

COLLEGE HANDBOOK

The Class of 2023

AUGUST MARTIN HIGH SCHOOL

Queens, New York

Allison Tiberio, Principal, IA

Laurice Blake, Assistant Principal

Herman Fogah, Assistant Principal

Kamila Macias, College and Career Advisor

CEEB CODE: 332590





www.augustmartinhs.com

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Herman Fogah Jr, Assistant Principal

Dear Parents and Scholars:

Perhaps there is no other time of greater anticipation in one's life than this - the senior year of high school. It is a time that marks both the end of childhood in many respects, and the beginning of the expanse of time when we spread our wings in preparation for all that life has to offer, and for all that we have been working toward. It is both a waiting period and a wading period with milestones to reach meant to prepare us for our post-secondary endeavors, hopes and dreams.

With that said, I present to you your college handbook. Use it in conjunction with the support you will receive from the many adults at August Martin High School that want nothing more than to see you soar into adulthood with grace.

Sincerely,

Kamila Macias

College Advisor



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COLLEGE & FINANCIAL AID APPLICATION DEADLINES

BRAG SHEET

COLLEGE LIST

COLLEGE ESSAY

REQUEST FOR TEACHERS' RECOMMENDATIONS

Friday, June 24, 2022

CITY UNIVERSITY OF NEW YORK (CUNY) APPLICATIONS

Friday, October 28, 2022

- cuny.edu/application (CUNY application website)
- \$65 or request a fee waiver
- Essay must be uploaded to online application
- SAT scores must be sent from collegeboard.org
- Official transcript due (guidance counselor/CUNY responsibility)

FINANCIAL AID APPLICATIONS

Friday, November 18, 2022

- File 2021 Tax Return by September 30, 2022
- Obtain FSA ID
- Apply for FAFSA and TAP
- Complete the CSS Profile if applicable

SUNY, PRIVATE, & OUT OF STATE SCHOOLS APPLICATIONS

Friday, December 16, 2022

- suny.edu/applysuny (SUNY application website) & commonapp.org (private school application website)
- Completed application for each college including essays and supplementals
- Fee waiver request form completed or pay for applications (SUNY is \$50 per campus)
- Teacher recommendation(s) (teacher or guidance counselor will upload)
- Official transcript (guidance counselor will send)
- School Profile (guidance counselor will provide to college application platforms)
- Official SAT scores (scholars must send from collegeboard.org)



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Scholar Responsibilities

- Check your school email daily for college related emails.
- Carefully track your progress to graduation.
- Attend college fairs and open houses.
- Develop a college list.
- Conceptualize, draft and finalize your college essay.
- Use the “Transcript Request Form” to inform the guidance counselor of all the schools you are applying to so she can send your transcript.
- Prepare for and register for the SATs and/or ACTs.
- Request letters of recommendations utilizing the “Request for Teacher Letter of Recommendation Form”.
- Research and apply for scholarships.
- Submit your SAT and/or ACT scores to colleges.
- Submit your applications before the deadline and pay the processing fee or request a fee waiver.

Parent/Guardian Responsibilities

- Carefully track your child’s progress to graduation.
- Provide your email address to the guidance counselor in order to receive announcements.
- Discuss family finances as it relates to paying fees related to this process and ultimately the potential for paying for college.
- Gather financial documents needed for the financial aid application process.

Guidance Counselor Responsibilities

- Track scholars’ progress to graduation.
- Provide college and financial aid advising.
- Provide opportunities for scholars to connect with higher education institutions.
- Provide access to college application platforms.
- Support scholars with their college essays.
- Provide scholars with SAT preparation opportunities.
- Send transcripts, mid-year reports and final transcripts to colleges.



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Stops Along the Road to College

9th Grade

- Think about your hopes and dreams for your future
- Talk to your family about your plans and welcome their feedback
- Explore careers online (check out mynextmove.org and howtobecome.com)

10th Grade

- Take interest inventories that take into consideration your personality and “likes” with the aim of matching a career that may be a good fit for you (check out naviance.com)
- Establish what college major will lead you to the career of your dreams
- Explore careers through internships (see your guidance counselor for assistance)
- Talk to people you know who are currently working in a field you find interesting
- Check out colleges that interest you online
- Start visiting colleges
- Take the PSAT
- Create a collegeboard account and use it to prepare for the SATs.

11th Grade

- Continue to visit colleges of interest
- Attend college fairs
- Finalize your college list. Ensure the major you are pursuing is offered at the schools you are applying to
- Request letters of recommendations
- Write your college essay
- Research scholarships
- Artists should prepare portfolios
- Dancers and musicians should prepare for auditions
- Athletes should work with our Athletic Director to secure opportunities imperative to possibly playing on a college sports team
- Take the SAT and/or ACT
-



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12th Grade

- Gather documents that will support your financial aid applications
- Apply to colleges
- Apply for financial aid
- Apply for scholarships
- Upon being accepted to colleges, review the financial aid packages you will receive to ensure the schools are affordable



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Application Websites

City University of New York

cuny.edu/application

State University of New York

suny.edu/applysuny

The Common Application

Commonapp.org



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Transcript Request Procedures

A) The transcript request form

- a. You will use one form for each school you need a transcript sent to.
- b. You must submit the form at least two weeks in advance of the application deadline.
- c. If you do not submit the form, the counselor has no way of knowing that a transcript needs to be sent out.

B) The mid-year report and final transcript

- a. Mid-year grade reports will automatically be sent to the colleges in February.
- b. Final transcripts will be sent only to the college, university, or program you have committed to. Please use the “Final Transcript Request Form”.



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Transcript Request Form

Name _____

Please note, you must fill out one form per school you need the transcript sent to

- ___ Check here if you applied to this school using Commonapp.
- ___ Check here if you applied to this school utilizing cuny.edu/application.
- ___ Check here if you applied to this school utilizing suny.edu/apply.
- ___ Other

Please send my transcript to:

Name of College: _____

Mailing Address of Undergraduate Admissions

City _____ State _____ Zip _____

Email address of Undergraduate Admissions _____

Application Deadline (request must be made two weeks in advance) _____

My signature below grants permission to the guidance counselor to send my transcript to the college named above.

For Office Use Only

Date Received _____
Transcript Sent on date _____
Midyear Report Sent on date _____



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FINAL TRANSCRIPT REQUEST FORM

Dear Scholar,

Your final transcript needs to be sent to your college to provide proof that you have graduated so you can be fully enrolled and receive financial aid. Please fill out the form below.

Date _____

Last Name

First Name

Best Contact Number

Personal Email Address

Scholar's Signature

PLEASE SEND MY OFFICIAL FINAL HIGH SCHOOL TRANSCRIPT TO:

Name of Institution

Full Address of Admissions

Telephone Number of Admissions

FAX Number of Admissions



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Recommendation Letters Request Procedures

A) Request for Teachers' Recommendation Form

- a. Please find out how many letters of recommendations each college you are applying to needs.
- b. Have a face-to-face conversation with the teacher(s) in order to request the letter.
- c. Submit the "Request for Teachers' Recommendation Form" and the accompanying answers to the questions on the form to each teacher that agrees to write a letter on your behalf.
- d. Your teacher will then be able to send the recommendation to the schools you are applying to.

B) Request for Guidance Counselor's Letter of Recommendation Form

- a. Please fill out the "Request for Guidance Counselor's Letter of Recommendation Form" if your school requires a letter from your counselor.



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REQUEST FOR TEACHERS' RECOMMENDATION FORM

NAME OF SCHOLAR _____

Seniors,

Meet with the teacher from whom you would like a letter of recommendation that will serve to support your application to college. If he or she agrees to write one for you, type your responses to the following questions on a separate sheet of paper, then attach it to this document, then provide the entire packet to the teacher.

1. How did you exhibit your strengths in this course? What qualities do you possess that you would like your teacher to emphasize?
2. Describe in detail a project or unit of study in which you excelled.
3. What evidence does this teacher have that would help him/her convince an admissions committee that you are ready for college level work?
4. Did you face any obstacles to learning during the course? How did you overcome them?



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8. What will you do or what did you do the summer before senior year?

9. What major are you pursuing in college?

10. What will you do for work as an adult?

*I attest that the information above is accurate. _____ (Parent Signature)



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Best wishes on this journey!

As always, see me in room 305,
call me at (718) 528-2920 ext. 3051 or
email me at ksmithmacias@schools.nyc.gov

- Mrs. Macias

