

**PELHAM MEMORIAL HIGH SCHOOL
COUNSELING OFFICE**

575 Colonial Avenue
Pelham, NY 10803
Phone: (914) 738-8110
Fax: (914) 738-6706
<http://pmhs.pelhamschools.org>

Eugene Farrell, Director
School Counselors:
Ms. Gena Archer
Mr. Luis Barceló
Ms. Katelin Cuccia
Mr. Terence Huvane
Ms. Carla Matus

August 2017

Dear Senior Parent/Guardian,

Attached is a copy of your child's high school transcript. If your child is applying to colleges in the fall, this is the document that will be submitted with his/her college application materials. Please review the transcript very carefully.

After reviewing and approving your child's permanent academic record, please sign the authorization below. By signing the bottom of this letter and returning it by Friday, **September 8, 2017** to the Counseling Office, you will be authorizing the submission of this document. Without the signed copy we will not be able to complete and mail your child's applications.

If you have any questions or concerns, please contact your child's counselor.

Best Regards,

Eugene Farrell
Director of Counseling Services

EF:kes

I have reviewed my child _____'s transcript and grant permission for the Counseling Department to release it for the sole purpose of my child's college application.

Parent/Guardian's Signature

COUNSELOR ASSIGNMENTS

2017 – 2018

GRADE 9

Mr. Huvane All 9th Graders

GRADES 10

Mr. Farrell Acu-Baynon

Mr. Barceló Benevente-Field

Ms. Cuccia Finegan-Marriott

Ms. Archer Martin- Privat

Ms. Matus Puch- Zale

GRADES 11

Mr. Farrell Abou-Blagman

Mr. Barceló Boggs-Francis

Ms. Cuccia Fronce-Maguire

Ms. Archer Marroquin-Roksvold

Ms. Matus Roldan - Yachas

GRADE 12

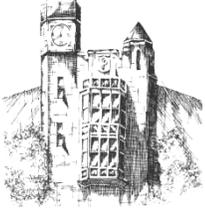
Mr. Farrell Alexander -Benfraida

Mr. Barceló Bertolotti - Garcia

Ms. Cuccia Garvey – Leon-Kelly ,

Ms. Archer Lewis - Reynolds

Ms. Matus Rivera- Zaravelis



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August 2017

Dear Senior Parent/Guardian,

In order to more accurately present your child to colleges and employers, we would appreciate your permission to discuss the nature of your child's handicapping condition or adaptations. This honest discussion will help ensure an appropriate post-secondary situation for your child.

Please complete the attached form and return it to the counseling office by **September 8, 2017**.

If your child does not have a handicapping condition or adaptations, please disregard.

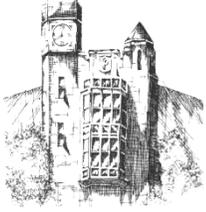
Sincerely,

Eugene Farrell
Director of Counseling Services

EF:kes

I give permission for the counseling department to discuss the nature of the handicapping conditions of my child, _____, in letters of recommendation.

Parent's Signature



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Welcome to Senior Year! The next few months will be exciting. However, you may become overwhelmed unless important steps are considered now. We encourage you to plan ahead and to consider these points.

***Senior Transcript**

You have received a copy of your high school transcript in this packet. Please look over the transcript very carefully along with your parent/guardian. A letter is attached that will require parent/guardian to sign and send back.

*** College Boards (SAT's I or II):**

If you are planning to take tests on October 7th, it is essential that you prepare for these tests **NOW** by taking practice tests thus reinforcing your test taking skills and strategies. Seniors who enrolled in SAT preparation classes in the spring are urged to review these materials again. Free SAT test preparation can be found at kahnacademy.org. **Start reviewing your materials now, not just the week before the test!!!!**

Please note: A limited amount of registration booklets are expected to arrive in the Counseling Office in late August. We recommend online registration, <http://www.collegeboard.org> (credit card only).

Students who have been identified by the Committee on Special Education, and receive testing modifications granted by the College Board, must include their SSD number with the application. It is found in the **SSD Eligibility** letter mailed from the College Board.

***College Visits/Campus Interviews:**

We hope you are considering your college/university options by reading materials and possibly visiting some schools. Interviews may be scheduled during August or in the fall. *Since appointment dates and times are at a premium at some institutions, seniors are encouraged to call now.* "Demonstrated Interest" has increasingly become a factor in admissions decisions. Since the campus visits

during the academic year is an essential part of finalizing your list of colleges, seniors are permitted excused absences with the proper documentation.

During the fall, more than 200 admissions representatives will visit Pelham Memorial High School. Conferring with these admission personnel is strongly recommended even at institutions you have visited or had interviews. Consult the daily announcements and calendar in the Counseling Office for more specifics throughout the fall term. All information on college visits are posted on Naviance. In order to sign up to meet with a college representative, students must sign up in Naviance and notify their teacher 24 hours prior to the college visit. They will be asked to sign an attendance sheet the day of the visit as well.

***Naviance:**

All communications will be done through Naviance. Data for the class of 2017 is now included.

***College Visits:**

Please be reminded that in order to be granted an excused absence to visit a prospective college, a submission of a college visit form and a note from the parent/guardian must be handed in to the attendance office, prior to the visit. Forms are available in the Counseling Office. See Counseling Secretaries for detailed information. *Please plan ahead, e-mails are not acceptable.*

*** Student Activity Profile:**

All students must create a Student Activity Profile and submit it to their counselor electronically. Headings may include: Honors and Awards, Extracurricular Activities, Sports, Employment, or Community Service (Sample enclosed).

***Applications/Essays:**

Writing an effective essay or personal statement is a crucial part of the admissions process. Read the applications you have and start drafting your essays. Counselors and teachers will assist you with this once school begins. The Common Application essay prompts are now available at www.commonapp.org.

*** Special Interests/Talents:**

Seniors with special interests and talents (such as artistic, musical, or athletic) are encouraged to contact personnel in these special interest areas for more specific information about their programs and/or to start the admissions process. Staff in admissions office will provide names and phone numbers needed to facilitate these contacts. For athletes, the Athletic Director's Office is also a good focal point for inquiries about procedures and schedules. Athletes are also recommended to register for the NCAA Clearinghouse @NCAAClearinghouse.net

Senior Parent/Student College Night:

On Thursday, September 11th at 7:00 p.m. Lynn Holcomb, Senior Associate Director of Admissions at Colgate University, will provide seniors and parents a comprehensive overview of the college admissions process.

*** Parent Brag Sheet:**

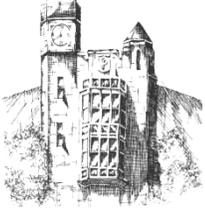
Comments and remarks provided by parents on this brag sheet can be helpful in writing recommendations. Please encourage your parent(s) to complete this form and return it to your counselor.

***October 11th:**

The Counseling Department will be running our Annual "College Boot Camp" Program. The event runs a half day and includes the topics of: Naviance, Common App, and Scholarships

***Financial Aid:**

If you will be applying for financial aid, go to www.fafsa.ed.gov to get your family and student FSA ID. Each student must have their own pin number. The family number stays the same. Do not wait until January to get this pin number; it will delay your financial aid application.



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August 2017

Dear Parent,

Under Public Law 107-110, the No Child Left Behind Act, Provision 9528; local educational agencies are required to provide military recruiters the names, addresses, and phone numbers of secondary school students upon request. Under the law, the only exception occurs when a parent or student asks in writing that this information not be released without prior parental consent.

If you would like this information to **NOT** be released without your consent, please complete the form below and return to the High School Counseling Office by **September 8, 2017**. Otherwise; names, addresses and phone numbers will be given to the military when requested.

Sincerely,

Eugene Farrell
Director of Counseling Services

EF:kes

I am requesting that the name, address, and phone number of my child,
_____, not be released to military recruiters without my prior
consent.

SIGNATURE

DATE

PARENT "BRAG SHEET"

Name of Student _____

1. What do you consider to be some of the outstanding accomplishments of your child during the past three or four years? Why did you select these as most important?

2. In what areas has your child shown the most development and growth during the past three or four years?

3. What do you consider to be his/her outstanding personality traits?

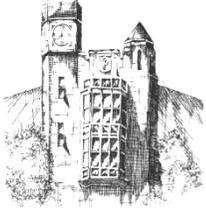
4. If you had to describe your son/daughter in five adjectives, what would they be?

5. Are there any unusual or personal circumstances which have affected your child's educational experiences or personal experiences?

Please feel free to use a second sheet of paper if your comments do not fit into the space provided.

Name of Counselor

Parent Signature



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August 14, 2017

Dear Pelham Students, Parents and Guardians,

Welcome back from what I hope was a very restful and productive summer! As we all look ahead to the upcoming school year this letter will note vital information related to student schedules, course fees and transcripts.

Student Schedules for the 17/18 school year will be available on the portal beginning Monday, August 28. All students should bring their schedules on the first day of school. If printing schedules at home presents an issue they will also be available for distribution on Opening Day, Thursday, September 7.

Please be aware that Advanced Placement and college level courses require fees which the student and/or the family are responsible for:

- Syracuse University Courses: Approximately \$110/credit hour
- Advanced Placement Exams: Approximately \$94/per test
- SUNY Courses: Approximately \$179/credit
- University at Albany Approximately: \$150/course

Beginning September 7th all student transcripts will be available on the portal. To access your academic record, simply click on the “*Backpack*” link at the bottom of the page. Weighted and unweighted GPA is located in the upper right corner. All Advanced Placement and College Level Courses will receive a weight of 1.10. All Honors Level Courses will receive a weight of 1.05. Only the higher of two Regents exams will be reported when a transcript is submitted with a college application.

Counselors will be returning to the office on Monday, August 28th. Please find the Counselor Assignments for the 2017-2018 School Year below:

GRADE 9

Mr. Huvane	A - Z	thuvane@pelhamschools.org
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GRADE 10

Mr. Farrell	Acu - Bay	efarrell@pelhamschools.org
Mr. Barceló	Ben - Fie	lbarceló@pelhamschools.org
Ms. Cuccia	Fin - Mar	kcuccia@pelhamschools.org
Ms. Archer	Mar - Pri	garcher@pelhamschools.org
Ms. Matus	Puc - Zal	cmatus@pelhamschools.org

GRADE 11

Mr. Farrell	Abou - Blag	efarrell@pelhamschools.org
Mr. Barceló	Bog - Fran	lbarcelo@pelhamschools.org
Ms. Cuccia	Fron - Mag	kcuccia@pelhamschools.org
Ms. Archer	Marr - Rok	garcher@pelhamschools.org
Ms. Matus	Rol - Yac	cmatus@pelhamschools.org

GRADE 12

Mr. Farrell	Ale - Ben	efarrell@pelhamschools.org
Mr. Barceló	Ber - Garc	lbarceló@pelhamschools.org
Ms. Cuccia	Garv - Leo	kcuccia@pelhamschools.org
Ms. Archer	Lew - Rey	garcher@pelhamschools.org
Ms. Matus	Riv - Zar	cmatus@pelhamschools.org

If you are not planning on returning next year, please make sure to notify the Counseling Office as soon as possible so that we have time to send out the appropriate records to the appropriate school. Thank you, and enjoy the remainder of your summer!

Sincerely,

Eugene Farrell
Director of Counseling Services, 6-12