

Albertus Magnus High School
Guidance Department
798 Route 304
Bardonia, New York 10954

Phone: 845-623-8842
Fax: 845-623-6782

Student _____ Date _____

RETURN TO YOUR COUNSELOR NO LATER THAN

SENIOR AUTOBIOGRAPHICAL RECORD

The following questionnaire is to help you think about post high school plans and to assist your school counselor in advising you. Please answer the questions legibly and with thought and remember that some of what you write may be used in your recommendation from your school counselor. You will find much of the material used in this questionnaire helpful in completing your college applications and preparing for your college interviews and essays.

Please be advised that your counselor will not complete your recommendation without this autobiographical record completely filled out. You should keep a copy of this because it will help you when filling out your college applications.

EDUCATIONAL RECORD

1. Is there any specific information related to you or your high school record that you would like me to comment on? For example, the year you could not take a class because it conflicted with another class, or a bad experience with a teacher or a particular class.
2. Is there other pertinent information (family, self, etc.) for which we should be aware as we interpret your transcript to the college? For example, parents divorce, illness, a death in the family, a need to work after school, a personal situation that affected you academically or socially? (Please indicate if you would like us to write about this in your recommendation).
3. Which subjects do you like or dislike? Why?
4. What are your academic strengths and weaknesses?
5. Do your grades reflect your ability?
If not, were there special circumstances (family, self, etc.) that impacted your academic performance? Please explain.

AUTOBIOGRAPHICAL RECORD

College admission counselors rely on the high school counselor to provide them with information that may not appear in other parts of the application. Answering the questions below will not only help your counselor write your recommendation, but will also help you should you be required to write an autobiographical-type essay. Please answer these questions as carefully and honestly as you can. We hope they will help you to understand yourself and your goals. Please feel free to attach additional sheets to elaborate on any of the below.

1. How would your friends and/or family describe you? What would they say?
2. What aspects of your high school years have you enjoyed the most?
3. What do you like best about yourself?
4. Of what academic and/or personal accomplishments are you most proud? To what do you attribute your success?

5. What do you want a college admissions committee to know about you?

6. Personality (Please circle all that best describe you and feel free to add your own).

adventurous	aggressive	down-to-earth	social	laid-back
scholarly	spirited	ambitious	liberal	spontaneous
athletic	friendly	supportive	team-player	persistent
diligent	career-oriented	fun	open-minded	caring
idealistic	outdoorsy	tolerant	independent	conservative
innovative	artsy	respectful	serious	encouraging
focused	motivated	good sense of humor	creative	understanding
self-disciplined	energetic	mature	leader	self-confident
positive	active participant	pro-active	enthusiastic	reliable
curious	reflective	attentive	diligent	dynamic
adaptable	methodical	imaginative	overachiever	underachiever

7. What are your tentative college major/career considerations at this time?

8. What activities and hobbies do you enjoy most outside of school and which of these extracurricular, employment or summer experiences has been the most important to you? Why?

9. How have you spent the last two summers?

10. Do you intend to play an NCAA Division Sport? If so please list.

11. Learning does not take place just in school. Describe examples of your motivation, creativity or desire to learn beyond the classroom.

12. Do you have any hobbies you enjoy outside of school? Which one has been most important to you and why?

13. If you have a special talent (for example, music, art, theatre, athletics) please explain.

Student Signature _____ Date _____

THIS FORM MUST BE RETURNED TO YOUR COUNSELOR

Name: _____

Albertus Magnus High School
Guidance Department
Senior Activity Sheet

	P - President				VP - Vice President				T - Treasurer				S - Secretary				C - Captain				CC - Co-Captain				✓ - Active Participant			
	9	10	11	12	9	10	11	12	9	10	11	12	9	10	11	12	9	10	11	12	9	10	11	12	9	10	11	12
National Honor Society																												
Mu Alpha Theta - Math Honor Society																												
Science Honor Society																												
English Honor Society																												
Social Studies Honor Society																												
Foreign Language Honor Society																												
Student Council Representative																												
Class Officer																												
Ambassadors																												
Peer Tutoring																												
Forensics																												
Mock Trial																												
Chess Club																												
Drama																												
Chorus																												
Newspaper																												
Band																												
Math League																												
Reality Check																												
Pro-Life																												
Volunteer Service (specify)																												

Additional Activities: _____

Special Achievements and Honors (e.g. National Merit commendation, all section, etc.) _____

(Continue on back)

Please list additional information below:

Extracurricular Activity

Organization/Sport

Year/Grade(s)

Participated

Contribution/Position/Award

Community/Volunteer Service

Organization

Year/Grade(s)

Contribution/Activity/Position

Part Time Work

Organization/Business Name

Year/Grade(s)

Job/Activity/Position

PARENT "BRAG SHEET"

NAME OF STUDENT _____

PARENT/GUARDIAN NAME _____

Counselors often have to write a narrative on students as part of the admission process. You can assist by providing information about your child which "brings to life" your child behind all those grades and scores and call attention to the strengths of each person. We hope that you will take this opportunity to share your perspectives about your son or daughter.

1. What do you consider to be an outstanding academic/personal accomplishment of your child during the past three or four years? Why did you select it as the most important?
2. In what areas has your child shown the most development and growth during the past three or four years?
3. What activity or experience is the single most significant in expressing the best qualities of your child?
4. Please describe your child as a person. What qualities do you most admire? What anecdote might illustrate your child at his or her best?

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

6. What would you most like a college admission's officer to know about your child?

Please feel free to make any additional comments on another sheet of paper if your comments do not fit into the space provided. Thank you for your input. It is very helpful for us during the recommendation process for college admissions.

Parent's Guardian's Signature

Date

Albertus Magnus High School
TRANSCRIPT REQUEST FORM
CEEB CODE: 330447

THE DIRECTIONS FOR COMPLETING THE TRANSCRIPT REQUEST PROCESS ARE ON THE BACK OF THIS PAGE.

 Last Name First Name (M.I.) Social Security Number

 Street Address City State Zip

 Date of Birth Freshman _____ Sophomore _____ Junior _____ Senior _____

Counselor: _____ H.R.: _____

Date of Request	Date due at college	Send AP Scores	ED/EA	COLLEGE, SCHOLARSHIP OR SUMMER PROGRAM			Date Mailed
				Name: Address:	City:	St: Zip:	
				Name: Address:	City:	St: Zip:	
				Name: Address:	City:	St: Zip:	
				Name: Address:	City:	St: Zip:	
				Name: Address:	City:	St: Zip:	
				Name: Address:	City:	St: Zip:	

 Parent's Signature Date

 Student's Signature Date

OVER

TRANSCRIPT REQUEST PROCESS

1. Complete the transcript request form for each school, scholarship or summer program you are applying to. **THIS INCLUDES ANY SCHOOL, SCHOLARSHIP OR PROGRAM YOU APPLY TO USING THE INTERNET.** Be sure your parent has signed at the bottom. One form can be used for up to five requests.
2. Address an envelope to each college for which you are requesting a transcript. Use a 9 x 12 envelope for each school and attach four stamps.
3. When you bring the transcript request form and the envelopes to your counselor, he/she will prepare a packet to be sent to each college. This packet includes a transcript and the Albertus Magnus High School Profile. If you do not want your AP scores sent, please note it on the front of the transcript form.
4. After your transcript has been mailed, the transcript request form will be filed with your counselor. The transcript request form is our record of what transcripts we have mailed.
5. It is the students' responsibility to send the completed application directly to the college/university. Only SUNY's and other applications that require the counselor to complete a section directly on the application will accompany this transcript form.
6. Teacher recommendations, if requested by the college, are usually sent separately. **At least four weeks** before the due date, politely ask the teacher for his or her help by writing a recommendation for you.

ALLOW A MINIMUM OF 10 SCHOOL DAYS FOR PROCESSING YOUR TRANSCRIPT REQUEST.

Student Name: _____

Homeroom: _____

Dear _____:

I am requesting a letter of recommendation from you which will be kept on file in the guidance office. I was in your class in _____ and had you
Grade
for _____.
Course Name

Once you have finished the letter, you can submit it directly to the guidance office.

If you are unable to do this, please let me know as soon as possible.

I understand that a copy of any recommendation will be kept in my guidance file and included in my college applications. In accordance with guidance regulations and privacy rights I hereby waive my right to access my letters of recommendation.

Thank you for helping me with the college process.

Student Signature

COLLEGE APPLICATION CHECKLIST

- Submit application and fee online or by mail
- Check with college admissions or website to see if there is a Supplemental form for the application that needs to be filled Out. When in doubt contact the admissions office
- Contact college board to request official SAT scores be sent To colleges that you are applying to www.collegeboard.com
- Contact ACT and send those scores if you took the ACT and If you choose to send them www.actstudent.org
- Register with the NCAA at www.ncaaclearinghouse.net if you plan on playing a sport

Application Items that you *must* bring to the Guidance Office

- Transcript request form completely filled out signed by you And your parent (get this in the guidance office)
- 1 9x12 Envelope for each school that you are applying to, neatly addressed to each of the schools with four stamps attached to it
- Secondary School Report or Counselor Report form (must be printed out separately (Common Application and SUNY have One) bring this form to your counselor make sure you fill out the top part and sign it, also include your SS# at the top of form