



Hicksville Public Schools

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Marianne Litzman
Superintendent of Schools

September 2022

John O'Brien
District Clerk

Dear 12th Grade Students and Parents:

This is a very exciting time of year for all of us as we work together to help our seniors with their post-secondary planning. Beginning on Tuesday, September 20th, guidance counselors will be facilitating workshops that detail the college application process. Following the workshops, counselors will continue to work with students throughout the week to ensure they are registered on Naviance, review student Common Application accounts and will ensure students have completed the FERPA waiver.

As discussed at the Junior Conference, students will be applying to colleges on-line utilizing the Common Application (www.commonapp.org). If there is a particular institution that does not accept the Common Application, use the application specified on the school's website. Students should use the Common Application to submit their college applications electronically. Students should begin the college application process immediately.

If you are an athlete seeking to participate in Division I or Division II sports, it is imperative that you've registered with the NCAA Clearinghouse and are aware of all course requirements for the schools to which you are applying.

Students must submit a *College Application Receipt Form* for each college to which they have applied. *College Application Receipt Forms* will be available online on the guidance website at www.hicksvillepublicschools.org. The forms can be found under the *College Application Receipt Form* link under the guidance department page. These forms need to be filled out in order for your counselor to send transcripts, letters of recommendations, and other needed materials to each college being applied to. Please be sure to keep all college related material together in a safe place. Final transcripts are automatically mailed to the appropriate school as listed by the students on the *Senior Survey*, which will be completed in June 2023.

Colleges require that test scores are sent **directly by the College Board and ACT** testing companies. Students must forward these test scores because colleges will not accept photocopies as official score reports.

The Hicksville High School Guidance Department needs a minimum of ten (10) school days to process the *College Application Receipt Forms*. Please make sure that all materials are in the guidance department **10 school days before deadlines**. The latest date to submit the *College Application Receipt Form* for colleges with a January 1, 2023 deadline is **Tuesday, November 1, 2022**. All early action and early decision *College Application Receipt Forms* must be received by Friday, October 15, 2022. Please note that we will continue to process all material after the November 1st deadline.

If you need further assistance, I strongly encourage you to contact your guidance counselor as soon as possible at 733-2220.

Sincerely,

Efthymia Rafaelides

Supervisor of Guidance Services K-12

Board of Education

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