Chapter 1: Introduction
Fit & Process, and Partnership Agreement (Student, Parent, and College Counselor Responsibilities)

Fit and Process

We are honored to work with you and your parents on the college process. We feel privileged to have the opportunity to be counseling you through this exciting time in your life. It is important to note that it is a process and not just an outcome. The college process is a time for you to undergo great self-discovery and to articulate your goals for the future. We aim to give you and your family the support and tools they need to find the right fit - the institution that is best suited to offer the academic and personal challenge that is appropriate to your ability and interests.

The college process is an integral part of your educational experience at Lawrence Academy. For the first time you are able to use the skills you acquired in the classroom in a real world application. Much like the other classes offered at LA, we use a student centered approach to our work. While we believe that you need to play the lead role in the process, we encourage your parents to work closely with us in preparing and supporting you as you navigate this exciting and defining step in your life. During the college process we ask that you are ready engage in and complete five tasks:

- to engage in a self-evaluation
- to determine what they want in a college
- to honestly appraise themselves as a college candidate
- to complete their applications
- to choose the colleges they will attend

As you start to think about fit, it is important for you to undergo a thorough self-evaluation of your interests and goals. You also need to think about the types of learning environments that will best match your abilities as a student. We will help you sort through statistical information regarding former Lawrence Academy students, the colleges’ admitted student profiles and recent admission trends to assess your chances of being admitted. We hope that by working together we can help you navigate the college process in a healthy and productive manner.
**PARTNERSHIP AGREEMENT**

As we start this exciting process, it is helpful to know that you, your parents and your counselor have specific roles to play. This process is a partnership, and it is crucial that members of the partnership clearly understand and accept their role.

**Student Responsibilities**

- Check your email daily.
- Read all communications from the College Counseling Office.
- Read and understand **Beyond the Academy**.
- Participate fully in the life of the school.
- Carefully follow the rules and expectations of the school.
- Attend all of your scheduled college counseling classes.
- Schedule and attend meetings with your assigned counselor.
- Keep your counselor up to date on your plans, progress and results. Communicate regularly with your counselor.
- Research the basic admissions criteria at the colleges you are considering.
- Register for SAT/ACT testing.
- Plan to visit colleges during spring break and on summer vacation.
- Complete the junior college questionnaire on Naviance by June of the junior year.
- Attend College Fairs.
- Request letters of recommendation from two teachers junior year.
- Meet college representatives visiting Lawrence Academy during the fall of senior year.
- Complete applications honestly and accurately noting deadlines.

**Parent Responsibilities**

- Be open with your child. Discuss college plans, including the financial picture and any restrictions, openly and honestly with your child early in the process. Share these thoughts with the college counselor either by phone, in writing, or in person.
- Support and communicate with your child and his or her counselor.
- Complete the Parent Questionnaire. This form, which is available on Naviance (www.connection.naviance.com/lawrence), should be completed by the end of the junior year. This form adds greatly to our understanding of your child, which in turn enables us to write a better, more comprehensive school statement.
- Be aware of deadlines and other commitments.
- Help your child send out test scores to colleges. The student, not the college office, is responsible for sending test scores to the colleges that require them.
- Plan visits. Assist your child in visiting colleges if possible.
- Fill out and file financial aid forms, if applying for financial aid.
• Keep talking with your child. Check with your son or daughter periodically about the progress of his/her college application process, testing, and information distributed at school. But please remember, too, that your child should own the college admission process. Help your child to recognize and celebrate strengths. A weekly college check-in between parents and students is a good way to balance the need to stay on top of the process with the goal of encouraging students to take responsibility for the process.
• Be familiar with the policies and recommendations in Beyond the Academy.
• Communicate with the College Counseling Office. We are here to support and help you too.

College Counselor Responsibilities

• Work hard to get to know our students – to understand and appreciate their goals, talents, and interests.
• Discuss college planning with the student and the parents and help the child to develop a schedule, testing plan, and, eventually, a balanced list that represents good matches.
• Provide information about the chances of admission to particular colleges.
• Provide resources and opportunities for students and families to learn about various colleges.
• Be effective advocates for our students, presenting their transcripts and official school recommendations to the colleges so that they have the strongest chance of being given favorable consideration.
• Listen to, learn from, and communicate with parents. Personalize the process to each individual student.
• Treat the college process as an opportunity for growth and self-evaluation that will ensure that students leave the process with a better understanding of themselves.
• Make students aware of information about visitations, special events, open houses at colleges, deadlines, scholarships and testing.
• Prepare and send transcripts to colleges and the NCAA, if necessary.
• Prepare a well-written school statement that portrays the candidate in a positive and honest light with an emphasis on strengths and patterns of growth where appropriate.
• Send final grade reports to the colleges.