



DC College Application Week Site Coordinator Training

September 23, 2014

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-site-coordinator-resources>

Presenter

- **Tiffany DeJesus**

District Coordinator, DC CAW

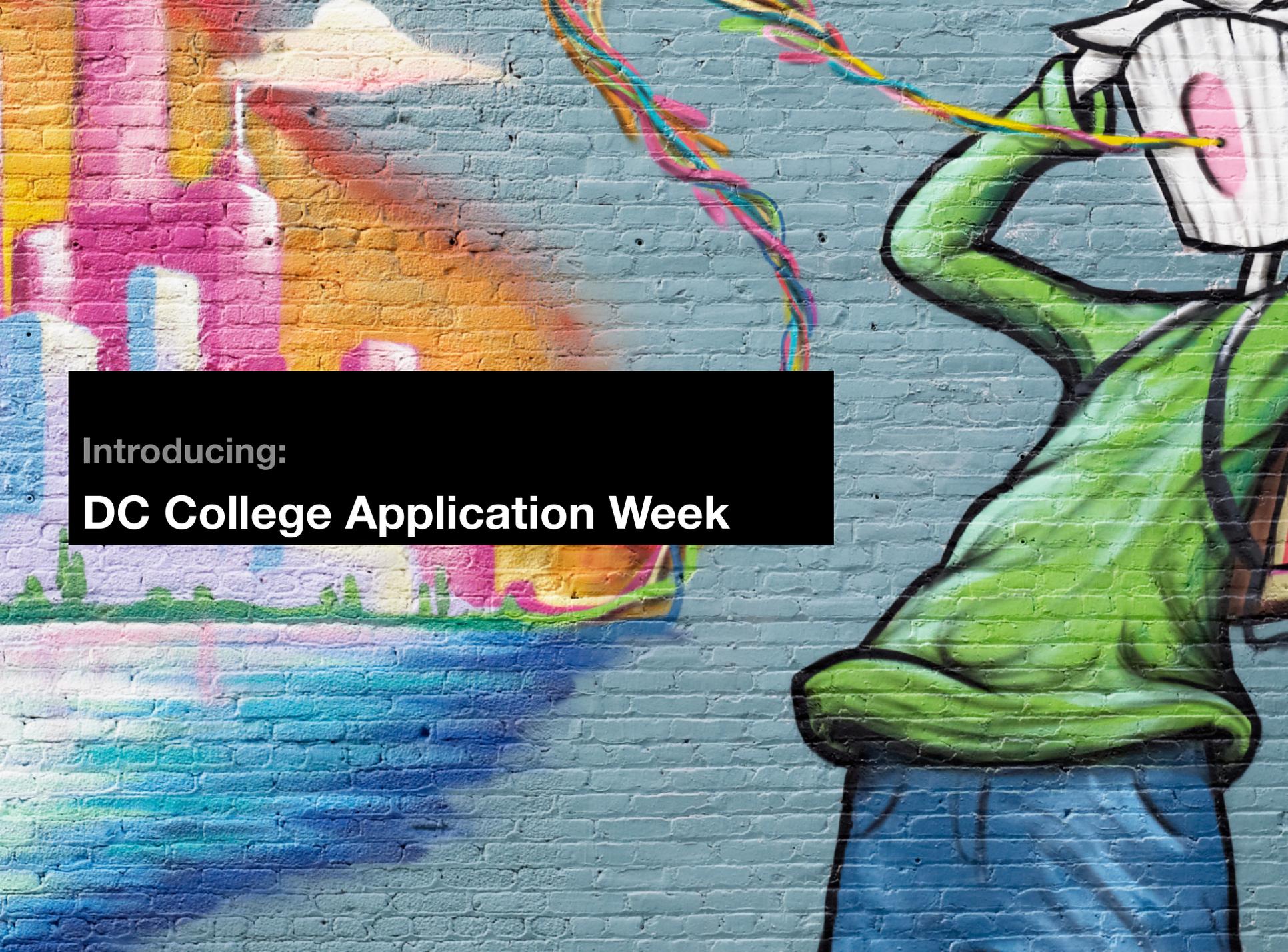
-Program Manager, College and Career Readiness

Postsecondary and Career Education

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



Introducing:

DC College Application Week



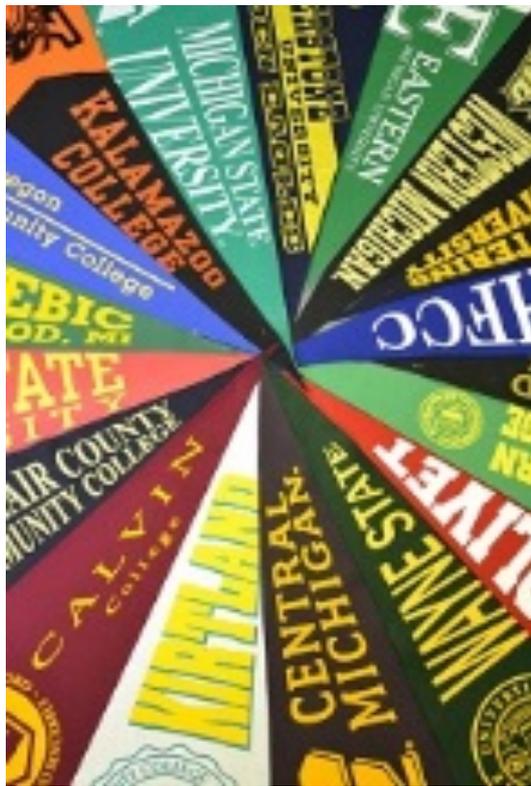
DC College Application Week 2014

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

Why ACAC?

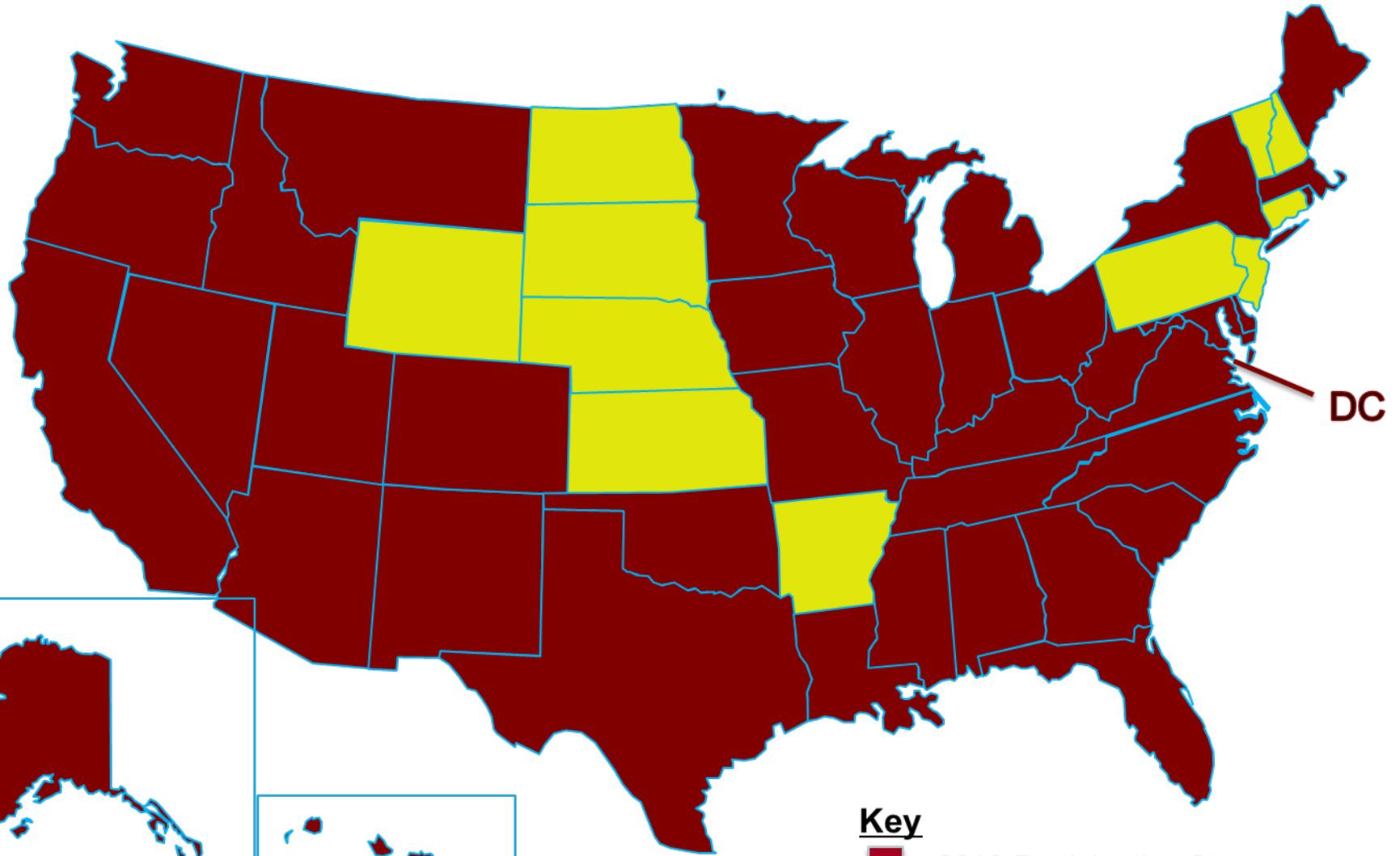
- Application process should not be a barrier
 - Financial misperceptions
 - Academic misperceptions
 - Confidence issues
 - Family issues
- To provide support to guidance counselors
 - DC student-to-guidance counselor ratio is 274:1

What is 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

2014 – Participating States



DC

Key

-  2013 Participating State
-  2014 Pilot State

Alaska

Hawaii

DC College Application Week History

Began with pilot year in 2011

Final reports from 2012 and 2013 available on website.

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



Why one week?

- Break down application process
 - Securing all required information
 - Submitting transcripts
 - Payment process or fee waivers
- Celebrate conclusion of application season
- Schools hosting College Application Week will spend the weeks leading up to CAW helping students identify the right institutional fit, drafting essays, and securing all information needed to complete their applications.



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 and first-generation students
- Reinforces other strategies at the local, state and national level.
- Helps students identify **best match-fit**
- **Celebration** of college application season
- **Fun!**

Goals and Expectations

- Must dedicate time and space **DURING** the school day
- 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 CAW website to access implementation resources

- 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

Planning Timeline

September

- Host sites in planning mode
- OSSE to provide technical assistance
- **September 29** – Submit, anticipated volunteer needs and paper app needs to your District Coordinator, Tiffany DeJesus

October

- Host sites recruit & confirm volunteers by early-mid Oct
- Helping seniors research and prepare

November

- DC CAW – **Nov. 3-7, 2014**
- Data collection and evaluation
- Host sites send aggregate data to your District Coordinator, Tiffany DeJesus by **November 26**

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
 - 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 occupations and college
- Research scholarships or set up FASFA PINs 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 staff to determine most appropriate schedule.
- Make sure computers are available.

Example Schedules

- **High School #1 (330 seniors)**

- Mon, Tues, Wed – 3 shifts of 30 seniors each day (90 seniors per day). Notified students and teachers of when their shift would take place.
- Thurs – make up day
- Fri – Senior Celebration

- **High School #2 (80 seniors)**

- Mon & Wed – shifts of 23 seniors by last name
- 7:45 am – 9:40 am and 12:45 pm – 2:45 pm.

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

- Ensure your site and ANY participating area high schools in your service area do not duplicate efforts/data or miss students altogether
- 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:

<http://www.collegeresults.org/>

Center for Student Opportunity:

<http://www.imfirst.org/colleges/>

College Board's Big Future:

<https://bigfuture.collegeboard.org/college-search>

- College application Worksheet



Available Resources

Resources

- **Planning & Implementing**
 - Site Coordinator Manual
 - College-Going Culture Guide
 - Senior Resource Guide & Timeline (Coming soon!)
 - Data Tracker Form (Coming Soon!)
 - Volunteer Resource Guide
- **Templates & Examples**
 - Example agendas
 - Senior sign-out form
 - Ask Me About it
 - Now What?

Site Coordinator Resource Manual

- **Introduction**
 - Intro, History, Understanding the word “College”
- **Pre-Event Planning**
 - Timeline & Checklist
 - Examples schedules
 - Application fees & fee waivers
- **Event Day – APPLY**
 - Sign out form
 - Tips for submitting applications
- **Data Collection**
 - Data requirements

Resource Shipment

- Shipment expected to arrive in mid-October. We will email you just before shipments are delivered.
 - Site Coordinator Guide – 1 hard copy
 - “I Applied” Stickers
 - Posters
 - Pens
 - “I applied” wristbands
 - Senior timeline

Resources

College Application 2013 Videos:

- **Capital City Public Charter School**
<http://vimeo.com/84555484>
- **Anacostia High School**
<http://vimeo.com/84556297>



Applications & Affordability

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](http://www.nacacnet.org/studentinfo/feewaiver/Pages/default.aspx)

College Board Fee Waiver

- Beginning in the 2014-15 academic year, every income-eligible senior who takes the SAT[®] using a fee waiver will receive four college application fee-waiver (CAFW) forms directly from the College Board. 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



National Association for
College Admission Counseling
Guiding the way to higher education

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 _____ CLASS 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://link.ly/NACACnews/ncac>.

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

- 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

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: _____

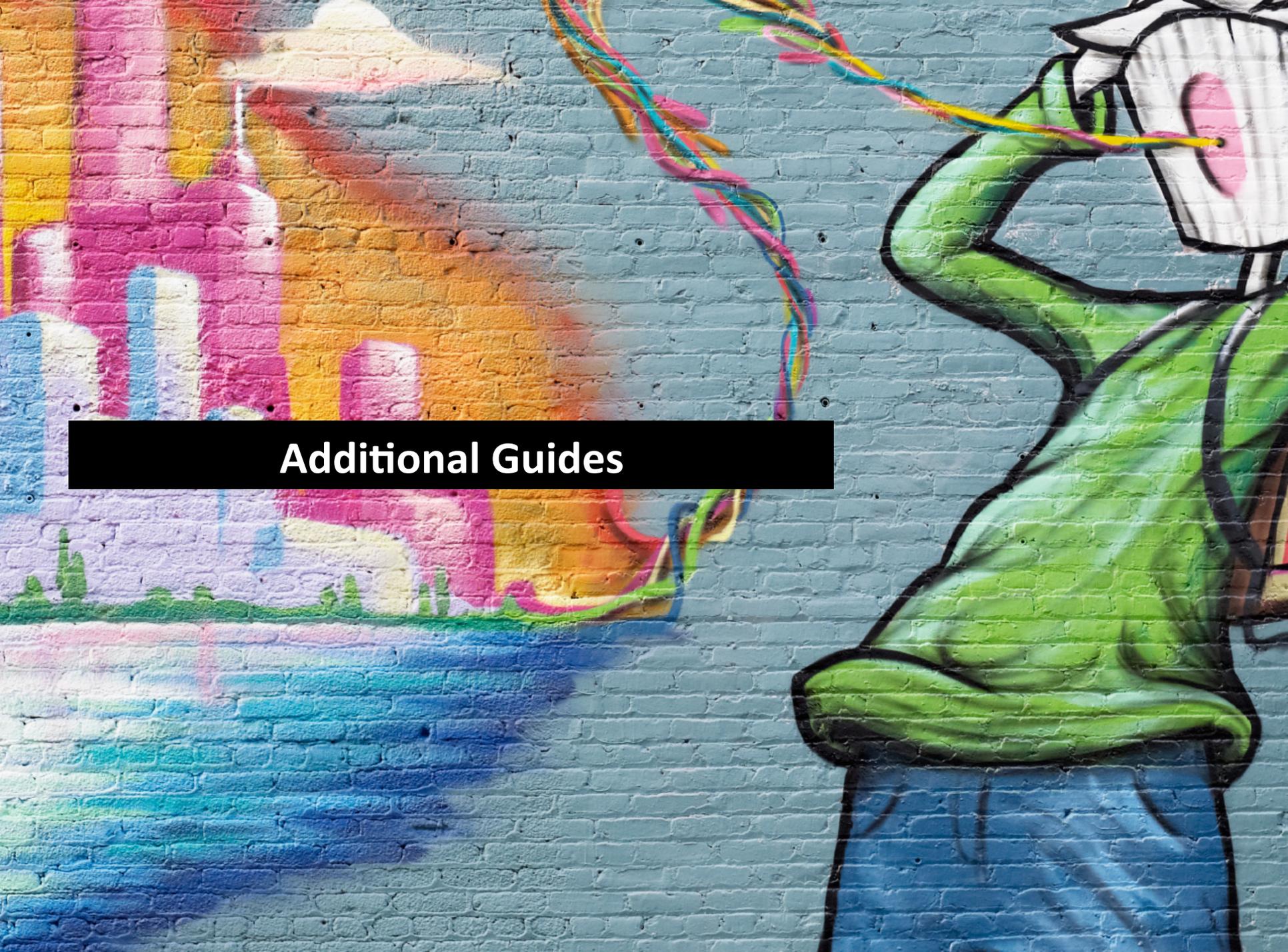
Data Collection

For CAW 2014, here's what we need at a minimum:

- Number of participating seniors
- Number of applications completed during DC CAW from Nov. 3 – 7, 2014

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 CAW (before Nov. 3, 2014)
- Breakdown of applications during DC CAW from Nov. 3 – 7, 2014
 - 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



Additional Guides

College Going Culture Guide

- Sample activities
 - College Wall
 - Essay writing
 - 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
 - CAW website: Will promote site contact information and schedule once it is confirmed
- Two volunteer webinars to promote
 - CAW Training for Volunteers – pre recorded and available online **October 3, 2014**

Dates to Remember

- **September 29** – notify your State Coordinator, volunteer needs and paper application needs (*or sooner*)
- **September 29**– Pre-recorded Volunteer Webinar available
- <http://osse.dc.gov/service/dc-college-application-week-volunteer-sign>
- **November 3 – 7**: DC College Application Week!
- **November 26** – 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-site-coordinator-resources>



Thank you for Hosting DC College Application Week!!



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