of 2 year public applications
 - Number of 4 year private applications
 - Number of “other” applications
- Number of first generation college-going students who completed an application
- Number of fee waivers used



DC College Application Week

ADDITIONAL GUIDES

College Going Culture Guide

- Sample activities
 - College Wall
 - Essay writing
 - Senior Checklist Review
 - Guest Speaker
 - Ask Me About It
 - College Alumni Family Night
 - BINGO
 - Online Scavenger Hunt

Volunteer Guide

- Volunteer Recruitment tips
- Volunteer training and prep
- Likely volunteers
- Template outreach and thank you letters



Recruiting Volunteers

- OSSE and Steering Committee will conduct **general outreach** to volunteers for all sites
- Volunteers will be encouraged to contact the site coordinators or the District Coordinator directly
 - DC College Application Week website: Will promote site contact information and schedule once it is confirmed
 - Volunteers can register here: <http://bit.ly/1JX6aKX>
- One volunteer webinar to promote
 - DC College Application Week Training for Volunteers – pre recorded and available online **October 9, 2015**

Dates to Remember

- **October 9**– notify your District Coordinator, volunteer needs and paper application needs (*or sooner*)
- **October 9**– Pre-recorded Volunteer Webinar available

<http://osse.dc.gov/service/dc-college-application-week>

- **November 2 – 6**: DC College Application Week!
- **November 25** – Submit participant aggregate data to State Coordinator, Tiffany DeJesus

Questions?

- Questions?
- Site Coordinator Resources available at <http://osse.dc.gov/service/dc-college-application-week>





Thank you for Hosting DC College Application Week!!

“EDUCATION IS THE MOST POWERFUL WEAPON WHICH YOU CAN USE TO CHANGE THE WORLD.” – NELSON MANDELA