

College Counseling by Grade

IHA's Office of College Counseling believes that a team approach works best when navigating the college admissions process. It is essential for students, parents, and counselors to work together to ensure a smooth process for everyone. Listed below are some of the expectations for students, parents, and college counselors, listed by grade level. We hope these tables will significantly help to make the sometimes-daunting process much clearer. Since we believe in working as a team, communication is also essential. If any questions arise at any time, we invite students and/or their parents to reach out to us as soon as possible.

Freshman Year

The Students will...	The Parents will...	IHA College Counselors will...
Meet with College Counselors during various study periods.	Discuss summer plans with their daughters to ensure meaningful summer opportunities.	Introduce and provide each student with an account within the Naviance program.
Begin to develop a resume.	Attend a Freshman/Sophomore parent night.	Educate students on the calculation of grades/GPAs and their importance in the college process.
Get involved in clubs/activities.	Attend a Financial Aid Information meeting.	Educate students on SAT subject tests.
Maintain good grades.	Discuss SAT subject tests, if appropriate.	Expose students to a variety of college options.
Explore strengths and interests with Naviance Interest Inventories.	Discuss their expectations with their daughter for homework, grades, social time, screen time, etc.	Introduce freshmen to the components of a college application.

Sophomore Year

The Students will...	The Parents will...	IHA College Counselors will...
Meet with College Counselors during various study periods.	Discuss summer plans with their daughters to ensure meaningful summer opportunities.	Provide students with a timeline for sophomore year and how to begin preparing for the college process.
Take the PSAT in October.	Attend a Freshman/Sophomore parent night.	Continue to educate the girls within the Naviance program, and begin to use the college and career search features.
Evaluate their involvement in/out of school to be sure they have quality activities.	Attend a Financial Aid Information meeting.	Educate the girls on SAT subject tests.
Continue to build their resume.	Discuss SAT subject tests, if appropriate.	Continue to expose the girls to a variety of college options.
Learn how to use the College Board website and create an account for testing purposes.	Discuss potential career options after students have taken the Career Interest Profiler.	Expose girls to a variety of career options using Naviance Career Interest Profiler.
Attend the IHA College Fair.	Attend the IHA College Fair with their daughter in the Spring to begin exploring options.	
Investigate potential career options through the Naviance Career Interest Profiler.	Begin to visit college campuses with their daughter during the summer after sophomore year.	

Junior Year

The Students will...	The Parents will...	IHA College Counselors will...
Meet with College Counselors during various study periods and lunch periods.	Attend a one-on-one college planning with your daughter and her College Counselor.	Help students develop a standardized test plan.
Meet with College Counselors in a one-on-one meeting with parents.	Attend the Junior College Kick-Off Meeting..	Help students develop a list of potential colleges that include safer options, target schools, and reach schools.
Attend the Junior College Kick-Off Meeting.	Attend a Financial Aid Information meeting.	Conduct a one-on-one college meeting with the student and parent(s).
Take the PSAT, SAT, and ACT.	Discuss the realities of the college search such as how far they can go, how much you can afford to pay, etc.	Host IHA's College Fair.
Attend the IHA College Fair and prepare before attending.	Attend the IHA College Fair.	Host a College Admissions Panel evening event.
Begin to develop a list of schools using the Naviance search features.	Discuss potential colleges that are a "good fit" for your daughter.	Help students to continue to navigate Naviance for the college search.
Finalize their resumes.	Sign a release of records for IHA to send their documents to colleges.	Assist students with course selection.
Attend a College Essay Writing Workshop.	Visit college campuses to assist their daughter in narrowing down choices and finding the right fit.	Issue parent accounts for Naviance.
Take Subject tests, if necessary.	Assist their daughter in selecting realistic college choices.	Invite colleges to meet with students at IHA.
Ask teachers to write a college recommendation for them.	Complete a Parent Brag Sheet for their daughter's Guidance Counselor.	Educate students on the teacher recommendation process, college admissions process, protocol for visiting schools, essay writing, etc.
Visit college campuses during the year, especially during school breaks.	Research test prep courses or tutors if needed for the SAT and/or ACT.	Host an Essay Writing Workshop in the Spring.
Meet college representatives when they visit IHA during the school day.		
Complete an autobiography and resume for their Guidance Counselor.		

Senior Year

The Students will...	The Parents will...	IHA College Counselors will...
Attend a College Application Workshop Day.	Attend the Senior College Meeting.	Provide a college application workshop in August.
Attend a Senior College Meeting.	Attend a Financial Aid Information meeting.	Be available to meet with seniors and parents for guidance through the application process.
Finalize college application list by early October.	Complete the CSS Profile and FAFSA forms for Financial Aid.	Assist students in completing college applications.
Meet with college representatives that visit IHA during the day.	Support students in visiting colleges.	Submit all documentation to colleges by the appropriate deadlines.
Take final SAT/ACT, if needed.	Help students in following up with colleges to ensure they have received their information/application.	Follow up with colleges as needed for students.
Visit colleges.	Help support students in narrowing down their college choices after all decisions are received.	Assist students in narrowing down their choices after they have received all college decisions.
Complete college applications to be sure the colleges have received all required documentation.	Assist students in applying for outside scholarships.	Provide guidance to students in deferral and wait list situations.
Send SAT/ACT test scores to colleges.		
Maintain/improve grades.		
Notify the College Counseling Office of all admissions decisions as they are received.		
Make one deposit at one school by May 1 to the school you intend to enroll in the fall.		