DC College Application Week

A Partner of the
American College Application Campaign

SITE COORDINATOR RESOURCE MANUAL
2014 Edition

Site Coordinator Resource Manual

This is the first manual in a set of guides designed to walk Site Coordinators through the process of planning and implementing a DC College Application Week event. Of the various guides and toolkits published, this is the most important to read when it comes to planning your event. **The supplemental guides contain optional steps and activities to help build up your College Application Week event, but the additional steps are in no way required.** The essential minimum steps are outlined in this guide, so please read this manual first and feel free to read and incorporate the others at your discretion. This Resource Manual and its appendecides, along with many other resources, are available online at http://osse.dc.gov/service/dc-college-application-week for you to download and print.

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Introduction

Dear College Application Week Site Coordinator:

On behalf of the DC College Application Week Steering Committee, thank you for hosting a DC College Application Week event November 3 to 7 at your school! The goal of DC College Application Week is to provide all seniors at participating high schools the opportunity to apply to college.

While the focus of College Application Week is particularly on first-generation college students and students who may not otherwise apply to college, we encourage participating high schools to include activities for all students, including freshmen, sophomores, juniors, and seniors who have already applied to college. The involvement of all your students in College Application Week will help build college-going culture at your high school.

We'd like to emphasize your important role in guiding students through the college application process. According to First in the Family, "too many of the students we surveyed—28 percent—said they completed their college application on their own. It's hard to get the attention of overloaded counselors and teachers, they said. And even supportive families may not be able to offer concrete help, especially if no one in the family has been to college. The value of these relationships cannot be overstated." By setting time aside to work specifically on college applications, you are helping students overcome a significant barrier in the college-going process.

This is the third year College Application Week has been implemented in DC. Please see the following page for a history of the College Application Week effort, both in DC and across the nation. We thank you for helping drive this program and we look forward to continuing this tradition across DC for years to come.

To help you prepare for the event, we are pleased to provide the following resources through this Resource Guide, our website and a physical mailing/delivery:

- Site Coordinator Resource Manual
- Senior Resource Guide
- Volunteer Resource Guide
- Creating a College Going Culture Guide
- Marketing Materials (including: posters, bookmarks, wristbands and stickers)

Please contact us if you have any questions or concerns about planning and implementing the event at your school. We will be sure to keep you updated regarding any changes or additional information you may find useful.

Be sure to check our website http://osse.dc.gov/service/dc-college-application-week for all program related information for this year's College Application Week!

Thank you in advance for your commitment to this important college access event. Your participation will encourage DC students and their families to make college a part of their future.

Sincerely,
Tiffany DeJesus, DC College Application Week State Coordinator
(202) 741-6415 **tiffany.dejesus@dc.gov**

DC College Application Week: A History

What is DC College Application Week?

DC College Application Week is part of a national initiative with the goal to provide every graduating high school senior the **opportunity** to apply to college. Special focus is placed on assisting students who would be the first in their families to attend college and students who may not have otherwise seriously considered applying to college. DC College Application Week can open the door for students by encouraging them to take a significant step toward college in their senior year.

Why one week in November?

The national campaign recognizes the application process is one step within a long path a student must take to get to college. The application process can be daunting, even for students surrounded by a support system of caring adults. During the official week, schools help break down the application process for students by providing **dedicated time** and **space** to ensure all graduating seniors have the ***opportunity*** to successfully submit at least one application and celebrate the completion of the college application process.

While some colleges and universities encourage seniors to apply before November 1 each year, the American College Application Campaign encourages states to select a week in November to serve as the **conclusion and celebration of the college application season**. This ensures state wide efforts are reaching the target population of students who may not have completed a college application otherwise, and ample time and opportunity is provided for all graduating seniors to complete at least one application by the conclusion of DC College Application Week. We encourage you to use the time leading up to College Application Week to help seniors meet early application and scholarship deadlines, but to also use DC College Application Week as an opportunity to reach the students who did not take advantage of early deadlines.

National Efforts: American College Application Campaign

The **American College Application Campaign** began in North Carolina as a pilot effort on a single day at a single high school in Siler City, NC in 2005 and has since grown to a statewide effort in North Carolina. Since then, many other states including Georgia, Tennessee, Colorado, South Carolina, West Virginia and Florida also have begun to develop College Application Campaigns to meet the needs of their respective states with a common goal of increasing the percentage of first-generation and low-income students that pursue a postsecondary education. In 2013, activities occurred in 39 states and the District of Columbia. **50 states and the District of Columbia** have committed to hosting American College Application Campaign events **in 2014**.

As the College Application Campaign initiative has grown, the **American College Application Campaign**— a national effort to increase the number of first-generation and low-income students pursuing a college degree or other higher education credential— was developed to support all states currently participating and to encourage new states to participate.

DC Efforts and Concept

Inspired by the national concept, the purpose of DC College Application Week is to target low-income students, first-generation college going students and those who would have not otherwise considered college. Our goal is to ensure all seniors complete **at least one application** by the conclusion of DC College Application Week at host high schools and program sites.

In DC's 2nd year (2012) of College Application Week implementation, 7 high schools participated in College Application Week. In 2013, that number grew to 13 and so far this year, over 31 high schools and program sites have signed up to be 2014 host sites. During the DC 2013 CAW we estimate that **3302 seniors** participated in College Application Week activities and an estimated **2282 applications** were submitted. We are excited to see these numbers increase in 2014!

Acknowledgements

The DC College Application Week Site Coordinator Resource Manual was revised August of 2014. We'd like to thank the **Michigan College Access Network**, of which sections have been adapted from their respective guides.

A Steering Committee guides the development and growth of DC College Application Week by providing oversight to the campaign and information about programming, encouraging buy-in, assisting with planning and publicizing the event, ensuring necessary resources are available, recruiting and mobilizing volunteers and sponsors, and evaluating effectiveness of the campaign. Tiffany DeJesus, program manager for OSSE's Postsecondary and Career Education Division, serves as the state coordinator by providing how-to materials for site coordinators, training volunteers, producing collateral materials for the campaign, and facilitating marketing and communication.

A special thanks to the

2014 DC College Application Week Steering Committee

Merita Carter, DCPS

Kelley Coble, Roosevelt Senior High School

Robyn Ellis, University of the District of Columbia Community College

Kevin Gonzalez, Capital City Public Charter School

Monica Gray, DC College Success Foundation

Melinda Jennings, University of the District of Columbia Community College

Felicia Moore, DC College Access Program

Kira Rowe, Ballou High School

Mary Williams, United Negro College Fund

What's in a name? Understanding the word college

College is important – there's no doubt about it. At least 63 percent of all new jobs in the US will require a college education by 2018, and DC needs thousands more college graduates to build our economy.[1] But what does that mean for our students?

Most workforce developers and education leaders use the word "college" to include any type of postsecondary education or education and training beyond high school. That means students have many options when it comes to attending college. But it also means a high school diploma is no longer enough.

On average, four-year college graduates earn more than double the salary of individuals who stopped their education after high school.[2] And students who complete some form of postsecondary education are far less likely to be unemployed than those with just a high school diploma.

Every DC student should plan to complete some type of education beyond high school. The good news is DC's colleges and universities offer a wide variety of education options to fit the unique needs of all of our state's students. Options include:

- ✓ **Certificate or Licensing Programs**: Certificate and licensing programs are specialized plans of study that are usually intended for students planning to pursue a trade. Most of these programs can be completed in a matter of months, and DC's community and technical colleges' offer several certificate and licensing programs throughout the year. Additionally, some employers and/or trade groups offer such programs.

- ✓ **Associate Degrees**: Associate degrees are typically awarded to students who complete a two-year period of study at a college. These degrees are often required for technical fields, but students can also pursue two-year degrees in business or other professional careers. Students can earn an associate degree at any of DC's public community and technical colleges — and associate degree students are often eligible for many financial aid programs.

- ✓ **Bachelor's Degrees**: Bachelor's degrees (or baccalaureate degrees) are typically awarded to students who complete a four-year period of study at a college or university. Students pursuing a bachelor's degree take classes in their career field and in general education subject areas. Bachelor's degree students also often qualify for state and federal financial aid programs.

[1] According to data from Georgetown University's Center on Education and the Workforce.
[2] According to data from the College Board's 2010 "Education Pays" report.

Section I – Pre-Event Planning

Site Coordinator Checklist

This is a recommended planning process and timeline. You are welcome to adjust dates to fit your school best. Use the blank spaces for additional tasks necessary for planning your event. Remember, the earlier you are able to complete these tasks the better!

AUGUST			
Date Completed	**Recommended Completion Date (week of)**	**Task**	**Notes**
	8/22	Deadline to register as a College Application Week site host. You may register after this deadline, but marketing materials are not guaranteed. **College Application Week Site Coordinator Application**	
SEPTEMBER			
	9/3	DC CAW Host Sites are announced	
	9/10	Registration opens for the **Site Coordinator Training Webinar** scheduled for Tuesday, September 23, 2014. Invitations will be sent via e-mail. (The webinar will be available to watch after September 29 if you are unable to participate on September 23)	
	9/11-9/12	Set up a College Application Week committee or team at your school or program site to discuss the timeline of events and activities. This may include school counselors, teachers, students, administrators, parents/guardians or local college alumni.	
	9/15- 9/19	Discuss with teachers possible tie-in assignments for students related to college application information and selecting colleges. Feel free to include activities for 9th-11th grade students to prepare them early for applying to college (See the College Going Culture Resource Manual for examples).	
	9/15- 9/19	Brainstorm if each day of College Application Week, or just one day during this week is best for hosting the application event, then plan a schedule for your event(s) • When is the computer lab available? • Is there a natural time when seniors are already together? • What students/classes will be in the computer lab at what times? • What other college access activities will be available to students?	
	9/22	Plan and prepare outreach and publicity efforts to get the word out about your event in your community. Discuss with your team possible volunteers and/or speakers to recruit. (	
	9/23	**REQUIRED:** Participate in the Site Coordinator training webinar Information on how to register will be emailed and available online.	
	9/29	Confirm CAW event dates with the school or program's master calendar.	

	9/29	Confirm the event date(s) with the school or program's technology team to ensure the computer labs are ready to go. • If paper applications are needed, request copies via OSSE or your college representative. • Have printer accessible if student is unable to complete the application online. • Verify that there are no firewall issues with institutional websites	
	9/29	Begin volunteer outreach. • Notify your District Coordinator, Tiffany DeJesus, of volunteer needs (number of volunteers needed, times and days needed)	
OCTOBER			
	10/6 - 10/10	Remind students to consider taking or retaking the SAT/ACT depending on the institution of interest.	
	All Month	Verify which students have not applied to a postsecondary institution at this time and encourage these students to meet with counselors and research colleges and universities on collegeboard.com	
	10/10	Reach out to OSSE for volunteer assistance (if applicable).	
	All Month	Recruit volunteers to assist during College Application Week by using the Volunteer Resource Guide. • We estimate you will need 3-4 volunteers in addition to the site coordinator when working with groups of 20-25 students. (Approximately 1 volunteer for every 6 students) • OSSE and the State wide Steering Committee will assist with volunteer recruitment based on your volunteer needs but it is up to your site to confirm all volunteers.	
	All Month	Promote your event! The following are a few quick ideas that will help you promote your event. Add event information to: • Morning/afternoon announcements (schedule for October and November) • School website and ISD/RESA website • Official school kiosk/outdoor signs • School newspaper • School newsletter (to staff, parents, community)	
	All Month	Encourage all teachers to relate lessons to College Application Week.	
	All Month	Give the "Ask Me About It" flyer to all staff and request they hang it on their door. (Template provided in the College Going Culture Guide)	

	10/6 – 10/17	Send letters to businesses and colleges asking for donations to be used as prizes during CAW (see example donation request letter in the Outreach Guide). • Offer businesses a CAW poster to hang in their window in exchange for donations. • Remind them to wear college gear/hang college flags during CAW.	
	10/6	Finalize guest speaker arrangements for any pep rallies/assemblies (if applicable).	
	10/6	Send student and parent letter (see example later in this guide). • Encourage students to visit www.collegeresults.org or http://nces.ed.gov/collegenavigator to research colleges and universities • Remind students to complete the College Application Checklist (available in the Senior Resource Guide-9/24/14) • Remind them that students will need a form of payment to apply to a college or university with application fees. While a credit card is often preferred, if a credit card is not possible, the student can print the application and mail it in with a check. • Students can meet with their counselor or college adviser to discuss application fee waivers.	
	10/20	Finalize volunteer list. • Confirm the time and place for all volunteers • Provide school visitor/volunteer policy (if applicable) • Encourage them to wear college clothing • Share with all volunteers tips from the Volunteer Resource Guide • Request volunteers watch the Volunteer Training webinar (Information coming to CAW website soon)	
	10/20	Once the list of volunteers has been finalized, ensure that all volunteers have the necessary security clearance to assist in the school during College Application Week.	
	10/20	Depending on partnerships established with teachers, assist teachers with college-related homework assignments to prepare students for College Application Week.	
	10/27	Remind volunteers of time and place and confirm attendance. Encourage them to wear college clothing.	
	10/27	Confirm publicity and/or attendance of guest speakers for CAW related events.	
	10/27	Confirm all seniors have completed their College Application Checklist.	
	10/27	Remind teachers, counselors, administrators of the day's schedule and planned activities. Ask them to wear college clothing on event day and decorate their classrooms with "college-going culture" materials.	

	10/30	Ensure your event supplies are ready: • Envelopes and stamps for students that need to mail hard copy applications • Name tags for volunteers • "I Applied!" stickers • Pens • Give-a-ways: senior timeline, bracelets, key chains, etc. • "I applied! Now What?" student hand-out • Sign-in sheet • Sign-out sheet • FAFSA hand-out • Copies of NACAC Request for Admission Application Fee Waiver form • Have **High School 6-digit code** ready and visible • Water and snacks for volunteers (optional – based on how long volunteers will serve)	
		NOVEMBER	
	11/3-11/7	**DC COLLEGE APPLICATION WEEK!**	
	11/3-11/7	Conduct Volunteer Orientation morning of event(s), if necessary.	
	11/3-11/7	Remember to take pictures during CAW events and upload them to Facebook, Twitter, Instagram, etc.	
	11/3-11/7	Ensure computers are turned on and that web browsers are open to https://bigfuture.collegeboard.org/?navid=gh-cp Or http://osse.dc.gov/service/dc-college-application-week	
	11/3	After students have completed their applications, take this time to encourage/remind students to complete FAFSA in January and DCTAG in February • Hand out DCTAG fact sheets as students leave • Hand out FAFSA fact sheet as students leave event • Assist students with apply for their Federal Student Aid PIN at https://pin.ed.gov.	
	11/10	If you are a counselor, submit student transcripts to respective institutions.	
	11/17	Send thank you letters to volunteers – remind them to complete the volunteer survey (Volunteer survey coming soon!)	
	11/24	Send follow up letter to students who participated and their families. Congratulate them on being one step closer. Remind them to complete the FAFSA in January an DCTAG in February/	
	11/26	**Submit CAW participant data to OSSE and the DC CAW Steering Committee via the Site Coordinator survey.** The survey will be emailed to Site Coordinators on 11/7 and will be available at http://osse.dc.gov/service/dc-college-application-week	

Key Reminders

Steps to Take Before Your College Application Week Event

- Direct seniors to the *College Application Checklist* in the Senior Resources Guide to fill out any additional information. **Complete by October 24.**
- Remind students to prepare early for their admission essay(s) and encourage teachers to include classroom activities geared toward writing essays. **Complete by October 17.**

Completing College Applications

- Remind students that information about their addresses and parent or guardian(s) will be used to determine tuition and residency.
- Students may question information they are asked to supply about their addresses and parents residency (i.e., in-state or out-of-state). This private information, such as their SSN, will only be reported to the college(s) where they apply.
- Print the confirmation page after submitting the application.

Uploading Essays and Personal Statements

- Note that some applications will require an **admission essay** or **a personal statement.** Please have students bring their completed essay(s) with them. Some applications will allow the file to be uploaded. Others may require that the student copy and paste from an existing document (which they may have stored on an external device or emailed to themselves).
- Most essay questions are open-ended, but some may have word minimum and/or maximum limits. If there is a word limit, it will be specified within the essay question.

Confidentiality

- Please assure parents and students that all information submitted for online applications is confidential.

Sample Schedules for the Event Day or Week

During the planning and implementation stages of your College Application Week event, it is very important to keep your school staff apprised of the event schedule. Work with members of your staff to identify the most effective schedule possible for your specific high school. Use the following schedule templates as a guide and make adjustments for your event. You may use the following sample half-block, open or required senior class schedules. In addition, a few detailed sample schedules from past events are available through the online Site Coordinator Resources.

Sample Half-Block Schedule – 2 computer labs (by block teacher's name)

	Computer Lab A	Computer Lab B
8:05 – 8:45 AM	Block 1 Kincaid	Block 1 Smith
8:50 – 9:30 AM	Block 1 Robinson	Block 1 Andrews
9:40 – 10:20 AM	Block 2 Fisher	Block 2 Snyder
10:25 – 11:10 AM	Block 2 Hundley	Block 2 Hunt
Lunch Break		
12:05 – 12:50 PM	Block 3 Boyd	Block 3 Page
12:55 – 1:35 PM	Block 3 Hannity	Block 3 Anderson
1:40 – 2:20 PM	Block 4 Combs	Block 4 Lopez

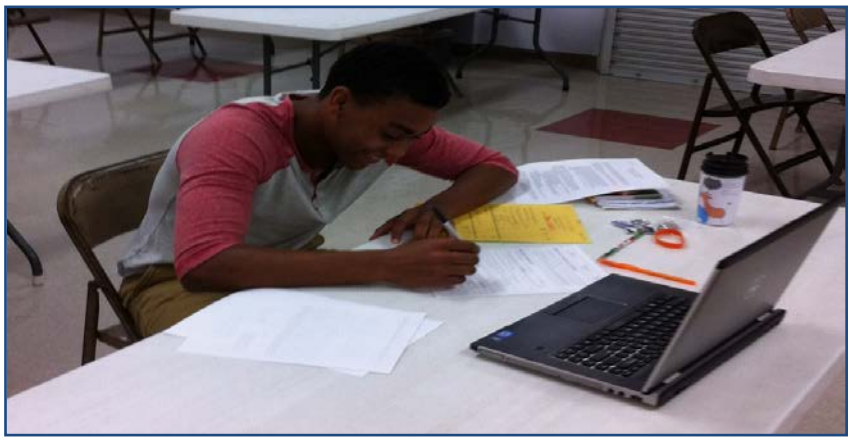
Sample Open Schedule – 1 computer lab (by senior's last name)

	Computer Lab A
8:05 – 8:45 AM	A-Co
8:50 – 9:30 AM	Cr-Fi
9:40 – 10:20 AM	Fl-K
10:25 – 11:10 AM	Ke-O
Lunch Break	
12:05 – 12:50 PM	Or-Ru
12:55 – 1:35 PM	S-Z
1:40 – 2:20 PM	Make-up

Sample Required Senior Class – 1 computer lab (Priority days and Thursday make-up day)

	Monday	Wednesday	Thursday
8:05 – 8:45 AM			
8:50 – 9:30 AM	English 12 (Media Center)	English 12 (Media Center)	English 12 (Media Center)
9:40 – 10:20 AM			
10:25 – 11:10 AM			
Lunch Break			
12:05 – 12:50 PM	English 12 (Media Center)	English 12 (Media Center)	English 12 (Media Center)
12:55 – 1:35 PM			
1:40 – 2:20 PM			

Section II – Event Day – APPLY



Sample Sign-In/Sign-Out Form for Seniors

To help with tracking your data, many schools will utilize a sign-in/sign-out process to collect the required data for DC College Application Week host sites. The following is a template sign-out sheet for seniors to complete. A more comprehensive excel data tracking template is available on the Site Coordinator Resources web page if you prefer to use it as your sign-in/sign-out sheet.

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 parent has 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 Naviance
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

Notes for your counselor:_____

Submitting Applications

"I Applied! Now What?"

The puzzle pieces of going to college are almost together for your students! Read the following information to learn more about the "Now What?" pieces of paying the application fee, keeping confirmation pages, when students should expect schools to contact them, and information on transcripts, test scores, essays, financial aid, and more!

Paying the Application Fee

When a student submits an application online, they may be required to pay an application fee (unless it is a college/university that has a free application for admission). If a payment is required, they can pay their application fee the following ways:

1) Pay via credit or debit card online. Some colleges require a credit card to apply online. Help students do research prior to the event to see if the college they want to apply to requires one! If they chose this option, they will need the following information: **Credit card type (Visa, MasterCard, etc.), credit card number, security code, name on credit card, date credit card was issued, and expiration date**.
2) Submit the application online and pay via check in the mail (if the school allows this form of payment). They will need to include a **copy of their confirmation page** with your check.
3) Some students may qualify for an application fee waiver. Check with your school counselor or college adviser about this option. You will need to include a copy of your confirmation page with the fee waiver. If you are not a counsellor, ask your counselor for more information.
4) Students may be able to save their application, print it, and **mail it in with their payment** (varies by institution).

Follow Up with Transcripts, Test Scores, and Essays

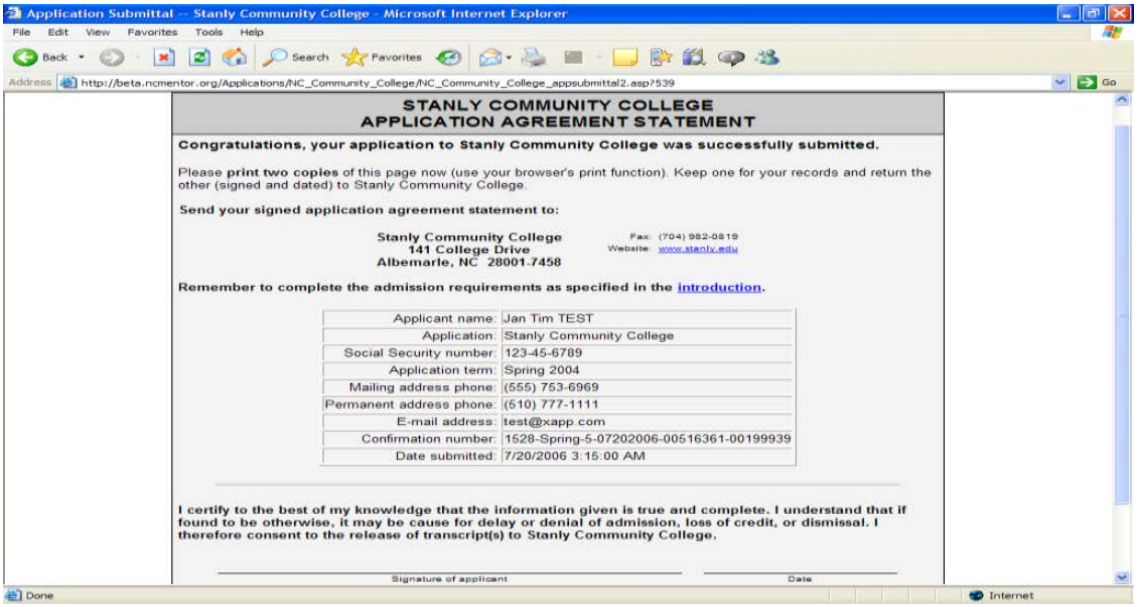
Many admission offices require students to submit additional information in order to complete the application process. It is important for students to find out what other information is required and send it to the campus ASAP! The more quickly you submit all the necessary forms, the sooner you will receive a response from the admission office. Some additional requirements are the following:

- **Official transcripts (mandatory)**
  - Your transcripts will be sent through your high school guidance counselor by request.
- **ACT score (mandatory)**
- **Essays (depends on the institution)**
  - See the Student Resource Guide for additional essay resources.
- **Letters of recommendation (depends on the institution)**
  - These letters can be from a teacher, counselor, principal, coach, supervisor, pastor, employer, etc.

Don't Forget Your Confirmation Page

Do not leave the computer lab without a hardcopy printout of your confirmation page! Also, some schools may require this page to be signed and mailed to the admission office to complete the application process. Whether the school requires this form or not, you still need a printed copy for your records. Either way, make sure you put this confirmation page in a safe place.

Sample Confirmation Page



Application Submittal -- Stanly Community College - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://beta.ncmentor.org/Applications/NC_Community_College/NC_Community_College_appsubmittal2.asp?539

STANLY COMMUNITY COLLEGE
APPLICATION AGREEMENT STATEMENT

Congratulations, your application to Stanly Community College was successfully submitted.

Please **print two copies** of this page now (use your browser's print function). Keep one for your records and return the other (signed and dated) to Stanly Community College.

Send your signed application agreement statement to:

Stanly Community College
141 College Drive
Albemarle, NC 28001-7458

Fax: (704) 982-0819
Website: www.stanly.edu

Remember to complete the admission requirements as specified in the introduction.

Applicant name:	Jan Tim TEST
Application:	Stanly Community College
Social Security number:	123-45-6789
Application term:	Spring 2004
Mailing address phone:	(555) 753-6969
Permanent address phone:	(510) 777-1111
E-mail address:	test@xapp.com
Confirmation number:	1528-Spring-5-07202006-00516361-00199939
Date submitted:	7/20/2006 3:15:00 AM

I certify to the best of my knowledge that the information given is true and complete. I understand that if found to be otherwise, it may be cause for delay or denial of admission, loss of credit, or dismissal. I therefore consent to the release of transcript(s) to Stanly Community College.

Signature of applicant Date

Done Internet

Schools should contact students!

Once students have submitted their online applications, campuses should be in touch with them via email or letter to inform them of the status of their application. If they have not been contacted by the school within 2-3 weeks of your submission, instruct them to get in touch with the college or university's admission office to inquire about their application status.

Now that they applied to college, where can they learn more about paying for college?

- Go to https://fafsa.ed.gov/ , http://www.fastweb.com/ , http://c3n-dc.com/Scholarships, To research financial aid options such as scholarship opportunities, available grants, loans, and incentive programs to help make your college costs affordable.
- Remind them to speak with their family and their DCCAP Counselor about their financial aid options.
- Mark your calendar for FAFSA and DCTAG events at a college, university, or community center near your school to learn more about financial aid options.
- Next students should complete and submit the FAFSA as early as possible. The sooner they submit the form, the better chances they have of getting an affordable financial aid package.
- Be sure to pick up and distribute copies of the handouts before leaving the event.

FAFSA and DC TAG Timeline and Checklist for High School Seniors and Parents

November/December

- Request your PIN, and keep it in a safe place! Both the student and parent/guardian need to have a PIN. You can request your PIN at www.pin.ed.gov.
- Check out the FAFSA4Caster (www.fafsa4caster.ed.gov) to get an estimate of you Expected Family Contribution (EFC). Your EFC will be used to determine what types of federal grants, loans, and work study your student qualifies for.
- Encourage your student to continue researching national and local scholarships. Try www.fastweb.com , www.scholarships.com, http://c3n-dc.com/Scholarships and your local community foundation website.
- Complete your income tax forms ASAP!

January

JANUARY 1ST is the first day you can file your FAFSA!

- The FAFSA can be completed online at www.fafsa.ed.gov, or on paper.

- The FAFSA should be submitted by the earliest financial aid deadline of the schools your student is applying/going to (this is usually in early February).
- Call 1-800-4-FED-AID (1-800-433-3243) for any problems with your FAFSA.

February

- February 1st is the first day to submit your DC One App. Complete your DC One App at www.dconeapp.dc.gov
- Submit all your DC OneApp supporting documents. The DC One App application closes on June 30, 2014

March/April

- MARCH 1ST is the deadline for priority aid consideration! Please file your FAFSA by March 1st, 2014!
- You will receive financial aid award letters from colleges around the end of March/in April.
- When your student decides which school they are going to attend, notify the school and make any required financial deposit. Most schools need to know by MAY 1ST.
    - Make sure to notify any schools your student will NOT be attending as well.

Section III – Data Collection

Data Collection Requirements

Site Coordinators are expected to track and submit aggregate data to the OSSE. The data is used not only to celebrate our successes, but to track our efforts over time to ensure College Application Week is fulfilling its intended purpose and goal: to encourage more low-income students, first generation college-going students and students who would have not otherwise considered college to complete a college application.

Although OSSE is requesting aggregate data, we encourage host sites to track and save the student level data from year to year. Long term, you can use your data to evaluate if students from your school who participate in College Application Week are more likely to enroll and complete a degree.

What data is collected?

For CAW 2014, we are asking you provide the following data points to OSSE:

- **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:

- 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

How to track the data?

There are two ways OSSE suggests to track your College Application Week data. The first is an Excel document which outlines the data needed. The host sites drops in individual student data as the week progresses, then utilizes the Excel form to total up the data collected.

The second option is to utilize Naviance, if you have access to the programming. If your students have submitted their transcript requests through Naviance during DC College Application Week, November 3-7, counselors can easily log-in to Naviance to pull reports and total the data needed.

How to submit the data?

On Friday, November 7, your District Coordinator will email a Site Coordinator Survey to all site coordinators. This survey is where you will submit your data. You do not need to email the Excel tracker form or any reports pulled from Parchment. The **deadline** to complete the Site Coordinator Survey is **Wednesday, November 26, 2014**.

Thank you for hosting DC College Application Week

College is *postsecondary education*:
OSSE uses the term "college" to refer to the attainment of valuable postsecondary credentials beyond high school, including professional/technical certificates and academic degrees.

College is *a necessity*:
Postsecondary education is a prerequisite to success in a knowledge-based economy. Everyone must pursue and complete a postsecondary credential or degree beyond high school.

College is *for everyone*:
The postsecondary education attainment rates among low-income students and students of color are significantly lower than those of other students.
OSSE and the DC CAW Steering Committee are committed to closing these gaps.

College is *a public good*:
Postsecondary educational opportunity and attainment are critical to a just and equitable society, strong economy, and healthy communities.

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