

# REDMOND

## High School



**Redmond High School**  
**17272 NE 104th Street, Redmond, WA 98052**  
**Phone: 425 936-1800 / Fax: 425 936-1810**  
**[www.lwsd.org/school/rhs](http://www.lwsd.org/school/rhs)**

# Welcome

Dear Students and Parents,

Each year of high school is an exciting one, one that will help to prepare you for the post high school experience. The keys to having a successful plan for your post-secondary years are a meaningful discovery process, subsequent organization and effective implementation of an action plan. If college is your goal, it is imperative that if you have not already begun your research and or applications for the college of your choice, you do so immediately. If you are looking for a two year community college, technical school, vocational program or meaningful employment this process is no less demanding. Identifying your abilities and interests will assist you to narrow your scope for post high school options. Other topics to consider are public vs. private schools, admission criteria, SAT vs. ACT tests, scholarships, financial aid, transcripts and letters of recommendation. This list can feel overwhelming. Planning ahead is essential to reducing the level of stress you can experience through this process.

After reading this material, please feel free to contact our office or access our website should you require further information or have any questions.

Sincerely,

Redmond High School Counseling Staff



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# Post High School Planning

## College Admission - General Information

### Admission Requirements

Each college and university has an individual and specific set of credit requirements they are looking for incoming students to have completed prior to enrolling in their institution. It is your responsibility to identify which credits in what content areas are needed for admission into the post-high school institution of your choice. This information can be found by researching the college or university website. If you have further questions you may also contact the admissions office directly. Most schools post this information both on the admission section of their websites and in their printed publications. Common terminology used will include “incoming freshman” or “undergraduate”.

### Testing

Most schools have an admission test or tests requirement. Colleges typically accept SAT as well as ACT test results. These tests are different in length and have a slightly different focus. Go online at [www.collegeboard.org](http://www.collegeboard.org) to sign up for the SAT and to read detailed information about the test. Accessing [www.actstudent.org](http://www.actstudent.org) will allow you to do the same for the ACT test. Please note that some schools also require one or more SAT II scores. These are tests that cover specific subject areas. The college or university you are interested in will list this requirement as well as any specific tests you must take prior to applying for admission. Students for whom English is their second language should consider taking the TOEFL/TSE as well. During test registration students will need to list the CEEB code of their home high school – the RHS CEEB code is 480978. Official admission test scores are sent directly from the testing agency to your intended schools. You will be asked to list these schools during test registration. RHS cannot send official test scores.

### College Applications

Most colleges today request you apply online. However, some still prefer hard copy applications. **KNOW WHAT YOUR SCHOOL REQUIRES FOR ADMISSION.** Read the fine print of every school to which you are applying. Will they **ONLY** accept applications online? Do they require the SAT as well as the SAT II? If they require the SAT II, which subjects do they request? What is the application deadline? If you are applying for Early Action or Early Decision, what is the deadline? If you are applying for an Honors program within a school, are there different guidelines for application? Are specific essay prompts required? Does your school accept The Common Application? If they do, which reports or supplements do they require you submit? If you want to be considered for college or university based scholarships is there a specific deadline or process to do so?

### Scholarships

There are numerous scholarships available to high school students (not just seniors)! Utilize all available resources to locate these opportunities. Web searches, word of mouth, scholarship reference books (available at the public library) and an updated Redmond High School Scholarship Bulletin are excellent sources of information. There is no one good location or website to find this information. Please plan on putting in the time and effort to find this “free” money for college.

### NCAA

If you plan to participate in intercollegiate athletics in college or apply for a sports scholarship please visit the NCAA Eligibility Center’s website at <http://eligibilitycenter.org/> for more information and student registration.



# Post High School Planning

## College Admission - Calendar FRESHMAN YEAR

### September

Begin your 9th grade year with organization and focus. This year's grades are important as they are the first to be recorded on your official high school transcript. Create or update your high school plan by taking into consideration what types of courses you are interested in and what you might want to take want to take in your remaining years of high school. What courses will prepare you for your pathway after high school? Think about joining a school club, sport or activity that is of interest to you.

### October, November and December

Focus on learning this year. Participate in classroom discussions and activities. Ask questions. Think about your study habits – are they as strong as they should be? Are there areas you could work with family, friends or teachers to improve? Challenge yourself to do the best YOU can do!

### January, February, March, April and May

Keep working to the best of your ability. Take advantage of opportunities you discover that are interesting to you, both at school and in the community. Start thinking about and researching possible careers and post high school programs you have interest in.

Create a list of activities, honors or awards. Anything you want to be certain you remember from grade 9 should be in one common location. Make an appointment with your counselor to discuss course requests for sophomore year.

# Post High School Planning

## College Admission - Calendar SOPHOMORE YEAR

### September

Begin Sophomore year with organization and focus. This year's grades are as important as any other year. Work to show growth. Create or review your high school plan – what types of courses are you interested in taking as a Junior or Senior to prepare you for your possible pathways after high school. Think about joining a school club or activity that is of interest to you. Challenge yourself!

### October

Consider taking the PSAT as an introduction to college admission testing. This experience introduces you to the format of the SAT I test and will provide you with individualized feedback highlighting areas of strength and areas for improvement. You will take this test again as a junior.

### November, December and January

Discuss various types of colleges, universities, technical programs and occupations with your family, teachers and friends. The more information you know and gather about all of your options, the better you will be able to navigate through the remainder of high school. Start researching college majors – you may be surprised to find out what a Sound Wave Engineering or Ornithology major learns about while in college.

### February, March, April and May

Update your list of activities, honors or awards. Anything you want to be certain you remember from grades 9 and 10 should be in one common location. Create or update your resume – this may come in handy when applying for summer jobs, internships or volunteer opportunities. Make an appointment with your counselor to discuss course requests for junior year and possible summer plans.

# Post High School Planning

## College Admission - Calendar JUNIOR YEAR

### September and October

Begin junior year with organization and focus. This year's grades will be the last to factor into your cumulative grade point average as you begin applying to post high school programs. Register to take the PSAT (in early fall). This is excellent preparation for the SAT I college admission test as well as an opportunity to qualify for the National Merit Corporation Scholarship Program.

### November and December

Continue thinking about the type of college, university, community college, technical college or vocation you would like to pursue after high school. Research schools online and visit them in person when possible. Attend college representative visits in the RHS career center. Starting early will help eliminate stress and anxiety later on. Undecided on a major? That is okay! Undecided on a public or private school? Look at both! Undecided on size or location? Look at all types of programs using all of the resources available to you at RHS and beyond.

### January and February

Sign up to take the SAT or ACT in early or late spring (March, April, May or June). Begin to prepare by utilizing your PSAT results. Look into spring events at the schools you have determined you are interested in. Start looking into scholarship opportunities and locate any information on possible summer programs if interested. Use course registration materials to select appropriately challenging classes for your senior year schedule.

### March and April

Update your list of activities, honors or awards. Anything you want to be certain you remember from grades 9, 10 and 11 should be in one common location. Create or update your resume – this may come in handy when applying for summer jobs, internships or volunteer opportunities. Make an appointment with your counselor to discuss course requests for senior year and summer plans.

### May and June

Begin to do the hard work of narrowing down your list of possible options for after graduation. College applications can take quite a bit of time, effort and attention and you want to be certain you are using your efforts and resources applying to schools you are actually very interested in attending.

# Post High School Planning

## College Admission - Calendar SENIOR YEAR

### September and October

Get organized. Know your due dates and do not procrastinate. Sign up for October or November SAT I, ACT or SAT II tests if necessary. Most colleges and technical schools have orientations for potential incoming freshmen. These orientations can range from a short tour to overnight events for both parents and students. Go online to the individual institutions and register ahead of time. Plan to attend the college fair in Seattle in the fall, as well as to sign up for college visitations here in the Career Center.

### October and November

Continue college application process. Prepare to submit your complete applications as soon as your college or university is ready to accept them. Do not forget to reference the information in this handbook for letters of recommendation – IF you need them, plan on contacting teachers and/or counselors early in the school year for a strong letter of recommendation.

### November, December and January

Attend any and all Financial Aid programs presented at Redmond High School. If you are applying for financial aid go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for the Free Application for Federal Student Aid (FAFSA). This is a free application for federal aid and most, if not all, scholarships require a reference to the FAFSA. Applications may be submitted after January 1st. The FAFSA is submitted online and “signed” by both student and parent with an electronic PIN number. PIN numbers will not only allow you to complete your application, they will allow you to access your personal records once completed. The Federal Student Aid PIN website is [www.pin.ed.gov](http://www.pin.ed.gov) and PIN numbers can be assigned PRIOR to January 1st. Check with your colleges to see if any additional financial aid forms are required by their office.

Complete remaining college applications and follow up with each school to confirm that you have submitted all required information. This step is vital as your application will not be processed by admissions offices until it is complete.

### February, March, April and May

May 1st is the typical date that colleges and universities request a decision to accept or reject their offer of admission. Make contact with the schools that have offered you admission and notify them of your final decision. Notify the counseling center secretary of any scholarships that you have received by providing a copy of your award letter or notification. Make contact with the sponsor of any scholarship you have received to thank them and give them the address and name of the college that you will be attending. Notify your counselor of your final admission decision once you have accepted.

# Admissions Options

As you look over application materials, you will encounter a host of admission options: early decision, early action, pooling admission, rolling admission, deferred admission, and mid-year or summer entrance and more! Be sure you understand the exact terms and your responsibilities under the plan or plans at the colleges to which you are applying.

## Early Decision

As an early decision applicant you complete your application for admission (and financial aid, if appropriate) early in the fall of your senior year, usually by November 1st or 15th. The college will generally render a decision by December 15th.

At some schools, there are now two rounds of Early Decision. The second deadline is usually one month later than the first giving students a little more time to decide if this is the best option.

If you plan to apply for financial aid, be sure to complete the CCS/Financial Aid Profile application as soon as you know you are applying for Early Decision. Most schools use the Profile for making their financial aid awards. Early Decision applicants receive the same financial aid offers as they would as a regular applicant.

There are two types of Early Decision plans: a “single choice” approach whereby you may not apply to other colleges until the Early Decision college decides on your application; and a “first-choice” approach that allows you to apply to other colleges, but requires you to withdraw those applications if accepted by the Early Decision college.

What you must remember about early decision is that if you are admitted under this plan in the fall of your senior year, you are officially obligated to enroll at that college the next fall, and must withdraw any applications you have sent to other schools. A signed Early Decision Agreement Form is a required part of your application. So while there can be a great advantage in applying early decision — if you are accepted you will have successfully resolved your college plans quickly — it also leaves you no flexibility. While you may withdraw from that college, you may not file applications elsewhere that school year.

Do not apply under this plan unless you have a reasonable chance of being accepted under the typically rigorous standards. Only very strong applicants are admitted — others are transferred to the general application pool or in some cases admission is denied if the candidate is clearly not competitive.

Note: You will not be able to compare aid packages offered by several institutions if you make an early decision commitment.

## Early Action

Like Early Decision, the Early Action option permits application in the fall, usually by November 1st or 15th. The college usually renders a decision on your admission by mid-December. However, if you get an Early Action acceptance, no commitment is demanded, and you have until May 1st to decide whether to enroll.

## Pooling Admission

Pooling admission refers to the process that several colleges and universities use to determine which students should be offered admission. These schools set one application deadline and make all admission decisions based on complete applications submitted by that date. Your application will be considered as part of the ‘pool’ and decisions will be made once by the institution.

# Admissions Options

## Rolling Admissions

Many colleges and universities do not wait until they have assembled a huge group of applications before they make admission decisions. Instead, they use a rolling admission, which essentially means that they will render a decision as soon as an applicant's file is complete. Keep the following point in mind when applying to a college with rolling admissions:

Submit your application as soon as possible. The longer you wait, the harder it may be to get admitted, as places in the class may have already been taken by other students.

## Deferred Admission

Under this program a student applies to a college in their senior year. If accepted, the student may spend the next year pursuing work, travel or extra-curricular activities full time, and start college the following year. Deferment plans vary from informal to structured so be certain to contact the schools directly to discuss what you have in mind for your year off. The advantage of this program is that it allows you to take time off from school while still providing the security of knowing that you have a college to go to at the end of your year away.

## Mid Year or Summer Entrance

Increasingly, institutions find themselves opening their doors to students between semesters or quarters. You may be able to apply for entrance during the spring or summer and in many cases your chances of admission may be better at these times of year, although the situation will vary from year to year and college to college. Summer can be a particularly good time to get an early start at fulfilling general education requirements and easing into the college setting.



# Campus Visits

A very important part of determining if a school is a 'good fit' for you is visiting campus in person. At most campuses, weekdays are the best days to visit since you can best see the day-to-day campus life while the full administrative staff, faculty, and students are on campus.

If you are unfamiliar with the institution or its programs, request a general interview with an admissions counselor. College personnel are happy to talk with you and tell you about their school. Make the most of this and other appointments by asking questions. (If you tend to be shy, prepare some questions in advance.) If you do not understand something, do not be afraid to ask questions or request further information. This is also a good time to check into special programs in which you may have an interest such as honors, Advanced Placement Credit, clubs, sports, or minority programs. It is a good idea to have a copy of your transcript with you as well.

If possible, you should write or call the admissions office two weeks in advance, informing them of the day and time of your arrival on campus. Request appointments and activities which you would like arranged for you (such as those listed below) in advance as well.

- If you have a specific question about a particular program or major, request an appointment with an appropriate faculty advisor.
- Request a tour of the campus, including the dormitories.
- If you have any questions about financial aid, check with the financial aid office during your campus visit.
- If you would like to get an idea of what college classes might be like, ask if you could visit a class or two.
- If you would like to stay for two days, see if there are lodging arrangements available for visitors. Often inexpensive stays can be arranged in dormitories, fraternities, or sororities.
- Ask if you can buy lunch in a dormitory or campus café. It is a good way to get a feel for the campus.
- Pick up a college newspaper. Reading it tells you what is important to the students.
- Take notes and pictures from each visit. It is easy to forget or get confused once you return home.

# The Common Application

The Common Application is a not-for-profit membership organization who strives to create and maintain an equitable and accessible resource for students and their families during the undergraduate college admission process. This organization serves students, colleges, universities and secondary schools by providing one application (in print and online) that can be submitted for consideration at nearly 400 institutions of higher learning. It is found online at [www.commonapp.org](http://www.commonapp.org).

**Why use the Common Application?**

Once completed online or in print, copies of the Application for Undergraduate Admission can be sent to any number of participating colleges. The same is true of the School Report, Mid-Year Report, and Teacher Evaluation forms. This allows you to spend less time on the busywork of applying for admission, and more time on what's really important: college research, visits, essay writing, and senior year coursework.

**Where do I find the college supplements?**

Many Common App member institutions require supplemental forms. These supplements may be available online on this site, or on the institution's website. If an institution that you have selected requires a supplement, this will be available in the 'Supplements' section. If a supplement is required, you must complete and submit this before your application package will be complete.

**Where can I find the application deadlines?**

Each member institution has a specific deadline for when they will accept your Common Application and supplement. Once a deadline has passed, you will no longer be able to submit your forms to this institution. Please note that some institutions have a supplement deadline prior to their Common Application deadline.

**What else will Common App schools want from me?**

It is your responsibility to be certain each institution you are applying to has all the information necessary from you and from Redmond High School. Did you complete the entire application? Did you complete the Secondary School Report Form, Mid-Year Report Form and/or the Teacher Recommendation Form processes accurately? Did you complete any and all supplements required?

**How do I complete the Secondary School Report, Mid-Year Report and Final Report Forms?**

When applying to institutions using the Common Application students are required to submit multiple, official forms. Students will invite their counselors via school district email (available on the school website). Common Application will send an email to your counselor indicating the invitation. Upon completion of the Recommendation Packet your counselor will submit all required school information directly via the online system. It is your responsibility to complete the recommendation packet process accurately for your counselor and to be certain you have correctly selected each school you want your information to be sent to. Form descriptions are listed below:

**The Secondary School Report:** this is a form where school staff records additional information about who you are as a student. A letter of recommendation from your counselor is a required part of this report. Please refer to information provided in this handbook about how to request letters of recommendation.

**The Mid-Year Report:** This form accompanies your first semester grades, once transcripts are updated.

**The Final Report:** this is a form that the school you have decided to attend will need mailed to them with your final transcript. You will only print one copy of this form and submit it with one addressed, stamped envelope to the counseling secretary. You can submit this document as soon as you have made your acceptance decision.

# Letters of Recommendation

You may encounter a college or university application, The Common Application, community award or scholarship program that requires you submit a letter of recommendation. Talk with your parents, coaches, community members, counselor or teachers to determine who you would like to write your letter or letters. It is best to ask a person or persons who can best describe your talents and strengths in the classroom, community or beyond.

Once you have identified who you will ask to write your letters of recommendation come to the counseling center and pick up either a pink Senior Personal Fact Sheet or a yellow Recommendation Packet (for any letter from your school counselor). These worksheets will provide you with instructions as to what kind of information school staff will need from you in order to write a strong letter. Read these forms completely, information is listed on both sides.

- The pink form is for requesting letters of recommendation from classroom teachers and the yellow form is for letters that will come from your counselor.
- Counselor letters require a complete Recommendation Packet. You must have an individual appointment with your counselor prior to submitting your material. Students can schedule appointments by visiting the counseling office.
- School staff will need to cite specific examples of your academic work and your strength as a student so providing ALL of the information requested of you will only help the staff member to write an exceptional letter on your behalf.
- You will be expected to list your honors, extracurricular activities, hobbies, employment and leadership roles.
- Take time to present this information in a clear and concise format, sequenced from 9th to 12th grade, type written. Saving this document in an electric format will save you from having to re-produce this information for future use.

Counselor letters are a required part of The Common Application Secondary School Report (see page 24 for additional information on this process). Common Application materials will be submitted online. Students will have to 'invite' their counselor via their school district email address and then pick up the Recommendation Packet information from the counseling office. No mailing envelopes or postage will be required for Common Application school forms.

Every request for a letter of recommendation for a school not using The Common Application must come with a stamped, addressed envelope for each receiving school.

- For teacher letters this is a # 10 Business Size envelope (4 5/16" x 9 5/8") and sufficient postage to insure on-time delivery. Please leave the return address area blank for the teacher or staff member to complete.
- For counselor letters this is an envelope large enough to accommodate 3-5 sheets of 8 1/2" x 11" paper un-folded. These envelopes are typically 8 1/2" x 14 1/2" and can come with self-sealing adhesive. Sufficient postage for envelopes of this size is usually covered by three first class postage stamps; however this is subject to change.

When requesting a letter of recommendation it is important to ask the person writing it for you if they would like to arrange an appointment with you to follow up with any additional information or to clarify any of the items you included with your materials. Letters of Recommendation are written over and above the regular work day for school employees. Please allow a minimum of 2-3 weeks turn around time and follow up your request with a thank you note or letter.

Letters of recommendation are written by school counselors for students submitting a Common Application for college or university attendance. This is sent with the required Secondary School Report information. This is sent online and no envelopes or postage are required to be submitted for Common Application schools.

# Requesting Transcripts

High School transcripts will play an important role in your time at RHS and as you plan for life after high school. All students will pay a one time transcript fee prior to high school graduation that entitles the student to official copies of their transcript for life. Students will want to pay this fee early to avoid long lines around graduation time. Fee information and payment can be processed with the school bookkeeper.

Transcripts are ordered through the counseling office. Please visit our office during business hours and complete the transcript request form. Turn around time for transcript orders is one school day. Students will return to our office to pick up official copies. Transcripts are official only if they remain in the sealed envelope they are picked up in. Students are then responsible for affixing postage and address to mail these records to the appropriate institution.

Many colleges and universities will require students submit a copy of their official transcript as part of their application materials. Many times this transcript will be the only item of information a student submits via the mail, as many schools process all other admission information via online applications. Please pay careful attention to what a school is requesting you send them in addition to the completed application. Some schools require students to simply report their own grades in an online form making it unnecessary to send any material in the mail. For situations such as these, students can simply order one additional copy of their official transcript, open the envelope and use the enclosed information to complete this task.

Schools that subscribe to The Common Application will not require that an official transcript be mailed to them. As part of the online application, Redmond High School counselors will include a transcript as part of the Secondary School Report. This transcript will be uploaded to The Common Application file for each student using their secure site.

# College Entrance Tests

Most colleges require applicants to take a college entrance test. The results are used by the college to determine whether the student has the academic aptitude and educational background necessary for success in the college and/or in placing students in the appropriate courses. Since colleges vary in their test requirements, the applicant must check with each college for specific information. In most cases, the applicant need take only one of the following tests.

	ACT	SAT
<b>Fee</b>	Current testing fees can be found online at <a href="http://www.actstudent.org">www.actstudent.org</a>	Current testing fees can be found online at <a href="http://www.collegeboard.org">www.collegeboard.org</a>
<b>Content</b>	25% English, 25% Mathematics, 25% Reading, 25% Science Reasoning, Optional Essay	One-third Critical Reading, one-third Mathematics, one-third Writing
<b>Purpose</b>	Measures academic achievement in English, math, reading, and Science reasoning; contains verbal and numerical analytical and problem-solving exercises.	Designed to measure academic aptitude.
<b>Scoring Method</b>	Scores based on number of right answers. No penalty for guessing.	Scores adjusted for guessing.
<b>Test Score Scales</b>	Range of 1- 36 in each of 4 areas tested. ACT Composite: 1-36 (Average of 4 Test Scores)	Range of 200 - 800 in each of the 3 areas tested. SAT I Total: 600 - 2400
<b>Vocational Guidance Information</b>	Moderate, includes an interest inventory.	None.
<b>Registration</b>	By mail or on-line in advance at <a href="http://www.actstudent.org">www.actstudent.org</a>	By mail or on-line in advance at <a href="http://www.collegeboard.org">www.collegeboard.org</a>
<b>Test Dates</b>	It is important to meet registration deadlines; register at least 4 weeks before test date.	It is important to meet registration deadlines; register at least 6 weeks before test date.

Redmond High School Testing Code = 480978

# College Entrance Tests

## On Test Day

Have a good breakfast. Allow plenty of time to get to the test center. When taking the test, be sure to follow all directions carefully. Answer all questions you are sure you know first, then go back to see if you can answer the others. If you can rule out one or more answer choices, it is usually to your advantage to guess from the remaining choices. Budget your time carefully, work as rapidly as possible, and do not panic. If your mind goes blank, move to the next question. Go back and review if you have time, but do not change answers unless you are sure.

## Multiple-test Taking

If a student chooses to take a test more than one time, admission offices usually consider the test with the highest set of scores.

## Test Preparation

Test preparation materials are available in the Career Center, at the Public Library or at local bookstores. Multiple sources of online and private preparation are also available for free or for a cost. The Lake Washington and Redmond High School PTSA sponsors numerous ACT and SAT test preparation experiences in the afternoons and evenings of the school year.

## National Test Dates

National test date information for the SAT and ACT can be found by referencing their websites:

[www.collegeboard.org](http://www.collegeboard.org)

Saturday Testing Typical

[www.actstudent.org](http://www.actstudent.org)

Saturday Testing Typical

## Score Reporting

ACT, SAT and AP scores must be sent directly from the testing agency to the college or university of your choice. If you did not identify a particular school on your registration information, information on how to send test score reports are available on [collegeboard.org](http://collegeboard.org) or [actstudent.org](http://actstudent.org)

NOTE: AP Test Scores should only be sent to the post secondary institution that a student enrolls at as a freshman. Each college or university will apply their unique policy toward acceptance of AP test scores for potential credit at their school. For more information reference the AP section of this handbook.



# College Entrance Tests

## How To Write a High Scoring SAT Essay

For many students, the most frightening part of the SAT will be the essay portion of the test. Students should keep in mind that they are not going to be expected to produce a perfect piece of writing in 25 minutes. But while the essay graders expect to see a few minor mistakes, they also expect an organized and readable piece of writing that makes an argument supported by real examples. Kaplan's THINK-ORGANIZE-WRITE-FIX (TOWF) method will help students write a more effective essay. After reading the quote(s) and the assignment, students should follow these steps:

### Step 1: Think About The Topic (2 Minutes)

Do not write anything yet. The assignment question is going to be very broad. To narrow it down, you will need to:

- Pick a side: Decide whether to agree or disagree with the topic statement.
- Choose your examples: Use two or three concrete examples from personal experiences, current events, history, the arts, or science and technology to support your position.
- Use specific evidence: Cite evidence to support your example.

### Step 2: Organize Your Paragraphs (5 Minutes)

Here is how your essay should be organized.

- First paragraph: Clearly state your argument. Briefly mention the evidence that you're going to cite in support of that argument.
- Middle Paragraphs (2-3): Explore and explain your evidence in detail; show how it supports the argument.
- Last paragraph: Briefly summarize your argument.

### Step 3: Write Your Essay (15 Minutes)

To write your strongest essay, follow your outline.

Write clearly and concisely, using complete sentences and proper grammar.

### Step 4: Fix Any Mistakes (2 Minutes)

Proofread your essay. Hopefully, you may only need to fix minor grammatical and/or spelling errors, change a few words here and there, and maybe add a sentence or two for clarity's sake.

Adapted from Kaplan's The New SAT Writing Workbook

# AP Testing

## Earning College Credit

You may earn credit and/or placement at most colleges and universities in the U.S., as well as colleges and universities in more than 30 other countries, through qualifying AP Exam grades. At many of these institutions, you may earn up to a full year of college credit (sophomore standing) through a sufficient number of qualifying AP exam grades.

Individual colleges and universities, not the College Board or the AP Program, grant course credit and placement. Because it varies from school to school, you should obtain a college's AP policy in writing. You can find this information in the institution's catalogue or on its Web site.

Colleges that have received your AP Grade Report will generally notify you during the summer of any placement, credit, or exemption you have earned. You can also contact the college's admissions office to find out the status of your AP credits.

## Exam Scores and Reporting

AP Score Reports are sent in July to the college or university you designated on your answer sheet, to you, and to your high school. Each report is cumulative and includes scores for all the AP Exams you have ever taken, unless you have requested that one or more scores be withheld from a college or canceled. For more information on this, please go the College Board website and look under AP Score Reporting Services.

To request that your score reports be sent to colleges, call 888 308-0013 (toll free in the United States and Canada) or 609 771-7366.

Most AP Score Reports are sent by mid-July. Some reports take longer to process because of problems with identification information or the late arrival of materials from the testing location. Contact AP Services if you have not received a score report by September 1st.

## AP Automated Score Reporting Services

You can hear AP exam scores and send your scores to additional colleges by phone with our AP Automated Score Reporting Services. Scores by Phone and Additional Score Reports by Phone will be available beginning July 1 and are payable by credit card only.

Scores by Phone:

You can receive AP Exam scores over the phone by using the AP Scores by Phone service. There is a fee per call.

Additional Score Reports by Phone:

You can send your scores to additional colleges by phone. There is a per college fee. Requests generally take one week to process from the date they are received. Rush reports are processed within two working days and are available for at a rush rate (per college).

AP Automated Score Reporting Services are available 24 hours a day, seven days a week by calling 888-308-0013 (toll free in the United States, U.S. territories, and Canada).

# AP Testing

You can also use the AP Automated Score Reporting Services to send your scores from prior years to colleges, up to four years from the date of the previous AP Exam. You will need the following information before calling:

- AP number. Your AP number can be found in your AP Student Pack or score report. Social security number, if you provided this on your answer sheet. You will also need to provide: date of birth and the exam year that corresponds with your AP number.
- The appropriate four-digit college code(s), if you're requesting to send scores to colleges. College codes can be found in your AP Student Pack or online by searching for the college at the College Board Code Search page.
- A valid credit card number (American Express, Discover, MasterCard, or Visa)

Please be sure to check the College Board website for any updates on the above. College Board does reserve the right to change fees and policies at their discretion.

# Financial Aid and Scholarships

The basic question of how to finance a college education is uppermost in the minds of students and parents. Parents should realize the family's financial strength is dependent on a combination of things such as assets, liabilities, family size, and medical expenses. Parents and students are responsible to help pay college costs. If the costs cannot be met, the student has the opportunity to apply for financial aid.

It is important that students meet scholarship deadlines on time. Information regarding sources of money for college can be obtained from the financial aid office of the college of your choice as well as from the Career Center.

Most scholarships are based on financial need. Very few colleges provide full scholarships. Aid is offered most frequently in the form of an aid package: a scholarship, a grant, a loan, and a job opportunity in some combination. The following is some common financial aid terminology:

1. FAFSA (Free Application for Federal Student Aid): Complete and submit FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The information will be sent to the college you have indicated. Most scholarships and financial aid are distributed by the schools as a result of this information. Some colleges may request CSS/Financial Aid PROFILE instead of/or in addition to the FAFSA. Note: Admissions and financial aid deadlines are often different; be sure to meet each deadline as stated by the college or your choice.
2. Pell Grant: These grants are need-based and will help eligible families with financial aid. You may use the FAFSA to apply for the Pell Grant.
3. Specific Scholarships: These scholarships are offered by schools, businesses, companies, and organizations. Information is available in the Career Center on numerous scholarships. It is students' responsibility to explore the information available in the Career Center and meet the deadline and requirements of the specific scholarship for which they are applying.
4. Personal Scholarships: These scholarships may be made available to you through your parents' jobs and/or social organizations. Money may also be available through the Veteran's Administration.
5. Athletic Scholarships: Any student applying for an athletic scholarship to a Division I or Division II school MUST apply to the NCAA Clearing House first. Please read NCAA qualifying rules carefully.
6. Merit/Performance Scholarships: Individuals may write to specific colleges or departments within colleges regarding scholarships for merit or student performance. Students who have exceptional talent or skill in a specific area may enhance their chances at scholarships by corresponding directly with the college. The FAFSA may be required as part of this process.
7. Minority or Disadvantaged Student: May be eligible for scholarships, financial aid, and individual consideration regarding college acceptance. Contact the appropriate college office.
8. Work-Study: Jobs, located on or off campus, for college students. These are awarded to applicants with the highest need. Often successful candidates are those students who applied for a grant but did not receive it. The job placement office at some campuses will offer job placement to the non-successful grant candidate before a student who did not apply for financial aid.
9. Benefits: In certain specific instances a dependent child of a deceased, retired or disabled Veteran may be eligible for Veterans Benefits. Check with your Veterans Service Office.

# Financial Aid and Scholarships

Often the financial aid director at your college will combine two or more of the above (loan, grant, work-study) to make a financial aid “package” to help you meet your expenses. A final word as you begin your scholarship search: it is your responsibility to take an active, adult role in your search for financial aid. Each year we find that the students who made themselves aware of the scholarship opportunities are the ones winning the most scholarships and aid.

It is important that you fill out the FAFSA form, explore the Career Center and the Internet, listen to college representatives, visit campuses, and observe all deadlines regarding applications and entrance exams. In addition, attend the Financial Aid Night, the first part of December.

The CSS/Financial Aid PROFILE is an additional form that may be required by your school. Be sure to check with the college/university of your choice to determine if they require the CSS/Financial aid PROFILE in addition to the FAFSA. The CSS is available online at <https://profileonline.collegeboard.com/prf/index.jsp>

## Frequently Asked Financial Aid Questions

Q: Who should apply for financial aid? How can I tell if my family makes too much money to qualify?

A: If you think you will need help paying for college, you should apply by completing the Free Application for Federal Student Aid (FAFSA). You can apply electronically on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

The calculation which determines eligibility for aid is complicated. There is no easy, straight forward “income cut off” or other method to help you anticipate whether you will be eligible. The application for financial assistance is a great insurance policy. If your family circumstances change, the financial aid office is in a better position to help if your application is already on file. The FAFSA4caster is a tool designed to help you get a head start on this portion of the financial aid process. This tool is online at [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov)

Q: How much does it cost to go to a Washington State College?

A: Estimates of how much it costs to attend various schools are hard to generate. These figures can be found in the promotional materials each school or program produces. Tuition and fees for full time undergraduate resident and non-resident students will need to be referenced. Living expenses should also be considered in addition to tuition and fees. Living expenses include room and board, personal expenses, books and supplies and transportation expenses. These expenses can be adjusted down for students intending on living at home during the school year.

Q: How much financial aid will I receive?

A: You can receive financial aid equal to your “financial need”. Financial aid is not intended to replace your family’s contribution toward educational costs but rather to help fill the gap between what your family can pay and your total education costs. Financial aid not based on need is also frequently available to those who apply for financial aid (i.e., those who go through the application process for “need based” aid).

# Financial Aid and Scholarships

## Frequently Asked Financial Aid Questions (continued)

Q: How is my financial need determined?

A: A standard analysis is used to determine financial need. The amount your family is expected to contribute (the Expected Family Contribution, or EFC) is calculated based upon the information reported on your FAFSA. The EFC is then subtracted from the cost of education at the school to which you're applying. The difference between the two is your need for financial assistance. You can estimate your EFC up front by using an online calculator at [www.finaid.org/calculators/finaidestimate.phtml](http://www.finaid.org/calculators/finaidestimate.phtml).

Q: When should I apply for financial aid?

A: Contact the financial aid office of each school you are considering attending as soon as possible and ask their application procedures and deadlines. Provide all information and forms by the deadlines the school specifies. If your application is late or incomplete, you may not be considered for all the aid programs available. Do not wait to be admitted -- meet the deadlines even if you do not plan to attend until Winter or Spring because many schools' deadlines apply for the whole year, not just Fall.

Q: How do I apply for financial aid?

A: Start by completing a FAFSA. This is done electronically online. If you need to complete it on paper please contact the financial aid office at your school directly for access to a hard copy. To apply electronically it is recommended you start by registering for a PIN (your parent should also register) by going to [www.pin.ed.gov](http://www.pin.ed.gov). Once you receive your PIN, complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). FAFSA application may not be signed or submitted before January 1st.

Q: Do income tax returns need to be completed before completing the FAFSA?

A: It is a good idea to have completed the federal tax return before completing the FAFSA since exact tax information can make processing faster and simpler. If this cannot be done in time for you to meet the priority filing date at the school in which you are interested, use estimated figures when completing the application. If, at a later date, the estimated figures differ from the actual figures, send the corrected information directly to the Financial Aid Office of the school you plan to attend. Keep a file with copies of all application materials for each year including a U.S. income tax return and W-2s in the event you need to provide a copy to your school.

Q: Will an offer of admission by a school be coordinated with an offer of financial aid?

A: Not necessarily. Many schools offer admission long before they can make financial aid awards. Check with each school about their refund policies for "enrollment fees" in case the school cannot offer you enough assistance to attend.

Q: I'm moving out of my parents' house and will support myself from now on -- Do my parents still have to fill out the FAFSA?

A: Yes. Students under 24 years of age are considered dependent on their parents by federal law no matter where they live (there are limited exceptions -- please note them in the FAFSA instructions). If your parents do not provide their information on your application, you probably cannot be considered for aid. If you have special circumstances which make it impossible for your parents to complete the FAFSA, contact the financial aid office of the school and discuss it with them.



# Financial Aid and Scholarships

## Frequently Asked Financial Aid Questions (continued)

Q: My parents are separated or divorced. Whose information should be given on my FAFSA?

A: Information should be given for the parent with whom you lived the most in the last 12 months. If you do not live with either parent or lived with both parents for an equal number of days, information should be given for the parent who provided the greater amount of support to you during the last calendar year. FAFSA instructions have information that will be helpful if you have questions about providing information from separated or divorced parents.

Q: What if my family has unusual circumstances or my situation changes after we apply for aid?

A: Contact the financial aid office of the school you will attend. They can determine if the change will affect your eligibility for assistance. Letters of explanation should not be sent with your FAFSA, as it will only delay processing and will be destroyed.

Q: What happens after I file the FAFSA?

A: After you complete your FAFSA, you will receive your Student Aid Report (SAR). This document may give you some guidance about expected contributions toward college costs, but it is not the final word. Wait to hear from the financial aid office of the school or college where you have applied; they make the final determination of your eligibility for assistance. You can ask the school when it expects to send out award notices (this may range from early spring to mid-summer).

Q: What kind of documents may the school request to verify the information on my application?

A: You may be asked to provide documents to verify any item on the application. Make sure you and your parents keep a photocopy of your completed federal tax returns and W-2s used to complete the application.

Q: What kind of financial aid programs are available?

A: There are four basic kinds of aid: scholarships, grants, loans, and work study programs. Most students naturally prefer scholarship and grant programs because they do not have to be repaid, but there is not enough of this “gift” aid to meet the need of all students eligible for aid. Usually gift aid is offered with loans and/or work study funds (“self-help” aid).

Q: How can I find out about scholarships?

A: Your first contact should be your high school counselor or career center. Local organizations typically work with high schools to award scholarships. Many colleges and universities offer scholarships. Materials provided by admission or financial aid offices will include this information, or you can visit their Web sites. There are also a number of national scholarship search services available. The majority of these services are provided free of charge. If you choose to pay for these services, be cautious and confirm the organizations are legitimate before paying.

Scholarships usually represent only a small portion of the total funds available for financial aid, so even if you do not qualify for a scholarship, you may be offered other aid (including grants you do not have to repay). If you expect to receive a scholarship from an outside source, it is important to inform the financial aid office.

Q: Can I apply for a loan in addition to receiving financial aid?

A: A loan IS financial aid and your eligibility is established with the information on the FAFSA. The financial aid office is the best source of information about whether you are eligible to apply for a loan in addition to other aid. There may be an additional application process and separate application form. For more information, contact your school’s financial aid office.

# Financial Aid and Scholarships

## Frequently Asked Financial Aid Questions (continued)

Q: Should I send a letter of explanation with my FAFSA if my circumstances are unusual?

A: Correspondence should not be sent with your FAFSA, as it will only delay processing and will be destroyed. Correspondence that explains your family's special circumstances should be sent to the college you plan to attend.

If your questions are not answered here or in the FAFSA instructions, please contact the financial aid office at your local college or university or check out the following web sites.

FAFSA on the Web - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

ACT – [www.actstudent.org/finaid](http://www.actstudent.org/finaid)

College Board - [www.collegeboard.org](http://www.collegeboard.org)

Mapping Your Future - [www.mappingyourfuture.org](http://www.mappingyourfuture.org)

Student Gateway to the U.S. Government - [www.students.gov](http://www.students.gov)

Dept. of Ed PIN Registration - [www.pin.ed.gov](http://www.pin.ed.gov)

The Smart Student Guide to Financial Aid - [www.finaid.org](http://www.finaid.org)

Going to College – [www.college.gov](http://www.college.gov)

Washington Higher Education Coordinating Board – [www.hecb.wa.gov/paying/index.asp](http://www.hecb.wa.gov/paying/index.asp)

# Western Undergraduate Exchange

## Western Undergraduate Exchange (WUE)

WUE is the Western Undergraduate Exchange, a program coordinated by the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in western states may enroll in many two-year and four-year college programs at a reduced tuition level: 150 percent of the institution's regular resident tuition. In all cases, WUE tuition is considerably less than nonresident tuition.

Resident students from the following states may be eligible to participate:

Alaska	Hawaii	New Mexico	Utah
Arizona	Idaho	North Dakota	Washington
California	Montana	Oregon	Wyoming
Colorado	Nevada	South Dakota	

## Programs Available

Virtually all undergraduate fields are available to WUE students at the participating colleges and universities. Some institutions have opened their entire curriculum to a space-available or first-come, first-served basis; others offer only designated programs.

## WUE Website

To learn of the wide array of programs available explore <http://wue.wiche.edu>. For more detail, examine participating college and university websites and catalogs. The Students and Parents section of the website lists answers to the most frequently asked questions about this program.

## Eligibility

Some institutions require evidence of academic performance, such as ACT/SAT test scores or high school GPA, or place other limits on WUE enrollment. This information will be listed within the site by accessing the institutional profile pages.

## Application and Admission

If interested, apply for admission and WUE tuition status directly to the institution(s) of your choice. Mark prominently on the institution's application form that you seek admission as a "WUE Student".

## Further Information

Further information about specific programs in WUE may be obtained from the admissions office of the participating institution. General questions may also be addressed to the Washington State WUE Home Office at:

WICHE Student Exchange Program  
Higher Education Coordinating Board  
917 Lakeridge Way – PO BOX 43430  
Olympia, WA 98504-3430  
(360) 753-7846

# RHS Career Center

The Redmond High School Career Center is a place for students and parents to access the many resources for exploration of colleges and careers options. Listed below are some of the services provided:

## College Representative Visits

Many college admission representatives visit Redmond High School in the fall to make presentations to students and parents regarding their schools and the admission process. This is an excellent time for students to get answers to their individual questions. A schedule is published on the RHS website in the Career Center pages.

## Scholarships

The scholarship bulletin is published every 2-3 weeks throughout the year and is available on the RHS web site. Applications for scholarships are located in the Scholarship drawer in the Career Center or online.

## Career Cruising

Career Cruising is an interactive web-based program that assists students with personal exploration and career investigation. This program can be accessed from school or from home. By logging into Career Cruising, students will have access to over 550 career profiles and information about various colleges and universities. Students can also utilize the provided assessment tools to discover careers best suited for their personal abilities, skills and interests. Students will also have the opportunity to build upon their personal portfolio while learning skills to enhance their resume. [www.careercruising.com](http://www.careercruising.com)

## ASVAB – The Armed Services Vocational Aptitude Battery

This is a nationally recognized aptitude test given twice a year at our school. This test is especially useful for students who do not have a firm idea on what their plans are after high school. Students can sign up in the Career Center.

## Job Board

Many Redmond businesses post part time jobs for the students on our job board. Students can access information on these jobs by coming in to the Career Center.

## Community Service Opportunities

A variety of opportunities for community service are available throughout the year and are published in the bulletin and posted on the Parent Organizer.

## Career Interest Assessments

There are both computerized and paper career assessments available to students who are looking to understand how their interests and careers intersect.

## Resources

There are many college and career resources available in the Career Center. Both college/university catalogs and career books may be checked out to students and/or parents.

# Community Colleges

Community Colleges are two year schools that are open to any high school graduate or student over the age of 18. Advantages include their low cost and their location (closer to home). They are a good place to polish study and time management skills and tend to be a less stressful starting place for some students. Discover more about Washington's Community and Technical Colleges online at <http://checkoutacollege.com>

Community Colleges offer a variety of programs:

## 1. AA Degree – Associate of Arts

This degree is typically granted by a two year or community college upon completion of 90 college level credits in predetermined content areas. AA degrees are granted in a variety of subject areas. 90 credits represents approximately 2 years of 15 credits earned per the 3 quarters of an academic year

## 2. AA Transfer Degree

This degree is typically granted by a two year or community college upon completion of 90 college level credits. This differs from the AA degree in that it is intended to assist a student into directly transferring to a four year university to complete a Bachelor's Degree of some type.

## 3. Certificates of Proficiency

Students typically earn a certificate as proof of proficiency in a particular professional technical program. These certificates are earned through a student's work in a predetermined program or occupational field in which their work had particular emphasis. Certificates are typically granted after completing a set number of requirements (fewer than what is required for an AA degree).

Students can apply online at the community college of their choice at any time.

## Career Colleges, Technical Colleges, and Vocational Colleges in Washington

Career colleges, technical colleges, and vocational colleges offer degree and certificate programs directly related to preparation for specific careers such as accounting, art careers, business, graphics, culinary arts, computer careers, massage therapy, automotive training, healthcare professions, drafting, design, homeland security, criminal justice, electronics, medical curricula, interior design, paralegal, interior design, MBA, office management, real estate, dental assisting, veterinary assisting and many, many more. Career colleges, technical colleges and vocational schools often offer programs that can be completed in under two years.

For a complete description of Washington State Community Colleges and Vocational Technical schools, visit [www.sbctc.edu](http://www.sbctc.edu).

## Apprenticeships

It is said that apprenticeship is the “original 4 year degree”. The apprenticeship program is a system of training in which a person desiring to learn a specific occupation is given instruction and experience on the job as well as school courses related to that occupation. There are over 200 occupations in Washington State that have apprenticeships associated with them. The Career Center has information on those occupations and the necessary steps to become an apprentice. You may also visit [www.LNI.wa.gov/TradesLicensing/Apprenticeship](http://www.LNI.wa.gov/TradesLicensing/Apprenticeship) or [www.exploreapprenticeship.wa.gov](http://www.exploreapprenticeship.wa.gov).

# Military Services

## Armed Services - Air Force, Army, Coast Guard, Navy, Marine Corps

The armed services offer positions to thousands of highly qualified high school graduates each year. In addition to having the opportunity to serve their country, service members receive:

1. excellent educational opportunities, to include up to 90% tuition assistance for college courses taken during off-duty time
2. excellent salaries
3. free technical training in over 200 different skill areas
4. thirty days of vacation with pay
5. housing and meals (or allowance of married)
6. medical and dental care at no charge
7. many different commissioning opportunities and programs

Entrance requirements are high for all branches of the service, but do differ among the individual branches. Each service has its own recruiters who will determine eligibility of applicants for specific training and assignments. Basic eligibility requirements are the following:

1. be a high school graduate
2. be at least 17 years of age (under 18 requires permission of parents)
3. be physically qualified
4. be of good moral character
5. qualify on the Armed Services Vocational Aptitude Battery (ASVAB)

Interested individuals should contact recruiters as early as possible during their senior year. Local military recruiters are in the Career Center monthly.

## Service Academies - Air Force, Navy, Coast Guard, Army, Merchant Marines

If you are a young man or woman who is physically fit, assertive, and persistent and have a high scholastic record (GPA) you might consider applying for admittance to a service academy. The academies are looking for young men or women who would like to earn a college degree in a field of his/her choice, in addition to receiving commission as an officer in a branch of service following graduation. You should be able to maintain a rigid daily schedule, conform to strict discipline, withstand pressure, and develop qualities and dedication for service to your country.

Applications to service academies should begin in the spring of your junior year. Students need to take the SAT I or ACT at that time. If you do not apply at that time, see your counselor before the end of September. There are physical, medical and aptitude tests to be taken in addition to the SAT I and ACT. Admission to service academies is by Congressional appointment only. It costs nothing to attend. You are paid while in the academy. Each cadet receives his/her education at government expense. Check in the Career Center for more information.

## ROTC Programs

If you are not that interested in a service academy, perhaps you should consider the Reserve Officer Training Corps programs. There are four Reserve Officer Training Corps (ROTC) programs sponsored by the Army, Air Force, Navy, and Marines. They offer four, three, and two year scholarships that pay the student \$250 per month allowance, tuition, lab fees, and incidental fees. You should start the application in the spring of your junior year, but you may complete early in the fall of your senior year. You must take the ACT or SAT I as part of the application procedure. This test should be taken before December 15 to meet the application deadline. Since this is a highly competitive scholarship, it is recommended that you apply for all of the ROTC programs. If you do not receive a scholarship from your first choice, you may be offered one from the other branches of the service. After accepting an ROTC Scholarship and earning your bachelor degree, you are committed to active duty in the service for four to six years (six years for pilot training program).



# Volunteering

Most colleges today require extra curricular activities that may include volunteering in the community. A volunteer is described as one who performs or gives services of his own free will. The best way to choose your volunteer position is to find an organization that works in the area in which you are interested – whether it is working with animals, children, the elderly, the environment or civic opportunities. Remember – find an organization or cause that matters to you and spend your time engaging in meaningful volunteerism. Collecting a few hours from a large number of organizations can send one type of message to colleges while collecting a bigger number of hours from one or a few organizations can send another type of message.

Some examples of local places to volunteer:

Youth Volunteer Corps - [www.campfire-usa.org/YVC](http://www.campfire-usa.org/YVC)

Pacific Science Center – [www.pacsci.org/volunteer](http://www.pacsci.org/volunteer)

Seattle Works – [www.seattleworks.org](http://www.seattleworks.org)

Family Resource Center – [www.familyresourcecenter.org](http://www.familyresourcecenter.org)

Volunteer Solutions – Organizations who have opportunities listed are HopeLink, Boy's and Girls Club, Friends of Youth, Children's Hospital and the King County Library System - [www.volunteersolutions.org](http://www.volunteersolutions.org)

Neighborhood Schoolhouse – Jan Radley – 425-702-3409 or [jradley@lwsd.org](mailto:jradley@lwsd.org)

Evergreen Healthcare – 425-899-2001

Harborview Medical Center – [www.uwmedicine.org/Facilities/Harborview/CommunityandNews/Volunteer](http://www.uwmedicine.org/Facilities/Harborview/CommunityandNews/Volunteer)

Puget Sound Blood Center – [www.psbcc.org/volunteers](http://www.psbcc.org/volunteers)

A comprehensive resource of information for teens about volunteering in the local communities is available online. The Where to Care Guide can be found at:

[http://www.ci.kirkland.wa.us/\\_\\_shared/assets/Where\\_To\\_Care6928.pdf](http://www.ci.kirkland.wa.us/__shared/assets/Where_To_Care6928.pdf)

# Job Hunting

Job experience while in high school can be a beneficial thing. If your schedule, schoolwork and responsibilities allow, part-time employment can expose you to many elements of the world you live in and may help provide you with information to use while making post high school plans.

## Job Hunting: Where Do You Start?

- Talk to everyone! Let everyone know you are looking and ask them for leads or suggestions.
- Check the Career Center. Employers often phone in jobs and they will be posted on the Job Board located outside the Career Center.
- The yellow pages online and in your telephone book will introduce you to companies and potential jobs you did not know existed.
- Washington State Employment Service has a listing of jobs available and an employment counselor to help you.
- Community and local newspapers/ publications often have many opportunities advertised in their Help Wanted sections.

## Recommendations for looking for a job:

1. Have a proper attitude about work. Be positive and energetic.
2. Maintain a neat and clean appearance.
3. Maintain a good attendance record in school.
4. Have a basic knowledge of reading, writing, mathematics and listening.
5. Have a resume.
6. Fill out the application in your neatest handwriting.
7. Always apply for the job alone.
8. Research the company you hope to work for prior to the interview. Having thoughtful questions to ask the staff can show a high level of maturity and preparation.