

Brookline High School Guidance Department

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- Create **Common Application** Account, In “Education” section identify BHS as your school, Add at least one college to “My Colleges,” Click selected college and click “Recommenders and FERPA” tab, Click on “Recommenders and FERPA” tab, Click “I have fully read” - “I authorize” - “I waive” - “I understand.”

By signing the **FERPA** (Family Educational Rights and Privacy Act) on Common App, you give permission for BHS to send your materials, including transcripts, to colleges.

Match Common Application and **Naviance**: Log in to Naviance, click “Colleges” tab, click “Colleges I’m applying to,” enter email address you used when creating Common App account, confirm birthdate, click Match. DOB and email must be exactly the same in both Common App and Naviance to successfully match.

- Send your application with the fee, an essay, and a supplement if doing the Common Application. If there is a postage icon next to your school on the “Colleges I’m applying to” list, see your counselor for more details. Info for the application:

Counselor_name@psbma.org	Counselor	Phone: 617-713-XXXX (see above)	Fax: 617-713-5018
GPA is unweighted	GPA Scale = 4.0	No class rank	Class size = 514

** Be sure to obtain your counselor’s signature for **Early Decision** if required on the application.

- Send your **SAT, AP, and/or ACT** scores by going to collegeboard.org or actstudent.org.
- Complete financial aid information. Parents and Guardians need to do be involved in much of this.
 - Attend the October Financial Aid Night for more details.
 - Visit the financial aid websites for your colleges to find out about financial aid requirements and opportunities.
 - Fill out the FAFSA form as soon as possible after October 1, 2017.
 - If the school is on the CSS PROFILE list found on collegeboard.org financial aid site, complete all the requirements described on the CSS PROFILE site for your school and/or from your college.

TO EACH TEACHER WHO IS WRITING YOUR RECOMMENDATION (at least one month before deadline):

- Provide a list of all the colleges you are applying to, as well as the deadline for each.
- If the teacher is NOT using Naviance, please provide ONE business sized “Peel and Seal” envelope for each college, stamped with one “Forever” stamp, and addressed to the college admissions office. Write your name on the back of each envelope.
 - The return address should be: Brookline High School, Guidance Department, 115 Greenough Street, Brookline, MA 02445

To Your Counselor (at least one month before deadline):

- SELF-DESCRIPTION FORM: Can be filled out on paper or on Naviance, under the “About Me” tab
- “BRAG SHEET:” Completed by parent/guardian (Found on BHS Guidance website)
- Processing fee of \$1.00 per college: Checks should be made payable to “BHS Guidance”
- TRANSCRIPT RELEASE FORM: Indicates approval to send your transcript, and to provide guidance office with addresses and deadlines.