Maryland College Application Campaign (MCAC)

2019

SITE COORDINATOR GUIDEBOOK

#MDCOLLEGESTRONG

Welcome to the Maryland College Application Campaign

The 2019 Maryland College Application Campaign (MCAC) Site Coordinator Guidebook provides suggested activities that may be implemented to guide your school's MCAC program. This guidebook highlights the most effective practices. We hope you find this useful as you implement activities to achieve increased access to post-secondary options for students in your school.

Many of the suggested activities have been successfully implemented in school systems. Specific school system activities may be found in Section 8 of this guidebook. If you have any questions, please contact your MCAC District Coordinator or the MCAC State Coordinator.

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This guidebook is updated annually.

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Introduction- About the College Campaign

The Maryland College Application Campaign (MCAC) is a statewide effort to increase post-secondary access through the dissemination of ideas, development of practices, and technical assistance for implementation of the college application campaign. The purpose of the MCAC is to help seniors and families navigate the post-secondary admissions process and to ensure each participating senior submits at least **one** admission application.

The MCAC is a partnership with the Maryland State Department of Education (MSDE), the Maryland Higher Education Commission (MHEC), and College Goal Maryland (CGMD). Since 2014, the MCAC has supported high school seniors across the state. In 2018, **166** high schools across the state provided support approximately 31,000 seniors that submitted over **83,000** post-secondary education applications during the MCAC in October. Ain addition, seniors and families received support with the Free Application for Federal Student Aid (FAFSA) process. The program is part of the American College Application Campaign (ACAC) sponsored by the ACT Center for Equity in Learning. The MHEC provided funding to initiate the MCAC through the Federal College Access Challenge Grant.

In 2019, the MCAC will be held for one month, September 30th – October31st. Each schools should select one week for their MCAC event during the month. The school site coordinator should inform the State Coordinator of the dates of their MCAC event.

The 2018 Maryland College Application Campaign program included the following high schools and facilities:

Anne Arundel
Glen Burnie
North County
Northeast
Southern

Baltimore City
Academy for College and Career Exploration
Achievement Academy
Augusta Fells Savage
Baltimore City College
Baltimore Community
Baltimore Design School
Baltimore Polytechnic Institute
Baltimore School for the Arts
Baltimore Leadership
Barb High School Early College
Benjamin Franklin
Bluford Drew Jemison
Career Vocational Technical
City Neighbors
Connextions
Coppin Academy
Digital Harbor
Edmondson-Westside
Excel Academy at Francis M. Woods
Forest Park
Frederick Douglass
Friendship Academy of Engineering and Technology
Green Street Academy
Independence School
KASA (Knowledge and Success Academy)
Mergenthaler Vocational Technical
NACA Freedom and Democracy
National Academy
New Era Academy
Northwestern
Patterson
Paul Laurence Dunbar
Reginald F. Lewis School of Business& Law
Renaissance Academy
Success Academy
The Reach! Partnership
Vivian T. Thomas Medical Arts Academy
Western

Baltimore County
Catonsville
Catonsville Alternative
Chesapeake
Dundalk
Eastern Technical
Franklin
George Washington Carver for Arts and Technology
Hereford
Kenwood
Landsdowne
Loch Raven
Milford Mill
New Town
Overlea
Owings Mills
Parkville
Patapsco
Perry Hall
Pikesville
Randallstown
Sparrows Point

Towson
Western School of Technology and Environmental Science
Woodlawn

Caroline County-

Colonel Richardson
North Caroline

Cecil County

Bohemian Manor
Elkton
North East
Perryville
Rising Sun

Charles County

Henry E. Lackey
LaPlata
Maurice J. McDonough
St. Charles
Thomas Stone
Westlake

Dorchester County

Cambridge-South Dorchester
North Dorchester High

Garrett County

Northern Garrett
Southern Garrett

Kent County

Kent

Howard

Centennial
Marriott Ridge
Glenelg
River Hill

Montgomery County

Northwood
Col. Zadok Magrager
Richard Montgomery
Albert Einstein
Clarksburg
Bethesda Chevy-Chase
Damascus
Gaithersburg
James Hubert
Montgomery Blair
James F. Kennedy
Paint Branch
Northwest
Rockville
Seneca Valley
Springbrook
Quince Orchard
Sherwood
MCPS Transition
Walt Whitman
Wheaton

Prince George's County

Bladensburg
Central
Oxon Hill
Potomac
Suitland
Surrattsville

Queen Anne's County

Kent Island
Queen Anne's

Somerset County

Crisfield Academy
Washington Academy

St. Mary's County

Leonardtown
Great Mills

Talbot County

Easton
St. Michael's Middle & High

Washington County

Barbara Ingram School for the Arts
Boonsboro
Clear Spring
Hancock Middle
North Hagerstown
Smithsburg
South Hagerstown
Washington County Technical
Williamsport

Wicomico County

James M. Bennett
Mardela Middle/High
Parkside
Wicomico

Juvenile Student Education Services Facilities

Alfred D. Noyes Children's Center
Backbine Mountain Youth Center
Baltimore City Juvenile Justice Center
Charles H. Hickey Jr. School
Cheltenham Youth Detention Center
Children's Center Meadows
J. DeWeese Carter Center
Meadow Mountain Youth Center
Lower Eastern Shore Justice Center
Thomas J.S. Waxter Children's Center
Western Maryland Children's Center
Savage Mountain Youth Center
Victor Cullen Center

The SEED School of Maryland

Section 1

Responsibilities of Participating High Schools

Participating high schools should include the following efforts in their College Application Week initiatives:

- Host a program during the school day that is open to any student interested in applying to a post-secondary education option with a focus on engaging:
  - low-income students;
  - first-generation students;
  - students enrolled as homeless
  - students enrolled as foster care students;
  - special education students;
  - students in the juvenile education system; and
  - students who may otherwise not apply to college or post-secondary options.
- Identify and create a school team comprised of staff and community members. To structure your school team, focus on the following:
  - building a school-wide MCAC planning team to encourage teachers, counselors, administrators, and community partners to get involved;
  - establish your planning team during the spring before your MCAC event is scheduled to occur;
  - meet regularly with the planning team to select activities appropriate to your students and school environment;
  - touch base on progress with tasks and assignments, as well as determine the best dates and times for scheduling activities; and
  - remember to include activities for juniors to prepare them for their post-secondary plans.
- Contact community stakeholder to serve on your planning team. There are many ways to involve these stakeholders. Listed below are potential community stakeholders. Keep in mind the list is not exhaustive, and any other community stakeholder may be engaged who have vested interest in post-secondary education access and success. Potential stakeholders may include:
  - admission representatives from local colleges and universities (two-year and four-year);
  - local GEAR UP Coordinators;
  - faith-based community;
  - PTA and other parent/family members who want to be engaged in the process;
  - Student leaders at your school;

- Local business leaders;
- Local school board members; and
- Non-profit organization community.

Implementing a College Application Campaign Program: Overview

Each high school must identify a site coordinator, typically a high school counselor or assistant principal, who will be responsible for implementing the program. Tools and resources provided by the MCAC may be used or customize to your school's program.

- Add activities to the school's calendar and morning announcements.
- Reserve space for activities, including computer lab space for submitting applications, completing online college research, and FAFSA completion events.
- Fold MCAC activities into your school-wide career develop process.
- Create a college-going culture by involving 9th, 10th and 11th grade students in MCAC activities.
- For the homeless and foster care student population, consider including your school's homeless education liaison and foster care liaison, as well as others who support specific student populations – e.g., ESOL or Special Education leadership on your team.
- Follow up with students after the event to ensure applications submitted are complete (transcripts, college entrance exam scores, letters of recommendation, submitting a complete FAFSA, etc.).
- Develop a list of community members and/or school partners who can assist with recruiting volunteers or donating supplies for your events.
- Ensure students complete the MCAC Student Survey to collect data requested by the State Coordinator including, but not limited to, the number of students participating and the number of applications submitted. If your school is using s

School Planning Committee

- Local College Admissions Representatives
- Local College Financial Aid Staff
- Business Leaders
- Chamber of Commerce Members
- Faith-Based Community Representatives
- Community-Based College Access Staff
- Workforce Development Staff
- PTA/PTO Representative
- Teachers

Planning and Communicating the Campaign Program

It is important that your school communicate the campaign opportunities to students, their families and your local community. Suggestions for communicating and marketing your MCAC events are available in this guidebook and on MCAC's website at www.marylandpublicschools.org/mdcac under **Most Requested Resources**.

Although College Application Week initiatives are implemented in the fall, planning for the program can begin earlier in the calendar year. It is recommended to begin working with high school juniors in the spring on college-going culture activities, and obtaining their Federal Student Aid (FSA) ID. A timeline to guide the planning of your school's event is provided in this manual.

School Team: Agenda Items for your Convening

The school team should convene to plan the college application campaign. The school team may comprise of a variety of stakeholders who will be extremely effective in supporting your campaign event. For planning purposes, the suggested outlined agenda below may be used to structure your MCAC campaign. There are a variety of topics that may be, and should be considered for discussion with your school team.

Some of the key topics the school team should discuss are:

- Purpose of the College Application Campaign event;
- Role of each school team member;
- Date(s) for the MCAC event is **September 30th – October 31th, 2019;**
- Communication strategy: student, parents, school staff, community;
- Pre-Application events – ensuring students are prepared;
- Pre-Application events – creating or enhancing a college-going culture;
- Recruiting students for the initiative;
- Engaging volunteers;
- Evaluation and data collection; and
- Application follow-up – ensuring the college and financial aid processes are completed.

After your MCAC event, your school team should meet to debrief on the successes and challenges of the event. The debrief meeting should occur as close to the conclusion of your school's college application event. By quickly assessing what worked and what areas need improvement, your school team can get a jump-start on planning for the following year's program.

Involve Staff

Ask teachers to dedicate time to an in-class assignment related to students' post-secondary planning:

- Ask mathematics or personal finance teachers to do a lesson on calculating financial need and student loan repayment options;
- Ask government and economics teachers to lead a "college match" lesson where students research and identify schools that are a good fit academically, financially, and educationally;
- Ask technology teachers to conduct virtual college tours with students;
- Work with media/journalism teachers to create ads or promotional videos for local media outlets including radio, television and newspaper; and
- Have English teachers assign a project to write admissions essays. You can find essay starter questions on college websites.

Involve Students

It is important to involve students from other grades to help establish a college-going culture within the school. Students and classes can help promote events. For example, work with underclass advisors to get student volunteers to help decorate for an event or involve the school pep band to lead school-wide pep rallies for the Kick-Off and Decision Day events.

Involve Parents

October is National Family Engagement month. Ask to put the MCAC on the agenda at a Parent Teacher Organization (PTO) and/or Parent Teacher Association (PTA) meeting in September or set up a table during parent/teacher conferences, which are typically held in October. Ask parents to volunteer or donate supplies for MCAC events and, of course, answer questions parents may have about preparing, applying, and paying for college. For the homeless and foster care student population, encourage students to get trusted adults involved (friends, relatives, service providers) in the college planning process.

Involve the Community

Volunteers can be a critical component of your College Application Campaign event. Inviting community members that have a vested interest in college access and success to be on your planning team will provide you with support for the various logistics necessary to implement a successful College Application Campaign. When planning and implementing your school's MCAC initiative, you should follow all district and school policies regarding non-school personnel visiting, volunteering, or otherwise assisting with your school's program. For

the homeless and foster care student population, consider reaching out to outside programs that provide services/supports– e.g. local Departments of Social Services, homeless youth drop in centers, afterschool programs, and mentoring programs.

Involve Higher Education

Institutions of Higher Education (IHE) often have resources, speakers and materials available to help prepare students and parents for their next steps into post-secondary education. Make sure you consider strategies like setting up campus tours for both students and parents, especially for those students who may be the first to go to college in their family. Be especially cognizant that this may be the first time some participants will be on a college campus.

Marquee

Use your school's marquee to inform and remind students, families, staff, and the community about your upcoming College Application event. Post this information about two weeks prior to your MCAC event.

"Your school name here "

Class of **2020** Applying to College – **September 30th-October 31st, 2019.**

College Wall of Fame

Use a bulletin board in the school to celebrate the applications submitted by your seniors. Have students write their name and the names of the colleges they applied to on construction paper and post it to the college wall. Students who apply prior to your College Application event can participate and get the wall started. Students who apply during your event can join the fun and add their notes after they submit their applications.

Friday Night Lights

Have an information table set up at your high school's football games to make students and families aware of your school's upcoming event. Have an information sheet available to hand out and a sign-up sheet for any parents or community members who would like to volunteer at your program.

Engaging Underclassmen in the MCAC Program

The earlier students begin thinking about college, the better. Many schools have started engaging underclassmen in their College Application Campaign event activities to create awareness and excitement for the school's event. This is a great way to ensure students are prepared when it's their time to apply to college.

Here are some information sessions and activities you may implement with your underclassmen prior to, or during your College Application event:

- 9th grade: Decision making, learning styles, study habits, high school transcript and academic planning, connection between school and careers, how to qualify for a scholarship, colleges and the degrees offered, and college admission criteria
- 10th grade: Progress check, extracurricular world of work, college cost and ways to pay activities, earning college credit during high school, college visits (online) PSAT, etc.
- 11th grade: Money management, finding scholarships, admission process, college entrance tests, preparing to apply, writing personal statements and essays, etc.

Also, use the grade-level checklists available on the U.S. Department of Education's Federal Student Aid Office website to ensure students understand the steps they need to take to become academically and financially prepared for college: http://studentaid.ed.gov/prepare-for-college/checklists.

Develop Your Schedule of Activities

Kick-off Assembly or Celebration

The general idea for the kick-off event is to build excitement about MCAC events and students' post-secondary education options. You may want to solicit an outside speaker, explain the MCAC activities and procedures, distribute MCAC student materials, and/or offer door prize(s) for attendance. Be sure to present that the campaign links both the **college application process and the FAFSA completion process.**

Maryland College Application Campaign (MCAC) Month

The goal of this month is to have every senior student apply to at least **one** post-secondary institution (two-year, four-year, private career school, and/or apprenticeship). Students who have plans to enter the military or students who have no plans to attend college should participate so that they can be exposed to the process. See the Appendices for more information about each postsecondary options.

After applying for postsecondary admissions, one of the next steps in the college preparation process is submitting financial aid forms. **The FAFSA is available on October 1st.** This is a perfect time to help students learn about and get ready for completing the FAFSA. It is a great time to educate parents about the FAFSA process.

The October 1st date may allow students to receive an early estimate of financial aid so they may explore additional option for tuition funding. **As part of the MCAC week application process, make certain students obtain their Federal Student Aid (FSA) ID if they have not completed this procedure** *(Refer to page 24 of this guidebook for FSA ID Instructions. Instruction are also located on the MCAC website).*

College Fairs

Look for college fairs to be offered during the months of September and October. If your school is hosting or attending a college fair, you may want to schedule your MCAC activities during the same month or other time frame when the fair is scheduled. This can be a great way for MCAC participants to direct questions to specific colleges as well as build enthusiasm over college attendance.

Free Application for Federal Student Aid (FAFSA) Event

Each school site participating in the MCAC must host or participate in a Free Application for Federal Student Aid (FAFSA) Completion Event. Confirm the dates for your FAFSA Completion Event in the spring prior to your the MCAC Application Week in the fall. Participating schools are required to register for their FAFSA Completion Event at **www.collegegoalmaryland.org.** Once on the site, to register, click on the **REGISTRATION** button and follow the prompts.

You may work with a community partner such as the local community college to assist in planning your FAFSA Completion Events and informational sessions for parents on paying for college. If you have any questions, please contact **Ms. Sharon Hassan, Executive Director for College Goal Maryland (CGMD)** via email at shassanaka@gmail.com or phone at 887.632.4709.

Assisting Parents with FAFSA Completion

For your FAFSA completion event, you may want to reserve enough computers and lab time for parents to use to complete the FAFSA. This time can be used to provide parents an overview of the FAFSA process. If using the data retrieval tool is not an option while parents are completing the FAFSA, you may ask parents to bring their tax information to assist in the application process. FAFSA events may be held in the evening, during the day or on a Saturday, if staff are available. **A suggestion:** schools may collaborate to hold FAFSA completion events, and/or requests financial aid specialists from a local college or university to attend to provide assistance. You may also contact College Goal Maryland at collegegoalmaryland@gmail.com or the Maryland Higher Education Commission Isaiah.eillis@maryland.gov for support. You may also contact the State Coordinator, Michelle Daley at michelle.daley@maryland.gov

Communicating with parents to attend FAFSA completion events

- Send text or email blasts to parents at the beginning of the school year informing them of your upcoming FAFSA event.
- Include the date and time of the event in your schools' morning announcement.
- Showcase your upcoming FAFSA event on your school marquee sign.
- Post upcoming FAFSA events in the school's office.

Parent and Volunteer Information Letters

To help get the word out, sample letters are included in this guidebook that can be sent to parents and community partners about your school's College Application event. These should be sent about one-month prior to your College Application Campaign event on school letterhead.

College Experiences Bingo

Encourage students to play this game (*card template included in this guidebook*) to promote discussion of college life.

Student Reminder Form

Remind students about your school's College Application Campaign Event (See Section 8 for template). School counselors may also use the reminder to confirm college-planning appointments with students.

Understanding Your Award Letter Events

There is no standard format for students' award letters. However, they should contain the same overall information such as:

- How much your year in college will cost?
- How much the school financial aid package is giving you?
- What portion will the family contribute?
- How much of a gap is there to make up through other sources?

You may contact College Goal Maryland to assist with planning these events.

College Decision Day Event

The goal of **College Decision Day** is to recognize high school seniors for their postsecondary education plans, and to encourage younger students and families to prepare early for postsecondary education. College Decision Day is generally held on or around May 1 and is designed to coincide with the date that most seniors must inform a postsecondary of their plan to enroll. Make this event fun and festive! College Decision Day is inspired by the NCAA's National Signing Day to reinforce that excellence in the classroom should be given as much pomp and circumstance as excellence as an athlete. NCAA's National Signing Day is a celebration where high school seniors sign a letter of intent to play sports at a specific college.

One-On-One Assistance to Students Completing and Submitting Admissions Applications

For this activity it is important to reserve enough computers and lab time so that each high school senior can submit at least one admission application during your MCAC activities. An average student typically requires about an hour to successfully complete and submit one college application. Even if the student is planning to enter the military or workforce, it is beneficial to have them complete at least one admissions application. To be considered for State funding, the student **must** complete one application to at least one Maryland institution.

Having every student complete an admissions application gives them the experience for the future. Prior to participating in this activity, the student should have completed the College Application and College Fit Worksheet. Students should also save confirmation printouts from their submitted applications in their *College Portfolios*.

One-On-One Counseling with Students about College Fit and Calculation of Total Costs and Net Price

Effective college guidance for low-income students involves a host of tasks and takes time and includes helping students identify college matches that offer robust support structures and adequate funding. You may wish to use the **College Fit Worksheet** (see Section 8) to assist guide the discussion, and to help students document and remember their needs and concerns about attending college/training program.

College Preparation Workshops

To help with the college preparation, it may be helpful to schedule workshops for students and parents/guardians, and invite college students to participate on a panel to address college-life questions. For many students, especially first-generation college students the thought of living away from home can be particularly stressful. Include workshops on financing college as well.

One-On-One Assistance to Students Applying for ACT or SAT Exam Fee Waivers and Registering for a Test Date

To be eligible for an ACT fee waiver, a student must be enrolled in the 11th or 12th grade, either a U.S. citizen or testing in the U.S., U.S. territories, or Puerto Rico and meet one or more indicators of economic need listed on the fee waiver form. Eligible students may receive a maximum of two separate fee waivers in total. A waiver is used at the time the student registers for an exam and may not be used to cover late registration fees, test date changes, test location changes, or other fees or services. Copies of test registration confirmation pages should be stored in the College Portfolio to help keep the student organized. The ACT website can be found at http://www.actstudent.org.

Workshops with Military Representatives to Discuss ROTC Opportunities or Veterans' Education Benefits

The branches of the U.S. military offer education payment and training benefits for service members. For more information, visit www.benfits.va.gov/gibill/education_programs.asp.

Individual Student Profiles or Videos to Gather Student Feedback and Quotes

This type of activity should be fun for students and may be useful to promote your next year's MCAC activities. You may want to consider using Facebook, Twitter, Instagram, Snapchat, YouTube, Blogging or other social media platforms to help reach as many students as possible to build excitement for a college-going culture. For the homeless and foster care student population, consider soliciting quotes/video clips from students representing special population groups who successfully applied for or enrolled in college.

End of the MCAC Week "I Applied" Celebration

You may wish to celebrate with a school assembly or some other type of event to acknowledge everyone's hard work. This is a perfect time to share the list of all postsecondary options to which students applied during your MCAC event.

EXPLORING POSTSECONDARY EDUCATION OPTIONS

It is important for students to explore post-secondary options after high school. There are many options to continue education after high school. Here are a few examples of postsecondary education options:

- Two-year college
- Four-year college or university
- Apprenticeship
- Trade school
- Career or technical education programs
- Military
- Job Corp
- Professional Training Corp

Pursuing a postsecondary may include a career training program. Below are examples of ways students may enter their postsecondary pathway.

Apprenticeship

Apprenticeship Maryland is a Career and Technology Education (CTE) program designed to prepare students for sustainable employment and further education based on career pathways in Manufacturing and Science, Technology, Engineering, and Mathematics (STEM) related fields as well as traditional occupations. Participating students start the program in their junior year and complete at least one year of related classroom instruction and a minimum of 450 hours of work-based training under the supervision of an eligible employer. See the Appendices for a handout for students to view the various postsecondary options. For more information, contact Jennifer Griffin by email at Jennifer.griffin@maryland.gov or by phone at 410-767-0635.

Year Up Baltimore

Year Up Baltimore is a Professional Training Corps (PTC) in Baltimore that was launched in 2010 on the campus of Baltimore City Community College (BCCC). Year Up's PTC offers an intensive, one-year program for college students, ages 18-24, combining professional coaching, hands-on skill development, and internships at some of America's top companies. . The postsecondary program combines hands-on skills development, courses eligible for college credit, and corporate internships to prepare students for success in professional careers and higher education.

Students develop skills through the alignment of training with corporate partner needs and market trends to ensure that skills learned will be in-demand. They also learn valuable technical and professional skills, and gain work experience during internships at top companies. As college students, young adults have access to the library, tutoring resources, and other services offered by the college, in addition to the services offered by Year Up. As students work toward completing a degree at BCCC, Year Up PTC provides them with

professional development and work experience, preparing graduates to launch a meaningful career. For more information about Year Up Baltimore, visit https://www.yearup.org or contact Missy Evans, Recruitment Manager at 410-553-7521 or by email at mevans@yearup.org. To complete an application for Year Up Baltimore, visit https://www.yearup.org/seize-opportunity.

To attend a community college, student may apply for the Maryland College Promise Scholarship. For more information about the Maryland College Promise Scholarship, visit the MHEC website at www.mhec.maryland.gov or contact Mr. Isaiah Ellis, Outreach Specialist at the MHEC at isaiah.ellis@maryland.gov.

Year Up Baltimore
Baltimore Office
(410) 919-9530
Baltimore City Community College
2600 Liberty Heights Avenue
South Pavilion - 3rd Floor, Baltimore, MD 21215

Information provided about Year Up Baltimore is for informational purposes. If more details are required, contact Missy Evans, Recruitment Manager for Year Up Baltimore or the MCAC State Coordinator.

Site Coordinator Checklist

This section includes a site coordinator checklist that may be used to guide your MCAC event.

A printable copy is available at www.marylandpublicschools.org/mdcac
Use the checklist below to assist you with your College Application Campaign event.

Pre-Event Preparation
First Steps

- Print and review the Maryland College Application Campaign Guidebook.
- Identify and reserve a room/site with computers for your MCAC event.
- Add MCAC Events to your school calendar.
- Identify a School Team to build support and assist with tasks.
- Host a School Team meeting to discuss implementation of program at your school.
- Solicit volunteers from your School Team.
- Ensure you have adequate counts of ACT, SAT, and/or NACAC fee waivers available for your students' use.

Communicate College Application Campaign Events throughout School Community

- Send information letters to students and parents about the college campaign and your **FAFSA Completion event(s).**
- Distribute email/ phone blasts to students and parents.
- Post information on school website and school marquee.
- Include an announcement in the school newsletter.
- Issue a pre-event news release

Prepare Students for the Event

- Promote activities that encourage students to research and identify schools that are the best fit for them
- Resources on www.marylandpublicschools.org/mdcac include links to college matching tools and other college information guides
- Sponsor and/or support participation in college fairs or college visits
- Distribute College Application Worksheet for students to complete before your MCAC event
- Implement college exploration and preparation assignments in classrooms
- Identify and meet with students eligible for application fee waivers

Build Awareness and Enthusiasm

- Distribute Ask Me About My College! stickers and signs to teachers, administrators and others school-wide to display
- Organize a college wall bulletin board
- Sponsor a "College Door" decorating contest
- Include MCAC events and the FAFSA Completion Events information in the morning announcements

Site Coordinator Checklist (continued)

- Host guest speakers to talk about their college experiences
- Conduct a parent/student College Application Campaign Event information meeting
- Engage underclassmen in school's College Application Campaign event

Organize Event Volunteers

- Communicate event specifics
- Assign tasks
- Provide training, if necessary

Hold College Application Campaign Event

- Equip volunteers with identifiable "Ask Me!" stickers
- Distribute Today, I Applied sheets to students at sign-in
- Ensure students register for their FSA ID
- Ensure students hand in their Today, I Applied sheet to be displayed on the College Wall
- Ensure students receive I Applied, Now What? / Complete Your FAFSA flyer

Post-Event Follow-Up

- Write thank you letters to volunteers
- Host post-event debrief with school team
- Release post-event news release
- Follow-up with students to ensure they complete the college admissions **and** financial aid application processes

The following chart may help you plan MCAC activities:

Activities: September	Potential Volunteers	Add to School Calendar?	Reserve Facilities?
Kick-off celebration	Promotion assistance – Social Media campaign (students/teachers/community) Pep Rally/ Outside Speakers	Yes	Large room such as the gym
Preparation Activities: Class assignments	English teachers - admissions essays Economic/government teachers and personal finance/math teachers -college costs, financial need, and student loan assignment Media Center Staff.	No	No
College Research Assistance and FSA ID		Yes	Computer lab
FSA ID	Site coordinator or school counselor -one-on-one technical assistance	Yes	Yes
College fair	Admissions counselors, high school counselors, and/or school staff	Yes	Yes
FAFSA Training- **Site Coordinator may invite volunteers and other staff to assist.**	Staff from College Goal Maryland, financial aid advisors from colleges/universities	Yes	Yes
MCAC participant testimonials	Students from school media classes or staff	No	No
Activities: October	**Potential Volunteers**	**Add to School Calendar?**	**Reserve Facilities?**
College t-shirt/door decorating days	School staff	Yes	No
Counseling students about college fit, net price and costs, etc.	Site coordinator, school counselor using the College Fit Worksheet- see Section 8 (*contact State Coordinator for electronic version*)	No	No
College-related daily PA announcements, contests and prizes	Staff & Students — generate awareness of daily activity or give a morning "Fun fact"	No	No
College application assistance	Site coordinator: one-on-one technical assistance.	Yes	Computer lab
Parent/teacher conferences	Volunteers may be needed to staff an MCAC table	Yes	Yes
ACT or SAT exam waiver or test registration assistance	School counselor: one-on-one assistance	Yes	Computer lab
ROTC or military education benefits workshop	Outside speakers	Yes	Classroom or larger room
College preparation workshops with student panels:	Seniors who have already completed their admissions applications may provide testimonials or answer questions. Outside speakers from postsecondary institutions, such as someone from residential life.	Yes	Classroom or larger room
MCAC WEEK	Staff and Community Volunteers Computer lab set-up.	Yes	Yes
FAFSA application	One-on-one technical assistance.	Yes	Computer lab
MCAC "I applied" celebration	Photography or journalism students.	Yes	Large room such
FAFSA Completion Event (contact College Goal Maryland)	Assistance offered by College Goal Maryland for Site Coordinators, upon request.	Yes	Yes
FAFSA Completion Reminders	Morning Announcements, Reserve Computers specifically for FAFSA work, Parent Reminder, Robo Calls, texts, emails, fliers.	Yes	Yes
Activities: April - June	**Potential Volunteers**	**Add to School**	**Reserve Facilities?**
Understanding Your Award	Guest Speaker or College Goal Maryland or College Financial Aid	Yes	Yes
Decision Day Celebration	Photography or journalism students	Yes	Large room
Working with Juniors	School Staff: College Fit Worksheet, College Application Worksheet	Yes	No (classrooms

Site Coordinator Worksheet: Identifying College Application Campaign Week Partners

A printable version is available on www.marylandpublicschools.org/mdcac

Create a school team. Use the table below to identify potential education partners for your school's College Application Campaign event. Space has been provided at the bottom of the table for you to add additional education partners.

Potential Partner	**Name of Contact**	**Email Address**	**Phone Number**
Admissions representative from local college			
Local business leader			
Local Chamber of Commerce			
Local Liberty Partnership Program Coordinator			
Local NYGEAR UP Coordinators			
Sub-grant Coordinator			
Faith-based community representative			
Non-profit representative			
PTA or parent representative			
Student representative			
Other			
Other			
Other			

Section 2

Promoting Your Maryland College Application Campaign Activities

SECTION CHECKLIST

- ✓ Use the statewide MCAC logo on your promotional materials.
- ✓ Have students create a MCAC banner and hang it in a visible, well-trafficked area such as the cafeteria, gym, or entrance area. Be sure to include FAFSA Completion and Decision Day on Banner.
- ✓ Post a schedule of your program's activities
- ✓ Verify that all MCAC planned activities are listed on the school calendar.
- ✓ Promote the MCAC by using the media classes to create ads for local radio, television and newspapers.
- ✓ Schedule phone blast and/or text message reminders.
- ✓ Request that the MCAC be added to school announcements and social media posts.
- ✓ Use the hash tag **#MDcollegestrong** on social media post. Tag the MCAC.
- ✓ When the MCAC is near, add it to your school's outdoor signage.
- ✓ Develop and post a schedule of your MCAC activities. A sample may be found in the Resource Section of this guidebook (see Section 8).

Promotional Materials

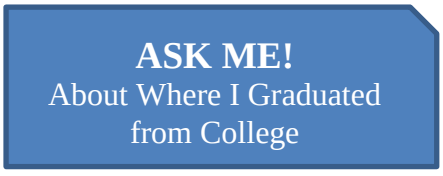
Make sure you have all of your promotional items and materials ready at least two weeks prior to your MCAC kick-off event. To keep the cost of promotion to a minimum, ask for help from the Graphic Arts teachers or obtain donations from community members.

Suggested Items:

MCAC Buttons — Distribute to teachers, staff, and volunteers to wear to help promote events and identify volunteers.

MCAC "I Applied" Stickers — Distribute to each senior who submits a postsecondary application. **See Section 8 for stickers that may be printed to give to students after they complete their college applications.**

Ask Me! Stickers and Signage — Distribute to teachers, administrators, and volunteers to encourage conversations about their college selection and application experiences (see Section 8 for Ask Me! door signage)



"Ask Me!" About It Signs

This is a quick and low-cost way to create awareness and excitement for your school's MCAC event. Create an electronic "8 1/2 x 11" "Ask Me!" sign and send it to all staff members in the school – ask them to customize it to their alma mater and display it outside their classroom or office. See Section 8 for a suggested MCAC door signage.

Ask Me About My College! Signs and Stickers

Ask Me About My College! stickers and signs invite inquiries and discussion about colleges, majors and other subjects emphasizing a high school's college going culture in the days and weeks leading up to your College Application Campaign event.

- Ask Me About My College! stickers can be worn by teachers, administrators, and school implementation team members
- Ask Me About My College! signs can be displayed in teachers' classrooms, in administrator offices, in the library and throughout the entire building.

Door Decorating Contest

Prior to your kick-off event for the MCAC, ask all staff to decorate their classroom or office doors with drawings, pictures, or artifacts from their alma mater. Urge students to ask staff about their college experiences. Hold a contest for the best door decoration. Ask the student body to vote for the top three doors. Give a certificate award to the winners at your Kick-Off event.

College T-Shirt Days

Designate special days during your MCAC events for teachers and staff to wear shirts from their college alma maters. This helps heighten excitement about college and the vast options of postsecondary schools and programs.

Information Letters

Public awareness letters may be sent to parents and community partners about your school's MCAC efforts and about informational sessions for parents and students. These should be sent about at least one week prior to your MCAC event on school letterhead.

Phone Blasts/Text Blast/Email Blast

Use phone and/or text blast to remind parents that the MCAC opportunity is available to their child and support will be available to complete the FAFSA. It is recommended that this is implemented at least three weeks prior to the MCAC week. See Section 8 for a sample Phone/Email Blast Message.

Mayoral Proclamation

The MCAC State Coordinator asks for a gubernatorial proclamation for the state's initiative. A mayoral proclamation for your school's event is a wonderful complement. If there are multiple schools in your area implementing an event, be sure to coordinate with them so the proclamation is accurate and reflects all participating schools (see Section 8).

Working with Local Media

You may want to highlight your MCAC activities by contacting your local media. If school policy allows, invite them to be a part of your program. Media coverage will help students, families, and the community, recognize the importance of this program for your school and students.

Post Event Press Release

To keep your MCAC efforts in the news, send out a post event press release after each of your MCAC events. Include data about your accomplishments and give a shout-out to your community Partners (see Section 8).

Website and Social Media Presence

Designate a member of your planning committee to work with your administrator to post information, pictures, and videos to your school's website. Use the hash tag **#MDcollegestrong** to tag the MCAC social media sites. Be sure to use social media before, during, and after your MCAC events and FAFSA events.

Promoting MCAC – Involve Community Partners

The MCAC aims to create a college going culture for students and families. To help generate excitement and engagement among seniors participating in the MCAC, site coordinators may use the sample donation letter in Section 8 to partner with community businesses for donations. Donations may be in the form of monetary, time and/or resources. A suggested process may be to create a raffle for students who complete the sample criteria listed below to enter in a MCAC raffle. The raffle prizes may be used towards prom services. For example, send the donation letter to a community barber shop for male students to raffle for a free haircut, or to a community hair salon for female students to hair service for prom or a community limousine service or a florist. If monetary donations are received, perhaps prom tickets may be purchased for a raffle prize. Any creative idea may be used to promote excitement for students and families.

Suggested Raffle Requirements

- Complete at least three applications (two-year, four-year college/universities, and/ or private career school), one college application **must** be a Maryland institution
- Parent/Guardian attends the FAFSA completion event
- Complete the College Fit Worksheet **or** College Worksheet
- Complete a college essay

Social Media

A great way to keep students, staff, the community, parents and the general public informed about the Maryland College Application Campaign is through the use of social media. The MCAC launched a Facebook, Twitter and Instagram sites to allow schools to promote the MCAC, to provide information about FAFSA, and other college preparation materials. It is also a way for schools to upload pictures and videos promoting their MCAC events and activities. Social Media platforms such as Facebook, Twitter, Snap Chat, Instagram, and YouTube provide opportunities to show case the MCAC process and students proudly participating in the campaign, applying for college. When posting on social media, please encourage your schools, students, staff, and parents to use the hash tag: **#MDCollegeStrong**

See below the name for each social media platform:

Facebook: Maryland College Application Campaign
Twitter: @mcacampaign
Instagram @mdcollapp
YouTube Maryland College Application Campaign

Student Perspective Blogs

Students' viewpoints are valued. Therefore, invite students to contribute to online blogging about their college applying experience. Students may blog online in writing or video (iPhone video file up to 1 minute). Have students use Student Blog in the subject line and submit their blog on info.msde@marylnad.gov *(*see Section 8).

Section 3

Helping Students Prepare for Maryland College Application Campaign Week

SECTION CHECKLIST

- Distribute event preparation materials to students:
  - College Application Worksheet
  - College Fit Worksheet
  - College Portfolio
  - Student Data Form
  - College Application Worksheet
- Encourage students to complete college research prior to the MCAC Application Week.
- Give teachers goals and objectives for integrated lessons.
- Register students and families for FAFSA Completion Events.
- Communicate with parents about the MCAC and FAFSA events and solicit their help as volunteers.

School Choice and Counseling Students about College Fit

Ideally students should arrive at the computer lab during the application activity with a list of colleges they are interested in attending. The **College Fit Worksheet and College Application Worksheet (see Section 8)** are ideal tools for students to research and record information about the schools in which they may be interested.

Location

In state or out of state; proximity to home and travel expenses necessary to visit home. What about in-state vs. out-of-state tuition costs?

Type: Public or Private

Among independent post-secondary institutions are four-year colleges and universities; two-year colleges; and private career schools approved by the Maryland Higher Education Commission. For more information on which programs are accredited, see: www.mhec.maryland.md.us/highered/heprograms.asp

Size

Would the student be interested in the experience of a large university? Or would the student benefit from a smaller school where it might be easier to develop connections with teachers and school staff? Information about a school's enrollment as well as its student-to- faculty ratio should be available on its website. Use a website such as https://bigfuture.collegeboard.org/compare-colleges to compare colleges to find the best fit.

Available majors/programs and admissions selectivity

Is the student interested in obtaining an associate or bachelor's degree? For students who want to obtain a bachelor's degree, a community college may still be the place to begin. Consideration should be made according to transferability of credits and courses as well as cost. Transferability of credits can be researched using the Maryland Higher Education Commission's (MHECs) transfer guide at http://www.mhec.maryland.md.us/preparing/stuguide.asp .

Several resources are provided by MHEC to help students understand the things they need to do to prepare for college, research colleges, and learn how to pay for college. For a grade-by-grade planning guide to prepare for college go to www.mdgo4it.mhec.maryland.gov/ready-for-college/grade.html.

Total Cost, Net Price and Other Data

Net price is the difference between the "sticker" price (full cost) to attend college, minus any grants and scholarships. By federal law, each institution is required to provide a version of the Net Price Calculator on its website. To find out what the "net price" is for a specific college or university, check out www.collegecost.ed.gov/netpricecenter.aspx. Colleges will also typically provide information such as their first-to-second year retention rates, the numbers and percentages of students enrolled by various demographic categories, graduation rates, average student loan debt of its graduates, and more.

The U.S. Department of Education's College Affordability and Transparency Center

This provides a College Scorecard to help students and families better understand the affordability and outcomes associated with particular postsecondary schools. For more information, visit www.collegecost.ed.gov

Admission Fees

Most colleges require application fees when a student submits an application to their school. Many colleges will require a credit card, pre- paid credit card, debit card or electronic check information in order to submit an application online. Students who are unable to provide payment information during MCAC week can save an application and submit it later. Or ask the school counselor for an application for a fee waiver.

College Application Fee Waivers

Applying for college can be expensive for any student. Some colleges and postsecondary institutions do not charge admissions fees. Application fees may prohibit some families, especially those with a financial burden or hardship, from applying to college. It is important to let students and parents know that they may be eligible for waivers of these fees. The **College Application Worksheet** includes spaces to record the appropriate information for fees and waivers.

Federal Money for College

When it comes to paying for college, there are grants, scholarships, work-study and low interest grants available. For more information regarding various federal aid programs visit the Student Aid website at www.studentaid.gov. For tip on where to find links for a free online scholarship, visit www.studentsid.gov/scholarhsip.

There are three types of fee waivers typically accepted by colleges and universities, but it is important to note that not all colleges and universities will accept fee waivers. For further information about fee waivers, students should speak directly with their high school counselor to determine which colleges will accept fee waivers.

National Association for College Admission Counseling (NACAC)

The NACAC Request for Admission Application Fee Waiver Form is for traditional high school students who meet NACAC's requirements. This form should be used for the school the student is the most interested in attending (up to four schools). Not all schools will accept the NACAC fee waiver form. Download the fee waiver form at www.nacacfairs.org. The form needs to be reviewed and approved by individual institutions. **See Section 8 for a copy of the NACAC Request for Admission Application Fee Waiver Form.**

College Application Worksheet

To assist students with completing their college application. Teachers may work with students to complete the College Application Worksheet. See the next page for the college application worksheet.

ACT Fee Waiver

Many colleges and universities will consider waiving or deferring the admission application fee for students who have been granted an **ACT Fee Waiver**. To facilitate consideration of such requests, ACT has provided a request form in the 2019–2020 ACT User Handbook for Educators for high school counselors to photocopy and complete for students. Individual institutions are not obligated to waive or defer their admission application fees for any specific applicants. **See Section 8 for the Request for Waiver or Deferral of College Admission Application Fee Form.** The ACT User Handbook for Educators may be located at http://www.act.org/content/dam/act/unsecured/documents/ACT-UserHandbook.pdf

College Board

The College Board fee waivers cover more than just the testing fees. Students who are eligible for fee waivers can also receive up to four Requests for Waiver of College Application Fee forms free or at a reduced price.

Free Application for Federal Student Aid (FAFSA)

Many students and parents may not be aware of the FAFSA or they may feel anxious about filling it out. Make sure they know that they will need a FSA ID before they can begin filling out the form online so they are prepared to complete the form.

In order to guide them through the application, you might wish to arrange for them to attend a FAFSA completion event at which they can get help as they complete the form. You may either host the event at your school or find one in the community for them to attend. Remember to schedule the computer lab for your FAFSA completion events so that parents and students can work on the application online!

Generally, the way FAFSA completion events function is that students and parents attend with their financial documents in hand, sit down at computers, and fill out the FAFSA with volunteer assistance. The host organization might also have a speaker guide the entire group by reviewing the FAFSA question by question, or have students and parents go through the application at their own pace as experts stand by to answer individual questions.

FSA ID

Students (and parents) will log on to FAFSA on the Web at https://www.fafsa.ed.gov with a username and password that they create. This removes the need for the personal identification number (PIN) and the use of personal identifiers such as name, birth date, and Social Security number. Users do not need to do anything to prepare for it; when they first log on, they will be asked to create a username and password. If they already have a PIN, they will have the option to link it to their new FSA ID, which will allow them to immediately use the FSA ID rather than wait 1–3 days while their identifying information is confirmed.

Maryland College Aid Processing System (MDCAPS)

MDCAPS is MHEC's comprehensive financial aid system that allows us to process State scholarship applications and allocate funds more efficiently using today's technology. To use MDCAPS, you must first create a student login profile. The profile creation process will request an email address. An activation link will be sent to the email address provided.

If the student does not have an MDCAPS account he/she can create an account at any time. After the username and password have been created, the student will be sent an email with an activation link to start working in their MDCAPS account. To get started with a profile, click the MDCAPS logo or use this link, https://mdcaps.mhec.state.md.us. Next, click "Create a Student Login" located below the yellow [Login] button. If you are having trouble creating an MDCAPS profile and logging in, visit www.mhec.maryland.gov.

United States Department of Education School Code Lists

Federal school codes may be found in the online FAFSA or at http://ifap.ed.gov/ifap/fedSchoolCodeList.jsp. School codes are issued by the U.S. Department of Education at the time the school is approved to participate in any of the federal financial aid programs, such as the Pell Grant or student loans. The school code is useful at the time of applying for college admissions and is required when the student submits the FAFSA after October 1st.

Communicating with Parents

To make sure your students are fully prepared to submit admission the FAFSA during your MCAC activities, it is important to communicate with parents of seniors. In some cases, students may need to obtain a parent's financial information to take care of any required admissions fees. It is important that parents are aware of the activities you are planning and their needed support and encouragement.

Parents may be helpful to students in reviewing potential colleges and determining what schools are a good fit for individual circumstances and preferences. For some activities, it may be appropriate to invite parents to participate along with their student as they complete their college applications.

ACT Profiles

ACT Profile is a first-of-its-kind college and career planning community, built on 30+ years of ACT research. Mobile, social, and free to the public, ACT Profile delivers powerful, personalized insights to inform individuals as they navigate through life's key decision points. ACT Profile provides the tools to support students, teachers, counselor and parents in the college search process. The ACT Profile may be accessed at http://www.act.org/content/act/en/products-and-services/act-profile.html.

College Planning

Search Careers

Based on interests, abilities and values, students can review careers that match their profile. For more information, visit http://www.actstudent.org/college .

Let Them Match You

ACT offers a service which allows you to learn about educational, scholarship, career, and financial aid opportunities at no charge to you.

Education

Major Map

To explore college majors and find majors that fit your interests. http://www.actstudent.org/career/majors.html

Major Search

Search major by cluster (i.e., business, management) occupation search (i.e., market research analyst) and degree level.

School Search

Explore Schools based on desired location, education level (i.e., Bachelor). The result provides suggested college majors.

Career Map

The Career Map provides a sense of direction and the opportunity to explore occupations, and organize all occupations through an inventory process.

Military Search

Search by military branch (Air Force, Army, Navy, etc.) and community (enlisted, officer).

Connections

Provide the ability to connect with others on ACT Profile with similar interests.

College Results Online

The Education Trust

College Results Online (CRO) is an interactive user-friendly Web tool designed to provide policymakers, counselors, parents, students, and others with information about college graduation rates for nearly any four-year college or university in the country. For more information visit: http://www.collegeresults.org . CRO provides the opportunity to view information to compare groups of 15, 25, or 50 similar colleges.

Compare Colleges

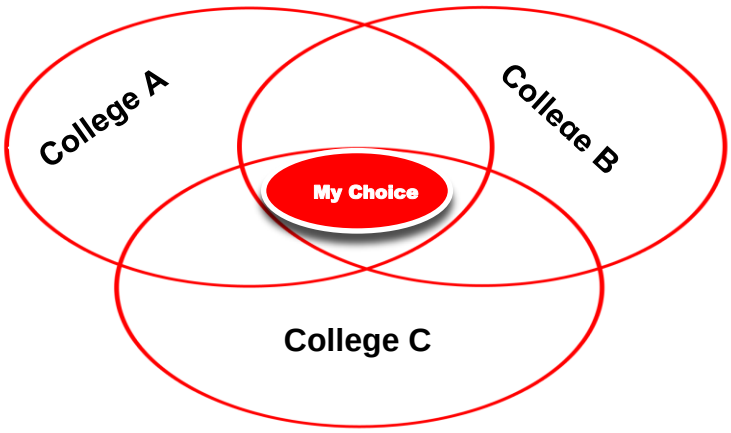
Comparing colleges provide students and families the opportunity to create their own group of colleges to meet their needs.

College Results Online

Examine college graduation rates and see how those rates have changed over time. CRO also compare graduation rates of similar colleges serving similar students.
Resources for school staff, parents, and students regarding scholarships and a variety of additional resources.
Learn about colleges track records in graduating diverse groups of students.

College Results Online also:

Provides powerful examples of colleges that prove that low graduation rates - especially for diverse students are not inevitable.



Virtual College Tours

Virtual college tour websites provide virtual campus tours of countless colleges and universities for an interactive and stunningly true life tour experience. Virtual tours are generally comprised of photos, 360-degree panoramas campus view, plus other tools for college planning and scholarship research. Students, parents, and staff may use the advanced search options to refine results to find schools that meet students' need. Listed below are a few virtual college campus tour websites that may be explored for virtual reality experiences. You may conduct an internet search for other college virtual campus tour websites. The Maryland State Department of Education (MSDE) does not endorse the listed websites. These sites are provided for informational purposes. **To view these virtual college tour sites, you may need to download QuickTime or Java.** The virtual college tours may include:

- ✓ College characteristics (search for colleges based on type, size, and other characteristics)
- ✓ Student characteristics (search for colleges based on the characteristics of the student body)
- ✓ Student outcomes (search for colleges based on their students' success rates)

Name of Site	Website Links	Brief Description	Other Tools
eCampusTour	http://www.ecampustours.com	Virtual tours - allow prospective students to explore facilities from an array of online platforms.	Scholarship information, college tips, information for student and parent, and educators, and much more.
Campus Tours	http://www.campustours.com	Virtual tours - allow prospective students to explore facilities from an array of online platforms.	Interactive tours and campus maps, campus tour blogs (student commentary), and much more.
You University TV	www.youniversitytv.com	College videos tours of colleges and universities by students and staff.	Scholarship information, college tips and career videos, tuition details, and much more.
You Visit	http://www.youvisit/colleges.com (click on **explore** to enter college tour sites)	Virtual tours - allow prospective students to explore facilities from an array of online platforms.	Virtual tour guide and opportunity to apply online. May listen to tour in English, Chinese, Spanish and Arabic, and much more.

Section 4

Student Populations

MCAC is open to **all** student groups underrepresented in higher education. Although the college campaign primary focus is first-generation students and students from low income circumstances, each year the intent of the MCAC is to ensure other student populations are equally provided the opportunity to take the first step towards their post-secondary career. In addition to low-income and first-generation students, schools are encouraged to focus on students with disabilities, and students enrolled in charter schools and alternative programs. In 2017, the MCAC added a focus on homeless students, students in and transitioning from foster care, and students in the juvenile education program. Each public school system in Maryland has a Homeless Education Liaison and a Foster Care Liaison; the MCAC recommends collaborating to support students who are homeless and in foster care. See Section 8 for a listing of each school system homeless liaison and foster care liaison.

Students in juvenile education services are also included in the MCAC. The MCAC partners collaborated with the juvenile education system coordinator at the MSDE to include this student population. If you have any questions about this population, contact the MCAC State Coordinator.

In many cases, homeless students and foster care students may be able to receive a tuition waver to attend a two or four-year college or university in Maryland. They may also be able to complete their own FAFSA. Please verify each student's requirements with the homeless liaison or the foster care liaison.

Tuition Waiver for Unaccompanied Homeless Youth

Students pursuing bachelor's degrees, associate's degrees, or vocational certificates at public higher education institutions in Maryland qualify for the Unaccompanied Homeless Youth Tuition Waiver – a full waiver of all tuition and school fees each year, for up to five years – if they:

- Are homeless, including:
  - doubled up or couch surfing;
  - staying in shelters;
  - staying in cars, parks, abandoned buildings, motels/hotels because of a lack of alternatives, or on the street
  - (students who live on campus during the school year but are homeless during breaks are considered homeless for purposes of the waiver); and
- Are not receiving financial or significant in-kind support from a parent or legal guardian; and
- Have lived in Maryland for at least one year (students must be permitted to demonstrate residency through non-traditional means, such as a statement from a service provider, or friend who is hosting the student); and
- Have a high school diploma or GED; and
- Complete and file the FAFSA; and
- Enroll in school on or before their 25th birthday

To establish eligibility for the waiver each year, a student must verify his or her status as unaccompanied homeless youth by:

- Obtaining a verification letter from his/her public school homeless education liaison (for students who were in public high school the year prior to enrolling in a higher education program), or
- Obtaining a verification letter from a publicly-funded shelter where the youth is receiving services, or
- Contacting the financial aid office at his/her higher education institution to ask that the office make an independent determination of the student's status as an unaccompanied homeless youth. The institution should interview the student to make its determination and cannot require that the student submit supporting documentation, although the student may choose to present such documentation (e.g. a letter from a friend or service provider who knows his/her circumstances) if he or she wishes.

For more information visit www.mhec.maryland.gov or contact the Homeless Education Liaison in your school system (see Section 8).

Tuition Waiver for Foster Care Recipients

Students pursuing bachelor's degrees, associate's degrees, or vocational certificates at public higher education institutions in Maryland qualify for the Foster Care Recipient Tuition Waiver – a full waiver of all tuition and school fees each year, for up to five years – if they:

- Complete and file their FAFSA of their year of enrollment; and
- Enroll in school on or before their 25th birthday; and
- Have a qualifying foster care status with their Local Department of Social Services (LDSS), which means:
  - Student is currently in an out-of-home placement with their Local Department of Social Services; or
  - Student was in out-of-home care with their LDSS and then adopted or placed into guardianship at age 13 or older; or
  - Student was in out-of-home care with their LDSS and then adopted or placed into guardianship along with an older sibling who was age 13 or older at the time of the adoption or guardianship placement; or
  - Student was in out-of-home care for at least one year at age 13 or older and then reunified with a parent.

To establish eligibility for the waiver, a student should contact the financial aid office of his or her higher education institution and explain that he or she should be on the Department of Human Resources' list of students qualifying for the Foster Care Recipient Tuition Waiver. Once the student has established his or her eligibility, he or she will qualify for the waiver in that school year and all subsequent years (up to five years, or until he or she graduates) without needing to re-verify his or her status. For more information visit www.mhec.maryland.gov or contact the Department of Social Services in your school system (see Section 8).

[1] The shelter must be funded through HUD or the Runaway and Homeless Youth Act (RHYA); most publicly funded shelters fall within this category.

Community College Tuition Waiver for Students with Disabilities Receiving SSI or SSDI

A student with disability receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) benefits is eligible to apply for this waiver. The student must provide proof from the Social Security Administration (SSA) of receiving SSI or SSDI benefits. For more information visit www.mhec.maryland.gov

Financial Aid Resources for Homeless Youth and Foster Youth

In addition to the various types of college financial aid available to all students, Maryland offers targeted assistance to unaccompanied homeless youth and foster youth. Below is a brief description of each relevant program. In collaboration with the Public Justice Center and Advocates for Children and Youth in Maryland, the MCAC ensures to provide current and relevant financial aid resources for homeless students and students in or transition to foster care. Below are several resources to support these student populations.

Maryland Unaccompanied Homeless Youth Tuition Waiver

To qualify for the waiver, a youth must:

- Be homeless, including doubled up or couch surfing; staying in shelters; staying in cars, parks, abandoned buildings, motels/hotels because of a lack of alternatives, or on the street. Students who live on campus during the school year but are homeless during breaks are considered homeless for purposes of the waiver.
- Not be receiving financial or other support from a parent or legal guardian. Youth whose parents do not pay for college, but house the student over breaks, or pay for the students' living expenses are not eligible.
- Have lived in Maryland for at least one year.
- Have a high school diploma or GED.
- Complete and file the FAFSA (there is no deadline for filing, beyond general federal FAFSA deadlines)
- Be enrolled on or before he or she reaches the age of 25.

Coverage

- The waiver covers the full cost of tuition and all enrollment fees at any public 4-year or 2-year college in Maryland.
- The waiver can be used for non-credit courses, including remedial courses and continuing education.
- Youth cannot be required to contribute other grants or scholarships to tuition or fees before the waiver is applied; the waiver must cover these costs in full.
- The waiver does not cover the cost of books or living expenses.
- Other grants or scholarships that the youth receives may be used towards books and living expenses.

Application Process

To access the waiver, a youth must:

- File a FAFSA, answering the questions about unaccompanied homeless youth status[1] as follows:

[1] As written in the most recent FAFSA, the questions are: (56) At any time on or after July 1, 2015, were you determined to be an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless, as determined by your high school or district homeless liaison? (57) At any time on or after July 1, 2015, were you determined to be an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless, as determined by the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development; (58) At any time on or after July 1, 2015, were you determined to be an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless, as determined by the director of a runaway or homeless youth basic center or transitional living program?"

- "Yes" - if the youth can obtain a letter confirming his/her status from a public school system McKinney-Vento liaison (for students applying to a higher education program upon high school graduation) or the director of a shelter funded by the Department of Housing and Urban Development (HUD) or Runaway and Homeless Youth Act Program (RHYA) verifying homeless status. The verification letter should be provided to the higher education institution's financial aid office. Samples are available here: http://www.naehcy.org/educational-resources/higher-ed
- "No" - if the youth cannot obtain a determination letter. The youth should contact the institution's financial aid office to ask staff to make a determination of unaccompanied homeless status. The institution cannot require the youth to present documentation as part of an initial determination.
- Unless the institution concludes that the youth is not an unaccompanied homeless youth (a determination which the youth can sometimes appeal internally), the youth will not have to provide any financial information for his/her parents or legal guardians

- Contact their higher education institution to explain that s/he is applying for the waiver
- Re-establish his/her eligibility each year.

Foster Youth Tuition Waiver

To qualify for the waiver, a youth must:

- Have a qualifying foster care status: (1) currently in Maryland out-of-home care; or (2) was in Maryland out-of-home care and then adopted or placed into guardianship at age 13 or older; (3) was in Maryland out-of-home care and then adopted or placed into guardianship with an older sibling who was 13 or older at the time of the adoption or placement, or (4) was in Maryland foster care for at least a year on or after age 13 and reunified with a parent
- Complete and file the FAFSA by the general federal deadline.
- Be enrolled on or before he or she reaches the age of 25.

Coverage

- The waiver covers the full cost of tuition and all school fees at any public 4-year or 2-year college, university, or vocational certificate program in Maryland.
- The waiver can be used for non-credit courses, including remedial courses and continuing education
- Youth cannot be required to contribute other grants or scholarships to tuition or school fees before the waiver is applied; the waiver must cover these costs in full
- The waiver does not cover the cost of books or living expenses.
- Other grants or scholarships that the youth receives may be used towards books and living expenses.

Application Process

To access the waiver, a youth must:

- Complete the FAFSA by the federal deadline, answering "yes" to question #53 to confirm that s/he is a "ward of the court." The youth will not have to provide financial information for parents or guardians.

- Contact their higher education institution to explain that they are applying for the waiver, and confirm that their name should apply on the list of eligible foster care recipients prepared by the Department of Human Resources for that school year. If his/her name is not on the list, the youth

- may need to contact his or her Department of Social Service worker or child's attorney to confirm his/her foster care status.
- **Note**: youth need not re-establish eligibility annually, except to complete the FAFSA.

Education Training Voucher (ETV)

To qualify for the ETV, a youth must:

- Have a ETV- qualifying foster care status: (1) aged out of foster care in Maryland at age 18; or (2) was adopted from foster care in Maryland or placed into guardianship after age 16; or (3) currently in foster care in Maryland and aged 18, 19, or 20.
- Be a U.S. Citizen or qualified non-citizen
- Have personal assets (e.g. bank account, car, home) of less than $10,000
- For first time applicants, be between ages 18 and 20; for renewal applicants, be under age 23

- To retain eligibility, must show academic progress towards a degree
- **Note**: Not all youth eligible for an ETV will receive one; vouchers are distributed on a first-come, first-serve basis as long as funds are available

Coverage

- Up to $5,000/year to cover tuition, and other school-related expenses for full-time students; up to $2,500 for part-time students, based on unmet need.
- May be used to pursue a bachelor's or associate's degree, or a vocational certificate, at all accredited public and private colleges, universities, and vocational schools in the country.

Application Process Youth should apply online: http://www.fc2sprograms.org/maryland/

Loan Repayment Assistance Program for Foster Care Recipients

To qualify for the program, a youth must:

- Have been in foster care in any state for 3 or more years
- Have received federal, state, institution-based, or non-profit-based loans to support his or her pursuit of an undergraduate or graduate degree
- Have earned an undergraduate or graduate degree from a public or private higher education institution in Maryland
- Work for a state or local government agency in Maryland for 20 or more hours per week
- Agree to continue to work at the agency for at least 1 year after receiving a loan repayment award

Coverage

- Pays out $5,000 or 10% of the youth's total higher education debt for the year, whichever is less, to assist the youth with repayment of loans
- **Note**: Not all youth eligible for the loan repayment program will receive assistance, which is offered on a first-come, first-serve basis as long as funds are available; however, the Governor must allot at least $100,000 to the program per year.

Application Process

Maryland state and local government agencies must provide potentially eligible individuals with information about the program, and how to apply.

National Association for the Education of Homeless Children and Youth (NAEHCY) Scholarship for Homeless Students

- Any youth who was homeless – whether or not unaccompanied – at any time between kindergarten and 12th grade is eligible if his/her academic performance was average or above average.

Coverage

- The amount of the scholarship varies, and is generally only available for one year of education.

Application Process

- Application is online: http://www.naehcy.org/naehcy-scholarship-fund/about-the-fund.

Recorded WebEx for Unaccompanied Youth and Foster Care Youth

A recorded WebEx to provide guidance for MCAC Site coordinators and District coordinator to support Unaccompanied Youth and Foster Care Youth population is available at:

www.marylandpublicschools.org/mdcac

Download recording link (you may require access to WebEx prior to viewing the presentation). You may also go to YouTube search for Maryland College Application Campaign.
The recorded WebEx provides supports to assist with the barriers these student populations may encounter in pursuing postsecondary education. The recorded WebEx was recorded with the support of the Public Justice Center and the Office of Advocates for Children and Youth. The recorded WebEx is accompanied by a power point presentation that included great resources.

The recorded WebEx presentation includes:

- Who Are Unaccompanied Homeless Youth and Foster Care Youth?
- Barriers to Higher Education for Unaccompanied Homeless & Foster Youth
- Selecting and Applying to College
- Ensuring Your MCAC Team supports Unaccompanied Homeless Youth and Foster Youth
- Fee waivers for Unaccompanied Homeless Youth and Foster Youth
- College Cost Reduction and access Act
- Unaccompanied Homeless Youth Tuition Waiver
- Foster Youth Tuition Waiver
- Education Training Voucher
- Promising Practices: Supporting Unaccompanied Homeless Youth and Foster Care Youth On Campus

Section 5

Maryland Scholarship & Grants

Cash for College [1]

Maryland offers a vast number financial assistance programs to help pay for college. Each year, the State of Maryland awards millions in need-based grants, scholarships, and loan repayment programs. Every year, more than 65,000 students, receive money that ranges from $200 per year to over $19,100 per year. State financial aid awards for high school students include:

- **LEGISLATIVE SCHOLARSHIPS**
  - Senatorial Scholarships* Award Varies
  - Delegate Scholarships * Award Varies
- **HOWARD P. RAWLINGS PROGRAM FOR EDUCATION EXCELLENCE**
  - Educational Assistance Grant - $3,000
  - Guaranteed Access Grant - $19,100 per semester ($38,200)
- **TUITION WAIVERS**
  - Foster Care/Guardianship *
  - Homeless Youth Exemption*
  - Students with Disabilities*

Sample Available Grants and Scholarships

Howard P. Rawlings

Educational Assistance Grant

The State's largest financial aid program helps low- and-middle income students, based upon financial need to attend a two-year or four-year Maryland Institution.

Who May Apply

- High school seniors who will be completing a college preparatory program may apply.
- Students interested in enrolling in a two-year technical program at a Maryland Community College.
- Student who graduated from high school no more than one year and has never attended a post-secondary education institution (with an appeal for extenuating circumstances).

How to Apply

First complete an submit the FAFSA at www.fafsa.ed.gov

Second, complete and submit the Guaranteed Access (GA) Grant Application with all documents https://mdcapsa.mhec.maryland.gov

For further information about the Howard P. Rawlings grant go to www.mhec.maryland.gov

Guaranteed Access Grant

When combined with a Federal Pell Grant, the program will pay the cost of attending a public two-year or four-year Maryland college. The maximum award of $19,100 can be used at independent institutions too. For more financial aid support, see the Resource and Template Section for the 2019-2020 Scholarship Guide Money for College Question and Answer

Source: The Maryland Higher Education Commission: www.mhec.maryland.gov

Section 5

FAFSA Submission Information

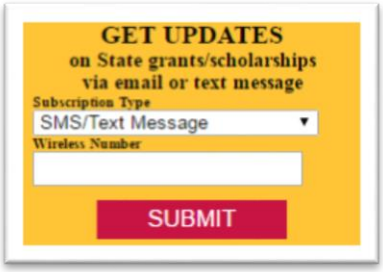
The FAFSA is available October 1st of each year. March 1st remains the State's financial deadline. See below a chart outlining deadlines and information for tax year for submission of the FAFSA.

IF YOU PLAN TO ATTEND COLLEGE FROM	YOU WILL SUBMIT THE FAFSA	YOU CAN SUBMIT THE FAFSA FORM	USING THE INCOME AND TAX INFORMATION FORM
July 1, 2020 – June 30, 2021	2020-2021	October 1, 2019- June 30, 2021	2018
July 1, 2021 – June 30, 2022	2021-2022	October 1, 2020- June 30, 2022	2019

Maryland scholarship and grant programs are available to eligible students who plan to attend a public or private Maryland two-year or four-year College, university or private career school. State financial aid can be used by both part-time and full-time students. Financial aid resources are available to pay for college, how to apply for financial aid, a list of types of scholarships and grants, and information on MHEC's comprehensive financial aid system (MDCAPS) that allows the processing of State scholarship applications.

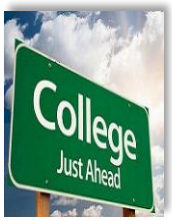
State Financial Text Messaging

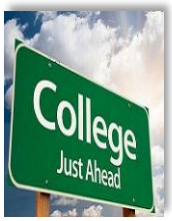
The Office of State Financial Aid (OSFA) now communicates by text messaging. Encourage students and parents to opt in on the MHEC website at www.mhec.maryland.gov to receive updates on State financial aid.



FAFSA Completion Initiative (FCI)

The FAFSA Completion Initiative is an initiative that allows high schools, school districts, and other designated entities the opportunity to have access to limited but valuable information to the FAFSA in order to assist students with the completion of the FAFSA. The goal of FCI provide high schools, school districts, and certain designated entities with FAFSA completion information to assist in guiding students and their families through the FAFSA process, increase the number of Maryland students who enter and complete a degree and/or credential, assist in meeting the State goal of a 55% completion rate by 2025 of Marylanders that have obtained a degree or credential, and maximize resources by connecting school counselors, students, and families through FAFSA. For more information, forward question to www.fafsa.mhec@maryland.gov or Isaiah Ellis at isaiah.ellis@maryland.gov or contact the MCAC State Coordinator. See Section 8 for more information.

	MARYLAND OFFICE OF STUDENT FINANCIAL ASSISTANCE PROGRAMS	UNDERGRADUATE	GRADUATE	VOCATIONAL/PRIVATE CAREER	FULL-TIME	PART-TIME	NEED-BASED	APPLICATION METHOD	ANNUAL MAXIMUM AWARD	ADDITONAL INFORMATION
NEED-BASED AID	Howard P. Rawlings Guaranteed Access Grant	•			•		•	FAFSA[1] and OSFA [2]	$19,100	May apply as a high school senior; income limit; minimum cumulative GPA 2.5 required; complete college preparatory program; maintain satisfactory progress in college.
	Howard P. Rawlings Educational Assistance Grant	•			•		•	FAFSA	$3,000	Maintain satisfactory academic progress in college. Demonstrate financial need. FAFSA must be filed by March 1.
	Part-Time Grant	•				•	•	FAFSA; Institution Financial Aid Office	$2,000	College or university accepts recipients. Must be part-time, degree seeking undergraduate student at an eligible Maryland Institution. Students who are dually enrolled in a secondary school in the State and an institution of higher education may also apply.
	2 + 2 Transfer Scholarship	•			•	•	•	FAFSA and OSFA	$2,000	Must have earned an associate's degree from a community college, be accepted for admission in a degree program, have a need based EFC less than 10,000. Minimum cumulative 2.5 GPA required; maintain satisfactory academic progress in college.
	Graduate & Professional Scholarship Program		•			•	•	FAFSA; Institution Financial Aid Office	$5, 000	Must enroll in a graduate program for dentistry, law, medicine, nursing or pharmacy.
LEGISLATIVE SCHOLARSHIP	Senatorial	•	•	•	•	•		FAFSA; Contact Senator	Varies	SAT/ACT required for some applicants; Senator selects recipients. Must maintain satisfactory academic progress in college.
	Delegate	•	•	•	•	•		FAFSA; Contact Delegate	Varies	Delegate selects recipient. Must maintain satisfactory academic progress in college.

	MARYLAND OFFICE OF STUDENT FINANCIAL ASSISTANCE PROGRAMS	UNDERGRADUATE	GRADUATE	VOCATIONAL/PRIVATE CAREER	FULL-TIME	PART-TIME	NEED-BASED	APPLICATION METHOD	ANNUAL MAXIMUM AWARD	ADDITONAL INFORMATION
UNIQUE POPULATIONS	Jack F. Tolbert Memorial Student Grant		●		●		●	FAFSA	$500	Contact Private Career School Financial Aid Office.
	Edward T. Conroy Memorial Scholarship	●	●		●	●		Institution Financial Aid Office	$10,900	Provides assistance to 100% disabled
	Jean B. Cryor Scholarship	●	●		●	●		Institution Financial Aid Office	$10,400	
	Veterans of Afghanistan and Iraq	●				●		FAFSA and OSFA	$6,669	
	Tuition Waiver for Students with Disabilities **(Community College-Level Only)**	●				●		Maryland Department of Disabilities	Varies	
State Scholarship	Community College Promise Scholarship			●	●	●		FAFSA	$5000	Student must sign the Service Obligation Agreement and Promissory Note. Visit www.mhec.maryland.gov for additional information.
Tuition Waivers can be used to pursue vocational certificates at public institutions (e.g. community colleges), but not at private career schools	Tuition Waiver for Unaccompanied Homeless Youth (UHY)	●			●			Institution Financial Aid Office	Varies	All students eligible for the unaccompanied homeless youth tuition waiver will have the full cost of their tuition waived, and may use any additional federal, state, and institutional aid towards living expenses. Students are eligible for the waiver for each year in which they are unaccompanied and homeless, for up to five years or until graduation
	Tuition Waiver for Foster Care Students	●			●			Maryland Dept. of Human Resources	Varies	All students eligible for the foster care tuition waiver will have the full cost of their tuition waived, and may use any additional federal, state, and institutional aid towards living expenses. Students are eligible for the waiver for up five years or until graduation

[1] FAFSA – Free Application for Federal Student Aid [2] OSFA – Office of Student Financial Assistance at Maryland Higher Education Commission (MHEC) [3] Awards are subject to change for the 2019-2020 academic year as approved during the 2019 State legislative session— Source: www.mhec.maryland.gov .

Section 6

Recruiting and Managing Volunteers

SECTION CHECKLIST

- Seek volunteers from among your school staff as well as admissions or academic advising staff from any local postsecondary institutions
- Seek volunteers from among student leadership
- Identify and contact other community organizations or individuals who may be appropriate to help
- Notify volunteers if school policy requires background checks
- Communicate with your volunteers early and often. Be sure your volunteers know well in advance their assignments and scheduled event(s)

Recruiting Volunteers

It is recommended that each MCAC site have one volunteer for every four to five computer stations during the designated time(s) for completing and submitting admissions applications.

Consider using seniors who have already completed college admissions applications to volunteer. They can help their peers who have not yet gone through the college admissions process. Seniors can also serve as mentors to freshmen, sophomores, or juniors in helping to prepare them for postsecondary education.

Additionally, student ambassadors from any grade level can help distribute materials, decorate the school, and promote MCAC activities. Identify students from each grade that would like to bring some ideas of their own. Ask students from each grade level to share and implement ideas and post and distribute materials.

As you recruit volunteers, be sure everyone involved with MCAC activities understands that the program is NOT a recruitment opportunity for individual colleges and postsecondary institutions. Volunteers from local colleges and universities are welcome but they do need to be aware that they may be helping students to apply to any of the thousands of postsecondary schools nationwide. Additionally, volunteers may wear a specific college's t-shirt, such as one from their alma mater, but they should refrain from promoting that school.

Volunteer Application

Check with your school system's personnel office to find out if there is already an official volunteer form available to use. This form should ask potential volunteers to provide the following information:

- Name
- Email address
- Day-of telephone number
- MCAC Activities of interest
- How he or she heard about MCAC
- Organization or affiliation
- Physical address
- Areas of expertise
- Dates and hours the volunteer is available

Many school districts require background checks before a person may participate in a school day event. You may need to find and distribute your school's policy to potential external volunteers. You may also need to supply a list of volunteers to the school's administration.

Volunteers are crucial to each site and may be assigned to one or more of the following roles:

- Checkout/exit table attendants
- Food/snack table helpers (optional)
- Application assistants
- Greeters
- Presenters, if offering a formal presentation, or moderators/facilitators
- Promotion assistants
- People to put up signage
- Runners for refreshments or additional supplies (e.g., pencils, pens, forms, etc.)
- Set up and cleanup crews

Communicating with Volunteers

Each school's MCAC site coordinator should contact volunteers regularly. Make sure each volunteer knows what his or her assignment is, when and where he or she should report, any specifics about parking or school procedures, what the appropriate or recommended attire is, and any contingency plans in case of inclement weather or an emergency.

Provide volunteers with information and links to help them prepare for your MCAC event. For instance, you may want to provide samples of the student preparation materials you use with the students. After your MCAC activities are over, be sure to thank your volunteers by sending them a certificate of appreciation or thank-you note.

Volunteers Supporting the College Campaign

To be a college campaign volunteer does not mean that the volunteer has to know everything about the Maryland College Application Campaign, however knowing more will be more meaningful to the volunteer's experience. A volunteer benefits by knowing that they helped someone open the door to a college education. College changes everything! Here are a few tasks that volunteers may be asked to contribute to the initiative at any given high school campaign:

- Good signage is essential. Therefore, asking volunteers to post directional signs in the school about the event and/or direction to designated areas for the campaign.
- Greet students as they arrive to complete their college applications in the computer lab, or other designated areas.
- Assisting students to log on to the computers and providing support with computer related issues/questions.
- Guide students through the application process, providing support with questions they may have.
- Help ensure that students register for their FSA ID after they submit their college applications.
- Guide student to complete the MCAC student survey.
- As requested, share personal college experience with student as an encouragement.
- Hand out "I Applied" stickers and other materials when students complete their college application process.
- Congratulate each student on completing the college application process, encouraging each student to complete additional requirements such as submitting their transcript, test scores, or any other required documents.
- Encourage students to share their college application experience with other classmates, family and friends.

Section 7

Data and Reporting
District Site Confirmation

By April 15 each year, district coordinators confirm all schools and site coordinators participating in the MCAC. If there are any questions regarding your MCAC events/program, the questions should be directed to your district coordinator prior to contacting the MSDE. All district coordinators receive a final copy of all data provided.

MCAC Online Student Survey and Naviance

In 2015, the Maryland State Department of Education (MSDE) developed the MCAC online student survey. The online MCAC Student Survey replaced the tedious manual process of each site coordinator tallying the number of students that submitted one or multiple college and/or career applications, and other essential information required for reporting and technical assistance purposes. For the MCAC, the data collection process is a vital collaborative effort to inform improvements. The MCAC data is collected via the online student survey that is provided subsequent to each student who completes a college application. The online student survey is also located on the MCAC website which may be accessed through the MSDE webpage at www.mdarylandpublicschools.org/mdcac. The link to access the online student survey will be forwarded to each site coordinator via email.

Schools that are using **Naviance** or other career technology solution sites, must submit responses to the State Coordinator to the following questions:

- What is the **total number of students** who participated in the MCAC?
- What was the **total number** of applications (all postsecondary) submitted?

The **MCAC Online Student Survey** serves as the main data tracking mechanism for the MCAC Application Week in October. It is best practice to have the student complete the online student survey with supervision, after he or she completes a college or career application. However, if needed, you may forward the online student survey link to student in a text blast to complete the survey. **It is imperative that each student complete the survey to ensure your school is credited with all of the student data from your school.**

Survey Monkey™ will collect the data from each individual student enabling MSDE to run reports by school on all necessary data points. Schools will receive their data reports from the MSDE by December 30th.

NOTE: It may be helpful to keep a roster of your participating high school seniors and where they are in the process. This will help you as you plan future activities. All data entered in the online MCAC student survey will not be available right away to individual schools.

As a reminder, the **MCAC online student survey** may also be linked to Naviance, or other college and readiness software application that provides students with college planning and career assessment tools. Consult your technology department for assistance with the process.

Final Programmatic Report

The programmatic report requests information such as program logistics, program participants/volunteers, activities, marketing, etc. This report is crucial in the development of the MCAC final report and provides insight to improve the program for the upcoming year. The programmatic report questionnaire is disseminated to all site coordinators in early April and is due to the MSDE in May.

FAFSA Completion Event Form- Registration

Submitting applications is only part of the college application process. Understanding how to pay for college with grants, loans, and scholarships and how to apply for money that is available from the State and Federal government and other institutions is essential. ***It is imperative that each school site participating in the MCAC must host or participate in a FAFSA Completion Event. School sites may registration online at www.collegegoalmaryland.org.*** By registering online for your FAFSA Completion event, you will be able to track information on all FAFSA completion events including the number of parents, students, and volunteers participating in each event.

Section 8

THIS SECTION CONTAINS THE FOLLOWING:

- School Site Meeting Agenda Sample
- Site Coordinator Checklist
- Press Release Sample
- Post Event Press Release Sample
- School Announcement Sample
- Media Talking Points
- Sample Local Government Proclamation
- Student/Family Information Letter
- Email and Phone Blast Message
- Sample Community Letter
- College Fit Worksheet
- College Application Worksheet
- College Experience BINGO
- Student Reminder Form
- I Applied. What's Next
- Start Here. Get Here.
- After Your College Application Program
- Volunteer Recruitment Letter
- Volunteer Survey
- Volunteer Thank You Letter
- Document to Support the FAFSA Process
- What to do after completing the FAFSA
- FAFSA Completion Event Reminder
- Student Application Instructions Form
- Sample donation letter
- Sample MCAC "Ask Me"! Door Signage
- MCAC "Ask Me"! Door Signage
- ACT Request for Waiver or Deferral of College Admission Application Form
- NACAC Request for Admission Application Fee Waiver
- Maryland's Two-Year, Four-Year, and Independent Career Schools
- District of Columbia Schools
- Stickers for Future College Graduate and Future Gradates
- Types of Postsecondary Options
- Apprenticeship Maryland
- Year Up Baltimore Flyer

SAMPLE SCHOOL SYSTEM RESOUCRES:

- Prince George's County Sample Resources
- Charles County's Sample Resources
- Wicomico County's Sample Resources
- Choption High School – St. Mary's County

APPENDICES

ABC High School MCAC Team Meeting
DATE

SAMPLE AGENDA

WHAT	WHEN

What is the Maryland College Application Campaign?
• Purpose
• MCAC Week Dates
• MCAC Timeline
  o Prior Spring – Juniors
  o Fall
  ▪ October – March - FAFSA
  o March – May
  ▪ Understanding Award Letters
  ▪ Decision Day Events
	3:00 – 3:10

Role of School Team
• Logistics
• Engaging:
  o Counselors
  o Teachers - Classroom Lessons
  o Community
	3:10 – 3:20

Creating/Enhancing a College-Going Culture
• Strategies
  o Bulletin Boards
  o College Door Decorating/College Shirt Day
  o Engaging Underclassmen
	3:20 – 3:40

Communication Strategy
• MCAC Week Promotion (ALL Seniors)
  o Requesting a Mayoral Proclamation
  o Website & Social Media
  o Student Announcements
• Teachers/Counselors
• Information Sharing with Parents
• Recruiting Volunteers (Community)
	3:40 – 3:50

Preparing Students for MCAC Week • College Application Worksheet • College Fit Worksheet • Application Fees/Waivers • Understanding Admissions Requirements	3:50 - 4:00
Student Follow-Up • Completing Application Process and Completing and Submitting the FAFSA	4:00 – 4:10

Data Collection and Evaluation
  o Student Data Form
  o Volunteer Data Form
  o College Goal Maryland Online Registration, Online Surveys and Checklists
  o MSDE (Mid-Year and Final Reporting)
	4:10 – 4:20

MCAC Site Coordinator Checklist

__ __ __ __ __	**Pre-event preparation: first steps** • Identify and reserve site for the College Application Campaign and FAFSA Completion events if hosting both • Put MCAC events on school calendar (College application and FAFSA completion) • Identify a School Team to build support and assist with tasks • Meet with the school team to discuss implementation of program at your school • Ensure you have adequate counts of ACT, SAT, and/or NACAC fee waivers • Have students and parents sign up for FSA ID • Register for FAFSA Completion event (www.collegegoalmaryland.org)
__ __ __ __	**Communicate opportunity to students, their families, and the local community** • By information letters • By Social Media such as Facebook and Twitter • By phone blasts • By posting information on school website, school newsletter, school marquee • Pre-event press release
__ __ __ __	**Prepare students for the event** • Sponsor and/or support participation in college fairs or college visits • Distribute **College Application Worksheet** and **College Fit Worksheet or FAFSA Worksheet** for students to complete before event • Implement college exploration and preparation assignments in classrooms • Identify and meet with students eligible for application fee waivers • Engage underclassmen in school's College Application Campaign event
__ __ __ __ __ __	**Implement school-wide activities to build awareness and enthusiasm** • College t-shirt/sweatshirt days • College wall bulletin boards • "Ask Me!" signs on offices and classroom doors • Door decorating contests • Morning announcements • Guest speakers/Parent/Student Nights • Schedule FAFSA Completion Events (FAFSA Frenzy) • Schedule Decision Day Celebration
__ __ __	**Get volunteers involved to assist with the event** • Recruit and communicate with volunteers (letter and/or email) • Assign tasks • Ensure volunteers and staff have "Ask Me!" stickers
__ __ __ __ __	**Hold College Application Campaign Event!** • Ensure students receive the **Student Instructions Sheet** before they begin applying • Ensure students register for the FSA IDs • Ensure students fill out student survey to collect data • Ensure students receive Next Steps, and FAFSA Completion Handout •
__ __ __ __	**Hold FAFSA Completion Events!** • Ensure all participants are registered on College Goal Maryland website • Ensure students complete FAFSA • Ensure students receive next steps handout for financial aid • Ensure students register for Understanding Your Award Letter Sessions
__ __ __ __ __ __	**Post-event follow-up** • Write thank you letters to volunteers • Submit data to state coordinator • Host post-event debrief with school team • Release post-event press release • Follow-up with students to complete the admissions *and* financial aid application processes. • Host College Signing Day celebration

Sample Press Release

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE
Contact: (Name of site coordinator)
(Position title and/or college access program affiliation of site coordinator)
(School name)
(School address) (Phone number)
(Email of contact person) (Phone number of contact person)
(High school website)

Campaign Targets Increase in Maryland College Graduates
Maryland College Application Campaign will help Students and Families Realize Dream

(Name of Your High School) will participate in the Maryland College Application Campaign (MCAC) sponsored by The Maryland State Department of Education and College Goal Maryland during [Dates of MCAC Program].

As part of Maryland's effort to increase post-secondary participation leading to a degree or certification, (Name of Your High School) will work with its seniors on (Your School's Event Dates) to complete and submit at least one college application and complete a FAFSA. The goal of the program is to help high school seniors navigate the complex college admissions process and ensure they apply to at least one post-secondary institution. The effort occurs during the school day, with a focus on students who might not otherwise apply to college. During this event, students may apply to any of Maryland's community colleges, independent colleges, and public universities in which they are interested. Follow-up activities include FAFSA completion events where students and parents are invited to work on the FAFSA form. During these events, professionals familiar with the financial aid process present information about understanding the financial aid process. (Name of School) will hold a Decision Day event where students had the opportunity to publicly state their acceptance into a postsecondary institution.

(Name of Site Coordinator), MCAC event Site Coordinator for (Name of Your High School), expects more than (Insert Number) seniors to participate with the help of (Insert Number) volunteers from (Insert school staff, administration, college and community resources, and others who are assisting).

This initiative is part of the American College Application Campaign (ACAC), a national initiative that is an effort of the American Council on Education. The ACAC campaign takes place in 49 states and the District of Columbia. Funding for MCAC was provided by the Maryland Higher Education Commission through a Federal College Access Grant.

Post-Event Press Release

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE
Contact: (Name of site coordinator)
(Position title and/or college access program affiliation of site coordinator)
(School name)
(School address)
(Phone number)
(Email of contact person)
(High school website)

(YOUR HIGH SCHOOL NAME) Seniors Apply to College During Maryland College Application Campaign (MCAC) Week.

(Insert City, Date)—

(Insert Name of Your High School)'s seniors received hands-on assistance applying to college during the school's Maryland College Application Campaign Week event held on (Insert Event Date/Dates). Roughly (Insert Number of Participating Students) (Insert name of your high school) students participated in the event, held in the school's (Insert location).

(Insert other details specific to your event such as number of volunteers on hand, how students were invited to participate, and/or details on any of the pre-event activities you did. Also mention follow-up activities such as FAFSA Completion events and parent information sessions). **(Insert quotes from students, parents, volunteers, site coordinator or others).**

Additional information about the Maryland College Application Campaign can be found online at www.MarylandPublicSchools.org/mdcac. For more information about (Name of High School)'s event, please contact (Site Coordinator's Name) at (Insert Site Coordinator's phone number) or by email at (Insert Site Coordinator's email address).

# # # # #

School Announcement Template

RE: Maryland College Application Campaign Week

As part of the Maryland College Application Campaign, _____High School is participating in Maryland College Application Week, _____, 2019. This program is open to all seniors. Even if you think you may not be going to college, we encourage you to take part in this process. You'll learn everything you need to know about the college admissions process and actually apply to at least one college. You will also learn about financial aid and what State and Federal Aid you may be eligible for. For more information, contact _____.

Media Talking Points for Interviews

- The Maryland College Application Campaign makes applying for college easier by providing students with free help to complete the college application process.

- College Application Campaign Events began in 2005 in North Carolina and was modeled after FAFSA completion programs such as the national College Goal Sunday Program.

- The Maryland State Department of Education, the Maryland Higher Education Commission and College Goal Maryland worked together to support Maryland College Application Campaign events at 166 high schools around the state during October 2018.

- Maryland is one of 50 states hosting College Application Campaign events. The program is part of the American College Application Campaign

- In FY 2019, the Maryland State Department of Education is sponsoring the Maryland College Application Campaign Month during September 30 through October 31, 2019. Participating high schools have chosen one week for their MCAC events during the month.

- _____ high school is holding MCAC events the week of _____, 2019.

- The FY2019 Maryland College Application Campaign will mark the 6th year that the state has offered this program to Maryland high school seniors.

- Increasing access to college is an important part of Maryland's goal to raise the percentage of working-age adults with a two- or four-year degree or professional certificate.

Maryland College Application Campaign
Sample Local Government Proclamation

WHEREAS: *Maryland is a partner in the American College Application Campaign, a national effort designed to increase the number of students who apply to and enroll in college with a particular focus on first-generation students; low-income students; unaccompanied homeless youths; foster care youths; students with disabilities; student in the juvenile education system; and others underrepresented in higher education; and*

WHEREAS: *Priority is given to removing barriers to the college application process for all students who wish to pursue postsecondary education but lack information or support; and*

WHEREAS: *The term "postsecondary education" means opportunities within two- and four-year colleges and universities, certificate and trade school programs, military institutions and registered apprenticeships; and*

WHEREAS: *Preparation for Maryland students to be college and career ready demands the ever-increasing cooperative efforts of educators, school counselors, postsecondary faculty and advisors, workforce development professionals and business and industry representatives to prepare youth for success in postsecondary education and degree attainment in career fields that are forecasted to experience the largest and fastest growth in the next decade; and*

WHEREAS: *Maryland is working to increase the percentage of the states' working population, aged 25-64, that has at least an associate's degree from 50.6% to 60% by the year 2025 to prepare students for the opportunities and challenges of the 21st century; and*

WHEREAS: *Obtaining a postsecondary degree has been linked to higher income and employment in the global economy, thus, improving the quality of life and giving all students leadership opportunities in their fields and in their communities.*

I, (Mayor's/Commissioner's Name) do hereby declare (Dates of School's College Application Program(s) as Maryland College Application Campaign Week in (city/town) and encourage all seniors to take advantage of the assistance provided through this initiative.

Student/Family Information Letter

A printable version is available at www.marylandpublicschools.org/mdcac

(School logo and/or address))
(Date)

Dear Students and Families,

We are pleased to announce (school name) will participate in Maryland College Application Campaign (MCAC) Week,
(dates), joining high schools across the state and country who will host events to assist students with the college application process.

Our goal is to ensure that all members of our senior class apply to at least one, two-year or four-year college or university program this fall.

The overarching goal of the MCAC week is to provide an opportunity for all Maryland seniors to complete and file college applications. To us, college means any education program beyond high school including certificate programs, two-year degree programs, and four-year degree programs.

To prepare for College Application Campaign Week, the student should complete the attached College Application Worksheet prior to the week, as it has all the important information needed to complete an online application. We expect students and families may need to work together to gather the required information.

Contact the school counseling office if you wish to assist your student at school during his or her appointed time. In addition, if you are interested in volunteering during the event, please let me know. Volunteers can greet and sign in students, assist students with the completion of online college applications, or distribute information about financial aid opportunities.

If you have any questions please contact (name, title), at (email address) or call (000- 000-0000).
You can also find more information about the initiative and the college application process online at www.marylandpublicschools.org/mdcac.

Thank you in advance for your support of this exciting initiative to encourage Maryland students to make college a part of their future.
Sincerely,
(Site Coordinator or Principal's Name)
(Site Coordinator or Principal's Title)

Email and Phone Blast Message

The message below may be used in an email or phone outreach effort

(Name of high school) is hosting a College Application Campaign event on (date(s) of event) to encourage all seniors to apply to at least one college if they haven't already done so.

All seniors are encouraged to attend. They should come prepared to apply by completing the College Application Worksheet at www.marylandpublicschools.org/mdcac.

If you have any questions please call (name, title), at (phone number).
Thank you in advance for your support of this exciting initiative to encourage all (name of high school) students to make college a part of their future.

Phone/Email Blast Message

This is a friendly reminder that (Name of High School) will be hosting a College Application Campaign event the week of _____, 2019 to encourage all seniors to apply to at least one college, if they haven't already done so. Students should come prepared to complete and submit their college applications by completing the College Application Worksheet available on the MCAC website at www.mdarylandpublicschools.org/mdcac. If you have any questions, please call (name and title) at (phone number). Thank you in advance for your support of this exciting initiative to encourage all (Name of High School) seniors in taking the first step towards pursing a post-secondary education.

Sample Community Letter

(Date)

Dear_____:

On behalf of_____High School, I am sending this correspondence to inform you of _____ (name of school system) Maryland College Application Campaign (MCAC) events and to solicit community support in the following ways:

- Raffle and door prize items, especially anything college-related
- Snacks for up to __ students expected to participate in at least one MCAC activity
- Sponsorship of specific activities, such as donations to help pay the screening fee for the film *First Generation*
- Volunteer participation in one or more of our MCAC events

The goal of the MCAC is to make applying for college easier by providing students with free, on-site help with filling out college admissions applications and completing other college preparation tasks. Our school's MCAC events will be held _____through_____at _____High School.

All high school seniors attending_____ High School are encouraged to participate in at least one of the following activities:

(Name of Activity)	(Date/Time)	(Location)
(Name of Activity)	(Date/Time)	(Location)
(Name of Activity)	(Date/Time)	(Location)

In exchange for your contributions, your business logo and name will be displayed at MCAC events held at the school (i.e., in the hallways and classrooms.) Additionally, your contributions will be recognized in the _____ High School newsletter or website and in press releases.

The success of this program depends, in part, on support from our local community. If you have any questions or need further information, please contact _____, MCAC Site Coordinator via telephone at _____ or via email at _____.

Sincerely,

#WHYAPPLY

The following information is provided by the
American College Application Campaign (ACAC) and the ACT Center for Equity and Learning

College Applications – Frequently Asked Questions

1. **Are all college applications the same?**

   The short answer, no. Most colleges have applications unique to their institution, but you will find most questions to be similar. Not every application will require an essay, letters of recommendation, college entrance exam scores, and/or have an application fee. For questions typically asked on college applications, look at the College Application Worksheet in the American Council on Education's Student Application Resource Guide (http://www.acenet.edu/news-room/Pages/ACAC-Resources.aspx).

2. **When should I start the college application process?**

   We recommend you know which colleges you want to apply to by September 1 of your senior year. Traditionally, most high school seniors will complete their college applications in September and October in order to meet application deadlines. Check out this college application checklist from GetSchooled: https://getschooled.com/dashboard/article/4217-how-to-apply-to-college-badge-building-your-college- application-plan

3. **How do I pick the schools I should apply to?**

   The sooner you start this research process, the more confident you'll feel in your decision. We recommend researching colleges of interest during your junior year and over the summer. Check out GetSchooled's advice on how to narrow down your list: https://getschooled.com/dashboard/quiz/4200-revving-up-for-college-badge-narrowing-down-my- college-list. Check out the American College Application Campaign's Student Resource Guide with worksheets to help you identify the best match and fit: www.Steps2College.org/resources

4. **How many schools should I apply to?**

   We recommend applying to one or two best fit schools (where you are likely to get in but are not guaranteed acceptance), one or two reach schools (where you may be accepted), and at least one safety school (where you're guaranteed to be accepted). Including at least one safety school should guarantee you receive at least one acceptance letter. If you are worried about application fees, talk to your school counselor to see if you qualify for an application fee waiver.
   https://getschooled.com/dashboard/article/4218-how-to-apply-to-college-badge-get-your-college- application-fee-waiver

#WHYAPPLY

5. **Who can provide the most help with your college applications?**

   Counselors, parents, siblings, coaches, teachers, and Get Schooled. Think of every adult in your life that has attended college and ask for help! You can also use resources like Get Schooled to help you! Text **COLLEGE to 335577** to text with college counselors and get answers you need quickly!

6. **How much time should I give myself to complete my college applications?**

   Before you start your college application, make sure you sit down and know all the application requirements. If you have your essay(s) and letter of recommendation(s) ready, a college application could be completed within one hour. If you still need to write your essay(s) and receive letters or recommendation, you'll need to set aside more time. If an essay is required, you should plan for several drafts to get it into a final state. Give yourself time to have it reviewed by trusted adults, or send it to Get Schooled using the College Essay Feedback Tool. Likewise, if letters of recommendation are required, think about adults who know you best in various aspects of life. And be sure to give them enough time to write a letter on your behalf! The application will not be complete until the letters of recommendation are submitted.

7. **What do I do if my test scores are lower than the school average?**

   Don't let this stop you from applying. Schools consider a variety of factors when admitting students. You can also consider taking the ACT or SAT again. Check ACT.org and SAT.org for upcoming test dates.

8. **Should I tell the school I'm applying on their social media pages?**

   Colleges and universities love interacting with current and potential students on social media. Like the college(s) you're interested in on Facebook! They take notice and it's an easy way to indicate you are interested. Make sure you clean up your social media as well. Mentioning the college on social media may get a shout-out or retweet.

   https://getschooled.com/dashboard/article/3294-how-to-increase-your-chances-of-getting-into-college

9. **Where can I find the application for the colleges I'm interested in?**

   Every college has a website. Typically, there will be an "Apply Now" button located on the home page that will lead you through that college's application process.

10. **What resources are the biggest help with completing college applications?**

    There are plenty of free resources available to help you research colleges and complete the college application process. The following are just a few national resources. Talk to your counselor or college adviser about state and local resources.

- Check out www.GetSchooled.com to build your college knowledge about the college application process, find scholarships and other resources to help you succeed.
- Visit www.Steps2College.org for a Student College Application Resource Guide provided by the American College Application Campaign.

- ACT Profile by ACT www.actprofile.org is a free, mobile resource to help you learn more about yourself and the college and career paths you want to explore.
- Big Future by College Board www.bigfuture.collegeboard.org lets you research colleges and find institutions that are a good fit, learn about the various ways to pay for college, and create a personalized college plan.
- Common Application www.commonapp.org connects you to more than 700 colleges through one application.

College Fit Worksheet

(An electronic version of this form is available at www.marylandpublicschools.org/mdcac)

	School 1	School 2	School 3	School 4
School name:				
School code: For use on the FAFSA				
Driving distance from home:				
Maryland school or out of state?				
Annual number of students enrolled:				
School name: School code: For use on the FAFSA				
Cost per credit hour:				
Annual Housing Cost:				
School scholarships and institutional aid?				
Types of Degrees offered: (e.g., bachelor's, associate)				
Programs and majors I am interested in:				
Does the school offer any of the following services?				
Summer orientation or college preparation programs?				
Free tutoring services?				
Emergency funds?				
On-campus health services?				
Housing during holidays?				
Multi-cultural student clubs?				
Other:				
Application, financial aid, and housing tracking information				
Date applied:				
Date accepted:				
Date FAFSA submitted:				
Date housing secured:				

College Application Worksheet

The following information may be required when submitting your college application. Bring this completed form to your school's MCAC event to help you complete the application.

List the top three colleges to which you plan to apply. Visit their websites prior to your MCAC event to determine what special requirements will be necessary to complete your application:

A printable version is available on www.marylandpublicschools.org/mdcac

	College #1	College #2	College #3
Name of School			
Special requirements: • essay • personal statement • teacher recommendation • resume • proof of residency • other			
Application Deadline			
Cost to Apply			
Payment Options: • fee waiver • check • credit card • PayPal • other			
Financial Aid Filing Deadline			

Personal information required for most colleges and universities

You will be asked for your:

- Full legal name (first, middle, and last)
- Other names that might appear on academic records (including former names or nicknames
- Social Security Number (SSN)
- Birth date
- Place of birth (city, county, state)

Did your parents attend and/or graduate from college? _____

If yes, where did they attend and in what year did they graduate?
Parent 1 College: _____ Year of graduation: _____
Parent 2 College: _____ Year of graduation: _____

Citizenship/Immigration Status*:

Are you a U.S. citizen? · Yes · No

If no, indicate country of citizenship: _____ Country of birth: _____

If you are a permanent U.S. resident, include your Alien Registration information:

Alien Registration (I551) card number: _____

How long have you lived in the U.S.? _____
Years/Months

Date of Test of English Language as a Foreign Language (TOEFL) was or will be taken

(test results must be sent directly to the college): _____
Month/Year

***There is no federal or state law that prohibits the admission of undocumented immigrants to U.S. colleges, public or private. Federal or state laws do not require students to prove citizenship in order to enter U.S. institutions of higher education. Institutional policies on admitting undocumented students vary; depending upon the college, residency requirements may or may not apply with regards to tuition rates; while undocumented students may not receive federal financial aid, you may qualify for certain scholarships or institutional awards.**

Academic Information:

Testing Information

	Exam Date (month/year)	Composite Score	Critical Reading/English Score	Math Score	Reading Score	Science Score
SAT						
SAT						
ACT						
ACT						

Previous College Courses:

Have you taken any college level courses taken in high school? · Yes · No

If yes, college name: _____

Number of college credits earned: _____ Dates of attendance: _____
month/year

Academic honors, recognitions or awards:

- National Honor Society
- Merit Scholar
- National Achievement Scholarship Program
- Presidential Academic Fitness Award
- School district award(s) or achievement: _____

_____

- Regional award(s) or achievement: _____

_____

- Statewide award(s) or achievement: _____

_____

- Others: _____

Current Grade Point Average (GPA): _____

Other academic awards or achievements:
(some examples: math team president; science fair winner; honor roll regular; Model UN member; yearbook or school newspaper editor; etc.): _____

_____

Clubs, sports or other extracurricular activities:
(some examples: drama club; varsity or club sports; student government; orchestra or band; Relay for Life; environmental club, etc.) _____

_____

Community activities:
(some examples: church, temple or synagogue; Boy or Girl Scouts; Key Club; Big Brothers/Sisters mentor; fundraising; soup kitchen helper, etc.)

_____

_____

_____

Job (paid or unpaid) experience: (some examples: store clerk; babysitter; lifeguard; car wash attendant; waiter/waitress; cleaner; freelance worker; summer camp counselor; etc.)

_____

_____

_____

Other Information

You may be required to submit an essay, a personal statement, a resume and/or information about the classes you have taken in high school and the grades you earned in those classes. To best prepare for MCAC, be sure to bring the following along with you:

- An activities resume that includes your extracurricular activities, including information about which years you participated in each club, sport or activity. Be sure to include any volunteer work you have done in your community.
- Final, proofed electronic copy of your essay, personal statement, and any required supplemental questions on a flash drive.
- Your school counselor will send your high school transcripts separately.
- If you have taken any college courses, you must request official transcripts from the college registrar at the college where you received credit. There may be a fee for a transcript request.

Remember: Your college applications are not complete until you have submitted ALL required documents and application fees or waivers (if required). That includes your official high school transcript, official test scores (ACT, SAT, TASC/GED etc.), and letters of recommendation. Make sure to follow up with your counselor, the testing company and those you've asked for recommendations.

Check your application status: You are responsible for checking the status of your application at the college admissions offices. Allow 8 to 10 weeks for processing after sending your application and supporting documents.

Make sure you send the all the information necessary to complete your application; it will not be considered unless all documentation is supplied.

Maryland College Application Campaign
College Application Worksheet
Test Scores

Many applications for college admission will request information related to tests that you have taken. Use the worksheet below to list the scores for tests you have already taken. If you have not yet taken the SAT or ACT, speak with your school counselor about upcoming test dates – you will need to take at least one of these college entrance exams soon! Most colleges will also require an "official" score that is sent by College Board (SAT scores) or ACT (ACT scores). Talk with your school counselor about how to do this.

SAT

Test #1:
Date Taken:
Total Score:
Evidence-Based Reading and Writing Score:
Mathematics Score:

Test #2:
Date Taken:
Total Score:
Evidence-Based Reading and Writing Score:
Mathematics Score:

ACT

Test #1:
Date Taken:
Total Score:
English Score:
Mathematics Score:
Reading Score:
Science Score:
Writing Score:

Test #2:
Date Taken:
Total Score:
English Score:
Mathematics Score:
Reading Score:
Science Score:
Writing Score:

Extra-Curricular Activities

Some applications request information related to the activities that you participate in outside of your high school classes. This could include clubs, organizations or any other activity that you want to share with the college. List your activities below, including the year(s) you participated and if you held a position or received an award related to the activity.

Activity 1:
Years Participated:
Leadership position held
Awards:

Activity 2:
Years Participated:
Leadership position held:
Awards:

Activity 3:
Years Participated:
Leadership position held:
Awards:

Activity 4:
Years Participated:
Leadership position held:
Awards:

Activity 5:
Years Participated:
Leadership position held:
Awards:

Volunteer Activities

Activity 1:
Years Participated:

Activity 2:

Activity 3:
Years Participated:

Activity 4:

Years Participated:

Years Participated:

Maryland College Application Campaign
College Application Worksheet

Personal Information

Many colleges will ask you to provide information related to your residency and citizenship. You may need to provide the following information when completing your application. If you are uncertain about an answer, your parent or guardian may be able to help.

1. **Social Security Number (SSN):** (Your SSN is needed to get your FAFSA PIN in which you will register for after you apply to college during the College Application event. Some schools/institutions may also require this on their application.):

2. **Place of Birth:**
   City: State: Country:

3. **County of Residency:**

4. **Have you ever lived outside of Maryland?**
   If yes, how many years have you lived in Maryland?
   When did you move to Maryland? (This may be your birthdate)

5. **Citizenship Status** (circle one)
   US citizen Permanent Resident Alien Nonresident Alien Other

6. **Did your parent(s)/guardian(s) pay state income taxes last year?** Yes No
   If Yes, in which state?

7. **Do you have a parent or guardian who is currently on active duty in the military?**
   Yes No

8. **Employment Information:** List any employment you have held for the last two years, including dates. It would be good to include volunteer information here as well:

   Employer: Dates Employed:
   Employer: Dates Employed:
   Employer: Dates Employed:
   Employer: Dates Employed:

School/Institution Application Information

Many schools/institutions will ask for information regarding your postsecondary plans. You may be asked to identify the subject area you intend to major in or the program you are interested in for the application process. In addition, you will be asked for which term you are applying. Be sure to do research prior to your school's College Application Campaign event regarding whether the schools/institutions you are interested in have the major you want to study. If you don't know what you want to study, that's okay! You can work with your school counselor while you're still in high school to do career exploration and there will be resources on the school /institution's campus to assist with this as well. If you don't know the subject area in which you want to major, you can likely apply with "undecided", but do your research before the College Application Campaign event to make sure that is an option at the schools to which you plan to apply! Regardless, you can also change your major once you are enrolled.

Intended Program or Major:
Term for which you are applying (for most graduating seniors, this will be fall enrollment following your graduation from high school):

A printable version is available at www.marylanspublicschools.org/mdcac

College Experiences **BINGO**

- **Find a teacher, administrator or other adult in your school for whom one of the statements below are true**
- **Ask that person to sign the box that contains their true statement**
- **Up to 5 people may sign your sheet twice**
- **Five in a row wins – horizontal, vertical or diagonal!**

Never thought he/she would go to college	PARTICIPATED IN STUDENT GOVERNMENT	Studied in another country while in college	Transferred from one college to another	Went to college more than 500 miles from home
Lived at home while in college	WENT TO A COMMUNITY COLLEGE	Was in college for more than four years	Belonged to a student group or club	**Conducted scientific research**
Received a scholarship to help pay for college	Did volunteer work while in college	**FREE**	Studied on a Saturday night while in college	Change his/her college major at least one time
Had an internship	Graduated with a Bachelor's degree in four years	Was the first in his/her family to go to college	Attended a private college	**Took out student loans to help pay for college**
Belonged to a fraternity or sorority	Attended a state college or university	*Had a job while in college*	**Lived in a college residence hall**	**Played a sport while in college**

Student Reminder

MARYLAND COLLEGE APPLICATION CAMPAIGN
APPOINTMENT REMINDER

_____

(Student's Name)

Has an appointment with

_____

(Counselor's Name)

_____

Day/Date

_____

Time

_____

Location

What's Next Handout / FAFSA Completion Reminder

A printable copy is available in the Tool Kit at www.marylandpublicschools.org/mdcac

I Applied. What's Next?

Congratulations! You are now on the path to college. This is what you can expect next.

Follow-up

Make sure you have taken care of all supporting documents required for your college applications:

- Submitted your application fee (or a fee waiver or deferral form)
- Asked your school counselor to send your official transcript to the college
- Submitted your additional essays as required
- Asked your references or school counselor to send letters of recommendation
- Requested official transcripts you might have from any other college courses you may have taken outside of high school
- Requested official test scores required -- SAT, ACT, AP, IB or TOEFL

Apply for Financial Aid

You'll need to complete the Free Application for Federal Student Aid, the FAFSA, which is your key to aid to help pay for college. The deadline to submit the FAFSA in Maryland is March 1st. This should be done as soon as possible after October 1st when it is available online at **fafsa.gov.** You can find FAFSA help available beginning in October at StartHereGetThere.org, when you can also learn about types of federal and Maryland State financial aid that may be available to you.

Look for FAFSA completion workshops and College Goal Maryland events that can provide one-on-one assistance for completing your FAFSA. They'll be scheduled in many locations across Maryland with dates and times posted on StartHereGetThere.org.

When You Will Hear from the Colleges

You should receive acceptance letters and financial aid award letters by April.

Know your deadlines

Make sure you know **all** your college deadlines so you don't miss any important decisions that may impact you later. There are deadlines for:

- Financial Aid (varies by college)
- Acceptance (usually by May 1st)
- Residence choices (varies by college)

While you are waiting

Spring seems far away, but take some time to thank those people who have helped you on your path to college…counselors, your recommenders, mentors, coaches or anyone else who has been an inspiration for you to go to college. **Be proud! You are pursuing your education after high school!**

STARTHERE.GETTHERE.
STUDENT FINANCIAL AID AWARENESS

Visit StartHereGetThere.org to:

- **learn what you need to know about getting student financial aid**
- **get tips for filing the Free Application for Federal Student Aid – FAFSA**
- **find FAFSA completion event locations, dates and times for in your area**

What to Bring

- Your FSA ID
- Both you and a parent need Federal Student Aid Identification Numbers (FSA IDs) to complete and electronically sign your FAFSA and other federal student aid documents
- Get your FSA ID at fsaid.ed.gov
- My FSA ID is: _____
- A FAFSA Worksheet, if you have completed one
- Student's social security number – bring the card to ensure number is correct
- Parents' social security numbers – bring the card to ensure number is correct
- Parents' date of birth
- Student's driver's license number, if student has one
- Student's Permanent Alien Registration Number, if not a U.S. citizen
- Copy of student's 2017 Federal Income Tax Return
- Copy of parents' 2017 Federal Income Tax Return
- Records of student's untaxed income from these sources:
- Child support received for any of the student's children; do not include foster care
- Tax exempt Interest income
- Veterans' non-education benefits (disability, death pension, etc.)
- Money received by or paid on the student's behalf (e.g., bills) not elsewhere on form

Records of parents' untaxed income from these sources:

- Child support received for all children. Do not include foster care
- Tax exempt Interest income
- Veterans' non-education benefits (disability, death pension, etc.)
- Untaxed portions of pensions; exclude rollovers
- Untaxed payments to tax deferred pensions and retirement savings plans (on W-2)
- Untaxed portion of IRA distributions; exclude rollovers
- Untaxed portion of IRA deductions
- Housing, food and other living allowances pd. to members of the military clergy & others
- Other untaxed income, such as workers' compensation & disability (not untaxed SS benefits)
- FSA ID – one for the student and one for a parent
- Email address – required to reset your FSA ID should you forget it

After Your College Application Campaign Program

Be sure to report your success! All participating students must complete a brief MCAC Student Survey. The survey will assist in reporting the number of students who participated and the total number of applications submitted. Site coordinators will receive the results for their campaign. The link to the survey may also be found on the MCAC website at www.marylandpublicschools.org/mdcac.

After your College Application Campaign Week event, your school team should meet to debrief on the success and challenges of the current year initiative. The debrief session should occur as close to the conclusion of your school's College Application Campaign Week event as possible.

By quickly assessing what worked and what areas need improvement, your school team can get a jump-start on planning for the following year's program and create an action plan to follow-up with participating students who need to complete the college application and financial aid application processes.

You will be asked to complete a MCAC Site Programmatic Survey to communicate to the State Coordinator about your successes and challenges, which you can also use to update your school team and community at large. The school team should plan to follow-up with participating students to ensure they complete the application process (by submitting transcripts, test scores, etc.) and that they submit a completed FAFSA.

After the event, it's important to thank the volunteers who assisted you in the process; a volunteer thank you letter template you may wish to use is included in this guidebook.

As we all know, the journey to successfully enrolling in post-secondary education does not end with the submission of a college application. There are several more steps that each participating student will need to complete over the next few months such as submitting recommendation letters and completing and submitting a FAFSA. Schools participating in the FAFSA Completion Initiative will have access to the list of students who applied for the FAFSA. The list will provide details regarding the completion and submission status of each student's FAFSA application. As such, it is important that your team implements a plan to follow-up with participating students.

Volunteer Recruitment Letter

A printable version is available on the MCAC website at www.marylandpublicschools.org/mdcac

(School Logo)
(School Address)
(Date)

Dear (Name of Organization),

(School name) is participating in the Maryland College Application Campaign Week, _____, 2019. The goal of College Application Week is to provide every graduating high school senior the opportunity to pursue post-secondary education, with particular focus on helping first-generation, low-income students and students who may not otherwise apply to college.

Throughout the week, high schools across Maryland and in all 50 states are hosting events to assist students with the application process.

A critical component of College Application Campaign Week is the one-on-one support provided by volunteers who help students to complete online applications at school. Volunteers can be high school staff, registrars and admissions officers from nearby colleges and universities and other representatives from the community.

(School name) is hosting its event on (dates) and (times) and would welcome volunteers from your organization to work with its seniors at this important and exciting time. Volunteers may: greet and sign-in students; guide students through the application process; congratulate students on successful completion of their applications; and distribute follow-up information.

Our students will benefit from your help and support as they take this big step toward going to college. Please contact me at (email/phone number) no later than (date) if members of your staff are able to volunteer at (school name)'s College Application Campaign Week event.

Thank you!
Sincerely,

(Site Coordinator's Name)
(Site Coordinator's Title)
(Site Coordinator Contact Info)

MARYLAND COLLEGE APPLICATION WEEK
VOLUNTEER SURVEY

Name _____ Telephone Number _____

Event Name _____ Event Date _____

School _____ Event Time _____

Volunteer Status: ☐ Parent
☐ School Staff
☐ Community Member
☐ Professional Organization Representative
☐ Student (grades 9-12)

Duties: (please check all that apply)

☐ Greet students and/or parents/families
☐ Help students/parents complete the FAFSA
☐ Participants check-in
☐ Assist students with technology
☐ Collect Surveys
☐ Serve on School-Site Committee
☐ Set-Up/Clean-Up
☐ Guide students with application process
☐ Confirm student FAFSA event registration
☐ Present information session to students
☐ Present information session to parents
☐ Market (Creating posters, making announcements)
☐ Refreshments

Other_____

What do you think went well at this event?

What suggestions do you have for improving this event?

Volunteer Thank You Letter

A printable copy is available at www.marylandpublicschools.org/mdcac

(School Logo)
(School Address)
(Date)

Dear (Volunteer Name),

On behalf of (Name of Your High School) and our students, I would like to personally thank you for volunteering your time at our Maryland College Application Campaign (MCAC) Week event. This event could not have been a success without your help and the support of many others who volunteered their time.

During the MCAC Week, (number of your HS seniors who submitted college applications) seniors submitted (number of college applications submitted) college applications. Thanks to our seniors' hard work and the assistance of volunteers like you, they are one step closer to actualizing their dreams of attending college!

Once again, (Name of Your High School) thanks you for your efforts and contribution of time at our MCAC Week event.
Thank you!

(Site Coordinator or Principal's Name)
(Site Coordinator or Principal's Title)

Documents to Support the FAFSA Process

The Federal Student Aid, an Office of the U.S. Departemnt of Education provides access to a wide range of Federal Student Aid publications and resources. Resources are available to inform students and parents about changes to the FAFSA for the 2019–20 application cycle. Other information for student, parents, and counselors may be downloaded for dissemination. For information, visit www.edpubs.gov.

The documents are:

- College Student and Parents: What You Need to Know about the 2019-2020 FAFSA
- 2019-2020 FAFSA Talking Points: Messaging for Counselors and College Access Mentors to Use with Colleagues, Students and Parents

Free publications to assist schools in educating students and parents about the FAFSA may be ordered in bulk. Publications are available in English, Spanish, and Braille. A list of available publications is below. You may view each publication at https://www.fsapubs.gov in detail, or select "PDF" to download a copy. Braille publications must be ordered. For assistance with ordering, you may send an email to orders@FSAPubs.gov or call 1-800-394-7084.

- 2019-20 Counselor and Mentor Handbook on Federal Student Aid
- Bookmark- Federal Student Aid: Proud Sponsor of the American Mind (Braille)
- College Preparation Checklist (Braille)
- College Preparation Checklist (English)
- Do You Need Money for College? The Guide to Federal Student Aid (Braille) 2019-2020
- Do You Need Money for College? The Guide to Federal Student Aid (Spanish) 2019-2020
- FAFSA 2019-2020 Free Application for Federal Student Aid (Spanish) Solicitud Gratuita de Ayuda Federal para Estudiantes
- FAFSA 2019-2020 Free Application for Federal Student Aid (Braille)
- FAFSA on the Web Worksheet 2019-2020 (Braille)
- FAFSA on the Web Worksheet 2019-2020 (Spanish) Planilla de preparación para FAFSA en la Web

What To Do After Completing the FAFSA

There is more to just completing the FAFSA. Refer to the tips below to ensure you are satisfying all steps in the financial aid process.

- Based on your FAFSA data, the government creates a Student Aid Report (SAR) and sends it to you, via e-mail and to all the colleges you listed on your FAFSA. Review your SAR for accuracy. If necessary, correct inaccurate items online at www.fafsa.gov.

- If you did not use the IRS Data Retrieval Tool when completing your FAFSA online, please go back in and select that option to ensure that data presented is accurate.

- Promptly respond to any school that requests additional information or documents, such as IRS Transcripts or verification worksheets.

- If you have extenuating circumstances, such as a change in income or large medical expenses, provide detailed information about those circumstances to the Office of Financial Aid.

- You will receive an "Award Notification" from each college you have been accepted to. Compare all awards. Understand what you are being offered. Most financial aid funds have conditions for receipt and renewal, such as earning a certain grade point average (GPA) or being enrolled full-time. Contact the college's Office of Financial Aid if you have any questions about your award.

- Finalize your financial plan. Accept the offer of your choosing.

- Complete the promissory note for any loan(s) you are offered and wish to accept. Make sure you read and understand all of your loan rights and responsibilities. Check with the college's Office of Financial Aid regarding any loan counseling you must complete before you may receive the loan proceeds.

- If you have been awarded student employment, find out the details of possible job opportunities, how to apply for jobs, and what the wages are.

- Promptly notify your college's Office of Financial Aid of any outside or private scholarship, grant, or other type of student aid you expect to receive.

- Make copies and maintain files of all application materials for future reference.

- Complete the FAFSA annually on October 1st to continue receiving financial aid!

- Macrh 1st is Maryland's deadline to submit the FAFSA.

FAFSA Completion Event Reminder

Assistance with Your Free Application for Federal Student Aid (FAFSA)

Completion Event Site Information from College Goal Maryland www.collegegoalmaryland.org

Date:
[Enter the date or dates of your high school event]

Time:
[Enter the start time of the FAFSA Completion Event]

Location:
[Events may be held at an MCAC site however students may also participate in any existing FAFSA Completion event]

Event Contact Phone Number:

Event Contact Email:

We strongly recommend that students and their parents obtain an FSA ID and password at www.FSAID.ed.gov prior to attending a FAFSA Completion event.

Student Application Instructions Form

Congratulations! You are taking the first step necessary for going to college – applying! Be aware, there are several things you will need to do after today to complete the college application process. Most importantly, as part of this event, you will have an opportunity to begin the process of submitting a Free Application for Federal Student Aid (FAFSA) which will help you determine the financial aid you are eligible to receive.

Go to the college application website and find the colleges to which you are prepared to apply.

If there is an application fee – talk to your school counselor about a fee waiver.

Complete the application(s) to the colleges and universities to which you want to apply.

Make note of any additional items you need to submit with your application (essay, transcripts, SAT or ACT scores, recommendation letters) and
SUBMIT!

Print out a copy of your confirmation page if you applied online. Keep the confirmation page or a copy of the application for your records! Your **College Portfolio** is a good place to keep it!

Register for your FSA ID – you will need this to complete your Free Application for Federal Student Aid (FAFSA) form between October 1st and March 1st. Many grants, loans, and scholarships will require a FAFSA so this is a very important step. Go here to register for your FSA ID http://www.pin.ed.gov

After you submit your college application(s) and register for your FSA ID, be sure to submit the **MCAC student survey**. Your feedback is extremely important to us.

If available, complete the student sign-out sheet before you leave the computer lab. You will need to list the colleges for which you applied, whether you completed the FSA ID process and if you registered for the College Goal Maryland FAFSA Completion Events.

Follow-up! Make sure you submit any additional information the colleges you applied to require. This could include recommendation letters, test scores, and high school transcripts.

Remember to put October 1st on the calendar to begin filling out the FAFSA!

SAMPLE DONATION LETTER

DATE

Dear _____:

The process of applying to college can be daunting, especially for first-generation college students, low-income students and others who are underrepresented in higher education. The Maryland State Department of Education (MSDE) in partnership with the Maryland Higher Education Commission (MHEC) and College Goal Maryland (CGMD) joined 48 other states, and the District of Columbia to implement the Maryland College Application Campaign (MCAC). The College Campaign program is part of the American College Application Campaign sponsored by the American Council on Education.

The MCAC's mission is to work collaboratively with all Maryland high schools to increase the number of students pursuing postsecondary education through assistance with completing college and/or postsecondary education applications, educating students and families about financial support opportunities, and providing assistance to parents about the Free Application and Federal Student Aid process (FAFSA).

In 2018, the MCAC assisted approximately 13,000 students with submitting approximately 24, 000 college and/or other postsecondary education applications. The focus of the MCAC is first-generation and low-income students. In 2017, the MCAC expanded to other student populations to ensure they receive assistance to further their education beyond high school. Student population includes students in transition (homeless students), students in foster care, special education students, and students who are in the juvenile education system. The MCAC strongly believes that opportunity is extremely important to the success all students.

I am writing to request your sponsorship towards accomplishing the mission of the MCAC. Sponsorship includes monetary donations, gift cards, and volunteering time during the College Campaign Week at _____ school. This year the college campaign week is _____, 2019. Donations will also be used to increase college campaign marketing techniques. The college campaign is expanding and the efforts to promote the mission are essential to the future of our students.

If you would like to have a discussion with you about donations, please contact me directly by phone at _____ or via email at_____. I hope to hear from you soon, and thank you in advance for your generosity.

Sincerely,

(Your Name)
MCAC Site Coordinator

MARYLAND COLLEGE APPLICATION CAMPAIGN

ASK ME ABOUT MY ALMA MATER

_____

(Name of College)

Maryland College Application Campaign **@MDcollapp**

Request for Waiver or Deferral of College Admission

Application Fee

This form must be signed by both the student and an authorized high school official.

Directions to High School Official: Photocopy this page and complete the form for individual students for whom payment of the admission application fee will be a hardship.
Directions to Student: Send this completed form along with your college application to the institutions to which you wish to apply. Keep in mind that individual institutions may consider the request but are not obligated to waive or defer payment.

TO: Director of Admissions

Printed name of college/university

RE: printed name of student

High School Official's Statement: Please consider waiving or deferring payment of the college admission application fee for the student named above. This student has applied for a waiver of the ACT test fee on the basis of one or more of the indicators of economic need adopted by ACT. Based on my knowledge of the student's circumstances, I believe that payment of the college admission application fee would be a hardship.

Signature of high school official | Printed name of high school

Printed name of high school official | High school telephone number

Student's Statement: Please consider waiving or deferring payment of my college admission application fee. I certify that I meet the guidelines for economic need required for a waiver of the ACT test fee. Furthermore, I agree to adhere to all policies your institution may have related to waiving or deferring the college admission application fee.

Signature of student | Student's ID number (optional)

Student's street address | Student's city, state, and ZIP code

Student's email address

(Do not use this form to request waiver of ACT test fees; do not send this form to ACT.)

FT00004.OPS1489

https://www.act.org/content/dam/act/unsecured/documents/RequestForWaiverForm.pdf

NACAC
National Association for College Admission Counseling

Request for Admission Application Fee Waiver

SEND THIS FORM DIRECTLY TO THE POSTSECONDARY INSTITUTION/ORGANIZATION

TO: DEAN/DIRECTOR OF ADMISSION AT

NAME OF COLLEGE OR UNIVERSITY

STUDENT: Print or type the information requested below. You must *personally* sign the Certification Statement.

CERTIFICATION STATEMENT: I certify that I understand and meet all eligibility requirements to request an admission application fee waiver.

STUDENT'S NAME | STUDENT'S SIGNATURE

STUDENT'S ADDRESS | CITY | STATE | ZIP

AUTHORIZED OFFICIAL: Print or type the information requested below and check the indicator(s) of economic need. You must *personally* sign the Certification Statement.

CERTIFICATION STATEMENT: I certify that the student named on this form is currently enrolled in the 11th or 12th grade at this school and meets the indicator(s) of economic need checked below.

AUTHORIZED OFFICIAL'S NAME | AUTHORIZED OFFICIAL'S SIGNATURE

AUTHORIZED OFFICIAL'S TITLE | AUTHORIZED OFFICIAL'S EMAIL

NAME OF SECONDARY EDUCATIONAL INSTITUTION OR ORGANIZATION | CEEB# OR PROGRAM#

ADDRESS | PHONE

ECONOMIC NEED: The student must meet at least one of the following indicators of economic need. If no item is checked, the request will be denied.

- ☐ Student has received or is eligible to receive an ACT or SAT testing fee waiver.
- ☐ Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).
- ☐ Student's annual family income falls within the income Eligibility Guidelines* set by the USDA Food and Nutrition Service.
- ☐ Student is enrolled in a federal, state or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- ☐ Student's family receives public assistance.
- ☐ Student lives in federally subsidized public housing, a foster home or is homeless.
- ☐ Student is a ward of the state or an orphan.
- ☐ Other request from high school principal, high school counselor, financial aid officer, or community leader: Given my knowledge of this student's family circumstances and after reviewing the eligibility guidelines, I believe that providing the application fee would present a hardship. Explanation:

_____

_____

_____

*To view USDA Income Eligibility Guidelines for the Free or Reduced Price Lunch Program or review FAQs related to this form visit http://bit.ly/NACACfeewaiver.

Maryland's Two- Year, Four-Year Public, and Independent and Career Schools

Maryland Schools Four-Year Public Colleges and Universities			
College/University/School	**Web Address**	**App Fee**	**Accepts Fee Waiver**
Bowie State University	www.bowiestate.edu	40	**
Coppin State University	www.coppin.edu	35	**
Frostburg State University	www.frostburg.edu	30	**
Salisbury University	www.salisbury.edu	45	**
Towson University	www.towson.edu/discover	45	**
University of Baltimore	www.ubalt.edu	30	**
University of Maryland Baltimore	www.umbc.edu	50	In state only
University of Maryland College Park	www.umd.edu	55	**
University of Maryland Eastern Shore	www.umes.edu	25	In state only
University of Maryland University Coll.	www.umuc.edu	50	**
Morgan State University	www.morgan.edu	35	**
St. Mary's College of Maryland	www.smcm.edu	50	**
United States Naval Academy	www.usna.edu/admissions	0.00	Yes
Community Colleges			
Allegany College of Maryland	www.allegany.edu	0	**
Anne Arundel Community College	www.aacc.edu	0.00	Yes
Baltimore City Community College	www.bccc.edu	10	**
Carroll Community College	www.carrollcc.edu	0	**
The Community College of Baltimore County	www.ccbc.edu	0	**
Cecil College	www.cecil.edu	0	**
Chesapeake College	www.chesapeake.edu	0	Yes
College of Southern Maryland	www.csdm.edu	0	**
Frederick Community College	www.frederick.edu	0	Yes
Garrett College	www.garrettcollege.edu	0	Yes
Hagerstown Community College	www.hagerstowncc.edu	0	Yes
Harford Community College	www.harford.edu	0	Yes
Howard Community College	www.howardcc.edu	0	**
Montgomery College	www.MontgomeryCollege.edu	0	**
Prince George's Community College	www.pgcc.edu	25	Yes
Wor-Wic Community College	www.worwic.edu	0.00	**
Maryland Schools Four-Year--Independent Colleges and Universities			
Baltimore Hebrew (Merged with Towson)	www.towson.edu	0	**
Binah Institute of Advanced Judaic Studies for Women	www.mhec.state.md.us	0	**
Capitol Technology University	www.captechu.edu	0	**
Goucher College	www.goucher.edu	55	**
Hood College	www.hood.edu	35	**
Johns Hopkins University	www.apply.jhu.edu	70	**
Lincoln College of Technology	www.lincolnedu.com		Yes
Loyola University Maryland	www.loyola.edu/admission	50	**
Maryland Institute College of Art	www.mica.edu	60	**
McDaniel College	www.mcdaniel.edu	50	**
Mount St. Mary's University	www.msmary.edu	35	**
Maryland Schools Four – Year – Independent College and Universities			
National Labor College	www.nic.edu	60	**
Ner Israel Rabbinical College	www.universities.com		**
Notre Dame of Maryland University	www.ndm.edu	45	**

**** Contact school directly for information**

College/University/School	Web Address	App Fee	Accepts Fee Waiver
Peabody Institute	www.peabody.jhu.edu	**	**
St. John's College	www.stjohnscollege.edu	0.00	Yes
St. Mary's Seminary and University	www.stmarys.edu	**	**
SANS Technology Institute	www.sans.org	**	**
Sojourner-Douglas College	www.sdc.edu	25	**
Stevenson University	www.stevenson.edu	40	**
Talmudical Academy of Baltimore	www.greatschools.org	**	**
The Womens Institute of Torah Seminary/Maalot of Baltimore	www.mhec.state.md.us	**	**
Washington Adventist University	www.wau.edu	25	**
Washington College	www.washcoll.edu	55	**
Yeshiva College of the Nation's Capital	www.yeshiva.edu	**	**

Private Career Schools VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online. *** contact school directly for information**		App Fee	Accepts Fee Waiver	Program Title
Aaron's Academy of Beauty	www.aaronbeautyacademy.com		**	VA Cosmetology VA Nail Technician
Academy of Professional Barber/Stylists	www.academyofbarbers.info	150	**	VA Barber/Stylist
Academy of Real Estate			**	Principles and Practices of Real Estate for Maryland Salespersons
Accounting and Bookkeeping Center, Inc. (The)	www.learnbookkeepingnow.com	0	**	ABA1: Basic Accounting and Bookkeeping ABA2: Advanced Small Business Accounting Applications
Aesthetics Institute of Cosmetology			**	VA Cosmetology VA Esthetician VA Make-Up Artistry Nail Technician

**** Contact school directly for information**

Private Career Schools VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online. *** contact school directly for information**		App Fee	Accepts Fee Waiver	Program Title
All-State Career	www.allstatecareer.edu		**	VA Advanced Tractor Trailer Driving VA Class B CDL Driving VA Electrical Systems Technology VA Expanded Functions Dental Assisting VA Medical Assisting VA Medical Billing and Coding Administrator VA Pharmacy Technology
American Health Career Institute	www.ahealth.com		**	Dental Assistance Training Geriatric & Certified Nursing Assistance Pharmacy Technician
American Red Cross Chesapeake Region	www.RedCross.org/GCR		**	Nurse Assistance Training
Aspen Beauty Academy - Silver Spring	www.aspensilverspring.com		**	Basic Cosmetology
Aspire School of Learning	www.aspireservicesinc.com		**	Certified Nursing Assistance
Authentic Bartending School of Maryland	www.authenticbartendingmd.com		**	Mixology/ Bartending
Award Beauty School	www.awardbeautyschool.com		**	Cosmetology Nail Technician Professional Barbering

**** Contact school directly for information**

Private Career Schools VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online. *** contact school directly for information**		App Fee	Accepts Fee Waiver	Program Title
Baltimore Academy of Nursing Assistants			**	Certified Nursing Assistance
Baltimore School of Dog Grooming	www.baltimoreschoolofdoggrooming.com		**	Dog Grooming
Baltimore School of Massage	www.bsom.com		**	Esthetics Training Professional Massage Therapy
Baltimore Studio of Hair Design	www.baltimorestudio.com		**	Cosmetology Operator
Bartender of America Bartending School			**	Bartending 101
BEAT - Beauty Expert Artistry Training	roshecosmetics@gmail.com		**	BEAT 101-Basic Skincare and Makeup Artistry
Bethel Healthcare Institute, Inc.			**	Certified Nursing Assistant/Geriatric Nursing Assistant
Bladensburg Barber School	www.bladensburgbarberschool.org		**	Barbering
Blades School of Hair Design	www.bladesschool.com		**	Cosmetology
Cambridge Nursing Assistant Academy	www.cambridgegna.com		**	Certified Nursing Assistance Training
Cambridge Nursing Assistant Academy - Hagerstown	www.cambridgegna.com		**	Certified Nursing Assistance
Cambridge Nursing Assistant Academy-Gaithersburg	www.cambridgegna.com		**	Certified Nursing Assistant Program
Career Academy of Real Estate	www.careeracademyofrealestate.com		**	Principles & Practices of Real Estate Principles & Practices of Real Estate
Care'Xpert Academy (CXA)	www.cxana.com		**	Nursing Assistance

**** Contact school directly for information**

Private Career Schools VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online. *** contact school directly for information**		App Fee	Accepts Fee Waiver	Program Title
Caroline Center	www.caroline-center.org		**	Certified/Geriatric Nursing Assistant CNA/GNA Evening Pharmacy Technician
CE Shop (The)	www.theceshop.com		**	Principles and Practices of Real Estate for Salespersons Online Principles and Practices of Real Estate for Salespersons (online)
Central Maryland School of Massage	www.teachingmassage.com	**	**	VA Massage Therapy
Champion Institute of Real Estate	www.championrealty.com/pages/careers-in-real-estate		**	Online Maryland Real Estate Principles & Practice for Salespersons (Online) Principles & Practices of Real Estate
Chesapeake Real Estate School, LLC		**	**	Principles & Practice for Salespersons
Chesapeake School of Esthetics: Skin Care & MakeUp	www.education-csma.com	**	**	600 Hour Skin Care and Make Up Artistry Makeup Demonstrator
Coldwell Banker Residential Brokerage School of RE	www.cbrbschool.com	**	**	Principles & Practices of Real Estate Online Principles & Practices of Real Estate for Salespersons
Colorlab Academy of Hair (The)	www.thecolorlabacademy.com	**	**	Basic Cosmetology

**** Contact school directly for information**

Private Career Schools VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online. *** contact school directly for information**		App Fee	Accepts Fee Waiver	Program Title
Columbia Institute		**	**	Massage Therapy
Columbia Nursing Assistant Academy	www.columbiacna.com	**	**	Nursing Assistant Training
Compassionate Nursing Assistant Academy	www.compassionateacademy.com	**	**	Nursing Assistant Training
Computer Institute	www.trainus.com	**	**	Web Design
Cosmopolitan Beauty & Tech School	www.cosmopolitan.edu	**	**	Cosmetology
DATS of Maryland at Annapolis	www.datsmdva.com	**	**	Entry-Level Dental Assistant
DATS of Maryland at Columbia	www.datsmdva.com	**	**	Entry-Level Dental Assistant
DATS of Maryland at Germantown	www.datsmdva.com	**	**	Entry-Level Dental Assistant
DATS of Maryland at Westminster		**	**	Entry-Level Dental Assistant
Deep Creek School of Real Estate		**	**	Real Estate Principles and Practices for Salespersons
Del-Mar-Va Beauty Academy		**	**	VA Cosmetology VA Nail Technician
Demas Academy		**	**	Nursing Assistant Training
Diana School of Real Estate		**	**	Principles & Practices of Real Estate
Dias Real Estate Academy		**	**	Real Estate Salesperson 60-Hour Pre-licensing
Dominion Academy		**	**	Certified Nursing Assistant/Geriatric Nursing Assistant
Don Gurney Academy of Real Estate		**	**	Principles & Practices of Real Estate
Dry cleaning and Laundry Institute		**	**	VA General Dry cleaning

**** Contact school directly for information**

Ed Smith Real Estate School		**	**	Principles & Practices of Real Estate
Elite Learning Academy	www.empire.edu	**	**	Real Estate Salesperson
Empire Beauty School		**	**	VA Cosmetology-Hairstyling
Empire Beauty School - Glen Burnie		**	**	Cosmetology
Fomen Nursing Assistant Training Academy		**	**	CNA/GNA Nursing Assistant Training
Fortis Institute	www.fortis.edu	**	**	VA Aesthetics Skincare VA Compute r Support Technician VA Cosmetol ogy Arts and Sciences VA Medical Assisting VA Medical Billing and Coding VA Microsoft Network Technology VA Radiologi c Technologist VA Sterile Processing Technology VA Surgical Technologist
Fortis Institute-Towson	www.fortis.edu	**	**	VA Expande d Functions Dental Assisting VA Massage Therapy VA Medical Assisting VA Medical Office Assisting VA Pharmac y Technician
Frederick Academy of Real Estate		**	**	Online Principles & Practices of Real Estate
Frederick School of Cosmetology		**	**	Cosmetology
Gandhi Health Career Services	www.gandhihealthcare.com	**	**	Geriatric and Certified Nursing Assistant Training Pharmacy Technician Training

**** Contact school directly for information**

				Phlebotomy Technician Training Program
GBBR® School of Real Estate (The)	www.gbbr.org	**	**	Principles & Practices of Real Estate
GBMC School of Radiography	www.gbmc.com/schoolofradiography	**	**	Radiography Technology
Goldenstar Education Center, Inc.		**	**	Nursing Assistant
Hair Academy - New Carrollton		**	**	Cosmetology Operator Professional Barbering
Hair Academy II, Inc.		**	**	Cosmetology
Hair Expressions Academy-Paul Mitchell the School-Jessup		**	**	Cosmetology
Hair Expressions--Paul Mitchell Partner School		**	**	VA Cosmetology VA Esthetics
Harmon's Beauty School		**	**	VA Basic Cosmetology
Health Focus, Inc.	www.thehealthfocusinc.com	**	**	Nursing Assistant Training
Healthcare Training Solutions, LLC		**	**	VA Nursing Assistant/Geriatric Nursing Assistant Certification
Holistic Massage Training Institute	www.holisticmassagetraing.org	**	**	VA Massage Therapy Training
Institute for Advanced Montessori Studies		**	**	Elementary I & II Teacher Education Elementary I Teacher Education Infant and Toddler Teacher Education Montessori Early Childhood Teacher
Institute of Health Sciences	www.instituteofhealthsciences.com	**	**	Electroneurodiagnostic Technology and PSG

**** Contact school directly for information**

Private Career Schools VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online. *** contact school directly for information**		App Fee	Accepts Fee Waiver	Program Title
IT Works Learning Center - Fayette	www.itworkslearning.com	**	**	Certified Nursing Assistant and Geriatric Nursing Assistant
IT Works Learning Center - Fayette	www.itworkslearning.com	**	**	Certified Nursing Assistant and Geriatric Nursing Assistant
Jane Addams Resource Corporation		**	**	CNC Fast Track Welding Fast Track
Johns Hopkins Hospital School of Cardiac Sonography	www.hopkinsmedicine.org	**	**	Echocardiography
Johns Hopkins Hospital Schools of Medical Imaging (The)	www.nursing.jhu.edu	**	**	VA Diagnostic Medical Sonography VA Nuclear Medicine Technology VA Radiology
Kahak Health Care Academy		**	**	Certified Nursing Assistant/Geriatric Nursing Assistant
Kirks Institute for Advanced Real Estate Studies		**	**	Principle & Practices of Real Estate for Salespersons
L'Academie de Cuisine - Gaithersburg		**	**	VA Culinary Arts VA Pastry Arts
Lawyers Advantage Career School		**	**	Principles & Practices of Real Estate
Long & Foster Institute of Real Estate		**	**	Online Principles Practices of Real Estate
Maritime Institute of Technology & Graduate Studies (MITAGS)		**	**	VA Able Seaman to Mate (plus optional extensions) VA Chief Mate/Master (CMM) VA Workboat Mate
Maryland Bartending Academy		**	**	Bartending (Mixology & Bar Operations)

**** Contact school directly for information**

Private Career Schools VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online. *** contact school directly for information**		App Fee	Accepts Fee Waiver	Program Title
Maryland Beauty Academy	www.baltimorestudio.com	**	**	Cosmetology Operator
Maryland Beauty Academy - Essex	www.baltimorestudio.net	**	**	Cosmetology Operator Nail Technician
Maryland Beauty Academy - Westminster		**	**	Cosmetology Operator Nail Technician
Maryland Center for Adult Training, Inc.		**	**	Certified Nursing Assistant
Maryland Center for Montessori Studies	www.greenspringmontessori.org	**	**	Montessori Early Childhood Teacher Certification
Maryland Dental Assistant School		**	**	Basic Administrative Dental Assistant Training Basic Dental Assistant Training
Maryland Healthcare Training Center	www.mdhctc.com	**	**	Nursing Assistant/Geriatric Nursing Assistant
Maryland Institute of Criminal Justice		**	**	VA Polygraph Examiner
Maryland Real Estate Academy		**	**	Principles and Practices of Real Estate for Salespersons
Maryland School of Travel		**	**	Travel Agent Training
Medtech Institute		**	**	Medical Assisting Medical Billing and Coding Specialist
MISS Health Care Training Institute		**	**	Certified Nursing Assistant
Montgomery Beauty School		**	**	Basic Cosmetology Professional Barbering

**** Contact school directly for information**

Private Career Schools VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online. *** contact school directly for information**		**App Fee**	**Accepts Fee Waiver**	**Program Title**
Montgomery Montessori Institute		**	**	Early Childhood Montessori Teacher Education Course Infant and Toddler Montessori Teacher Education
Morning Star Academy		**	**	Nursing Assistant
National Phlebotomy Association		**	**	VA Phlebotomy
New Millennium Real Estate School		**	**	Principles & Practices of Real Estate
North American Trade Schools		**	**	VA Building Construction Technology Class B Commercial Drivers License VA Combination Welding Technology VA Commercial Truck Driving VA Diesel Technician VA Electrical Technology VA Heating, Refrigerator, Ventilation and Air Conditioning Technology VA Industrial Maintenance Motorcycle and Power Equipment Technology
NurseOne, Inc.		*	*	Certified/Geriatric Nursing Assistant Training

**** Contact school directly for information**

Private Career Schools VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online. *** contact school directly for information**		App Fee	Accepts Fee Waiver	Program Title
Nursing Assistant Academy (The)		*	*	Nursing Assistant Training
O'Brien Institute of Real Estate		*	*	Principles & Practices of Real Estate
Omega Studios' School of Applied Recording Arts (The)		*	*	VA Audio Engineering for Film and Television VA Audio Engineering for the Music Industry VA Audio Production Techniques VA Comprehensive Recording Industry VA Electronic Music Synthesizers and MIDI

**** Contact school directly for information**

				VA Essentials of Music Business and Artist Management VA Recording Engineering and Studio Techniques VA Recording Engineering and Studio Techniques
Perpetual School of Nursing Assistant		*	*	Nursing Assistant Training
Pittsburgh Institute of Aeronautics		*	*	Aviation Maintenance Technology
Potomac Massage Training Institute		*	*	Professional Training Program
Precise Academy		*	*	Certified Nursing Assistant
Premier Healthcare Institute		*	*	Certified Nursing Assistant (CNA)/Geriatric Nursing Assistant (GNA)
Professional Development Institute (The)		*	*	Online Principles and Practices of Real Estate (on-line delivery) Real Estate Principles & Practices for Salespersons
Quality First Career Center, Inc.		*	*	Certified Nursing Assistant to Geriatric Nursing Assistant Training Nursing Assistant Training Phlebotomy
Real Estate Education Center of MD	www.portal.recampus.com	*	*	Principles and Practices of Real Estate for Salespersons Online Principles and Practices of Real Estate for Salespersons

**** Contact school directly for information**

Private Career Schools VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online. *** contact school directly for information**		App Fee	Accepts Fee Waiver	Program Title
Real Estate Empower		*	*	Real Estate Salesperson Pre-Licensing Program
Real Estate Institute (The)		*	*	Principles & Practices of Real Estate
Real Estate License Shop		*	*	Online Principles and Practices of Real Estate for Salespersons
Regency Beauty Institute	www.regency.edu	*	*	Cosmetology
Robert Paul Academy of Cosmetology Arts & Sciences		*	*	VA Cosmetology Operator VA Manicuring
Sheffield Institute for the Recording Arts (The)	www.sheffieldav.com	*	*	VA AudioWorks VA Careers in TV/Radio VA TechWorks VA VideoWorks
Southern Maryland Association of REALTORS Real Estate Academy		*	*	Principles & Practices of Real Estate
Southern MD Tri-County Community Action Com.		*	*	Commercial Drivers License
Stein Academy - School of Health, Technology & Car			*	EKG/ECG Technician Geriatric/Certified Nursing Assistant Medical Assistant Training Nurse Technician/Patient Care Technician Pharmacy Technician Training Phlebotomy Technician
Stella Maris, Inc.	www.stellamarisinc.com	*	*	Geriatric Nursing Assistant Training

**** Contact school directly for information**

Private Career Schools VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online. *** contact school directly for information**		App Fee	Accepts Fee Waiver	Program Title
The Academy of Makeup		*	*	Makeup Artistry
THE TEMPLE Annapolis: A Paul Mitchell Partner School		*	*	Cosmetology
THE TEMPLE: A Paul Mitchell Partner School		*	*	VA Cosmetology
TLC Nurse Aide Training		*	*	Nurse Aide Training
Top Knowledge Healthcare Institute			*	Nursing Assistant
Trinity Nursing Academy, Inc.		*	*	Certified Nursing Assistant
Tristar Academy Inc.		*	*	Principles and Practices of Real Estate for Salespersons
Vision Allied Health Institute		*	*	Certified/Geriatric Nursing Assistant Training Program
Von Lee International School of Aesthetics		*	*	VA Esthetics: Skin Care and Make Up
Washington School of Photography		*	*	VA Professional Photography
Weichert Real Estate School			*	Principles & Practices of Real Estate

District of Columbia Schools				
American University	www.american.edu	65	*	
Catholic University	admissions.cua.edu	0	*	
Corcoran College of Art	www.corcoran.edu	45	*	
Gallaudet University	www.galluadet.edu	50	*	
George Washington University	www.gwu.edu	75	*	
Georgetown University	www.georgetown.edu	65	*	
Howard University	www.howard.edu	45	*	
Potomac College	www.potomac.edu	50	*	
Strayer University	www.strayer.edu	50	*	
Trinity Washington University	www.trinitydc.edu	40	*	
University of Phoenix	www.phoenix.edu	0	*	
University of the District of Columbia	www.udc.edu	75	*	

**** Contact school directly for information**

Maryland College and Universities Location and School Code

Public four-year colleges and universities

Name	Location	School Codes
Bowie State University	Bowie	002062
Coppin State University	Baltimore	002068
Frostburg State University	Frostburg	002072
Morgan State University	Baltimore	002083
Salisbury University	Salisbury	002091
St. Mary's College of Maryland	St. Mary's City	002095
Towson University	Towson	002099
United States Naval Academy	Annapolis	
University of Baltimore	Baltimore	002102
University of Maryland, Baltimore	Baltimore	002104
University of Maryland, Baltimore County	Catonsville	002105
University of Maryland, College Park	College Park	002103
University of Maryland Eastern Shore	Princess Anne	002106
University of Maryland University College	Adelphi	011644

Public graduate institutions

Name	Location	School Codes
University of Maryland, Biotechnology Institute	Baltimore	002103
University of Maryland, Environmental Science	Cambridge	002103
University System of Maryland at Hagerstown	Hagerstown	002103
Universities at Shady Grove	Rockville	002103
Uniformed Services University of the Health Sciences	Bethesda	

Public two-year community colleges

Name	Location	School Codes
Allegany College of Maryland	Cumberland	002057
Anne Arundel Community College	Arnold	002058
Baltimore City Community College	Baltimore	002061
Carroll Community College	Westminster	031007
Cecil College	North East	008308
Chesapeake College	Wye Mills	004650
College of Southern Maryland	Multiple in Southern Maryland	002064
Community College of Baltimore County	Multiple in Baltimore County	002063
Frederick Community College	Frederick	002071
Garrett College	McHenry	010014

Hagerstown Community College	Hagerstown	002074
Harford Community College	Bel Air	002075
Howard Community College	Columbia	008175
Montgomery College	Multiple in Montgomery County	006911
Prince George's Community College	Largo	002089
Wor–Wic Community College	Salisbury	013842

Private, non-profit colleges and universities

Name	Location	School Codes
Capitol Technology University	Laurel	001436
Goucher College	Towson	002073
Hood College	Frederick	002076
Johns Hopkins University	Baltimore	002077
Loyola University Maryland	Baltimore	002078
Maryland Institute College of Art	Baltimore	002080
Maryland University of Integrative Health	Laurel	G25784
McDaniel College	Westminster	002109
Mount St. Mary's University	Emmitsburg	002086
Notre Dame of Maryland University	Baltimore	002065
St. John's College	Annapolis	002092
Stevenson University	Stevenson	002107
Washington Adventist University	Takoma Park	002067
Washington College	Chestertown	002108

Private, non-profit religious institutions

Name	Location	School Codes
Breakthrough Bible College	National Harbor	013007
Capital Bible Seminary	Greenbelt	003285
St. Mary's Seminary and University	Baltimore	002096
Yeshivas Ner Yisroel	Pikesville	039373

Maryland-based, accredited, for-profit institutions

Name	Location	School Codes
TESST College of Technology	Beltsville	012983
Lincoln Tech	Columbia	007936

MCAC FUTURE COLLEGE GRADUATE STICKERS

Contact the State Program Coordinator for the Word version of this page.

I APPLIED!

FUTURE COLLEGE GRADUATE

I APPLIED!

FUTURE COLLEGE GRADUATE

I APPLIED!

FUTURE COLLEGE GRADUATE

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FUTURE COLLEGE GRADUATE

I APPLIED!

FUTURE COLLEGE GRADUATE

MCAC FUTURE GRADUATE STICKERS

Contact the State Program Coordinator for the Word version of this page.

TYPES OF POSTSECONDARY OPTIONS

Postsecondary is any education option after high school. Options may include two-year college, four-year college or university, Independent Private Career Schools, Military, For Profit College, and apprenticeships (on-the-job training).

Community colleges are public institutions that offer programs that last two-years. Community colleges are open to everyone with a high school diploma or GED and can be a stepping stone to a four-year degree. Tuition rates are usually the lowest among all types of colleges. In Maryland, there are 24 community colleges. These colleges usually do not offer the option to live on campus.
Degrees: Associate and Certificate.

Public colleges or universities offer four-year programs. In Maryland, the basic entrance requirements include a high school diploma or GED (*contact the school directly for specific admission requirements*). Public universities offer in-state tuition, which means tuition rates are lower for students who are residents of the state where the college is located.
Degrees: Bachelor's, may offer Post-baccalaureate Certificate, Master's, Doctoral or Professional

Private colleges or universities offers four-year programs. Entrance requirements vary, with some colleges admitting the majority of applicants and others only a small percentage of highly qualified students (*contact the school directly for specific requirements*). Tuition rates are usually higher than public institutions, but they may be able to offer more generous financial aid packages.
Degrees: Bachelor's, may offer Post-baccalaureate Certificate, Master's, Doctoral or Professional.

Private institutions, sometimes called career or technical college offer undergraduate and/or graduate programs of various lengths. Many have specialized programs such as culinary or cosmetology schools, while other schools may have programs completely online (also known as distance learning). These schools are for-profit businesses, meaning they are expected to make money for their owners or shareholders. Therefore, tuition rates are usually higher than other types of colleges.
Degrees: may offer Certificate, License, Associate, Bachelor's, Master's, Doctoral or Professional.

Joining the Military is a big decision. Think carefully and talk with family and/or a trusted adult as well as representatives from the Military as you consider your options.
Military Academies: Extremely elite and selective, students receive full four-year scholarships. Service after graduation is required.
ROTC: Train to be an officer while earning a Bachelor's degree with Reserve Officer Training Corps (ROTC). Scholarships are available.
Enlistment: Requires a high school diploma or GED. Upon completion of service, veterans are eligible for money for college.

Apprenticeships: Paid on-the-job training and classroom learning for a specific trade. In Maryland, most apprenticeships are connected to the construction trade and require a high school diploma or GED

PREPARING FUTURE GRADUATES!

Prince George's County Public Schools
College Application Week

Sample Resources

Edrika Hall
Instructional Specialist
Career Academy Programs
edrika.hall@pgcps.org

INSERT DATE

The American College Application Campaign (ACAC) is a national effort to increase the number of first-generation and low-income students pursuing a college degree or other higher education credential. The primary purpose of this effort is to help high school seniors navigate the complex college admissions process and ensure they apply to at least one postsecondary institution. The effort occurs during the school day, with a focus on students who might not otherwise apply to college. See the attached info flyer and brochure. Your school site has been selected to participate in the Maryland College Application Week pilot for the 2019-2020 School Year. Outlined below are most of the requirements of individual schools:

- Select a school coordinator for the American College Application Campaign
- Select a team to plan the initiative (dates of event, schedule to access students, process to inform parents, assign a location for the event)
- Designate a week for the event
- Request school and community volunteers to assist with the event
- Advertise the event to members of the Class of 2020
- Encourage students to select their top three college choices, complete a template admission form, write a general essay and a personal statement prior to Oct. 15, 2019
- Assist students with the application process on the date of the campaign (groups of about 30)
- Ensure all students complete the online student survey

Sincerely,

Edrika Hall

Prince George's County STEPS GEAR UP Program

College Application Campaign Week

OCTOBER XX, 2019

Approximately **90 percent** of middle grade students say they plan to go to college, yet only about two-thirds of students do. For many reasons, by senior year many students believe they are unprepared or unable to achieve the college dream. The **STEPS GEAR UP College Application** Week encourages students to take a significant step toward college by providing assistance and creating enthusiasm during the application process.

The goal of **STEPS GEAR UP College Application Week** is to ensure every graduating high school senior completes at least one application. A special focus is placed on students who would be the first in their families to attend, low-income students, or students who may not have otherwise considered applying.

What is College Application Week?

- The primary purpose of this effort is to help high school seniors navigate the complex college admissions process.
- The application process can be daunting, even for students surrounded by a support system of caring adults.
- Host sites set aside time and space during the school day with computer and internet access. Paper applications are acquired where necessary.
- Host sites set a goal of 100 percent of all graduating seniors to filling out AT LEAST one application to a postsecondary institution by the conclusion of College Application Week.
- The American College Application Campaign is a national effort to increase the number of first-generation and low-income students pursuing a college degree or other higher education credential.

ACAC
American College Application Campaign

Contact:
Edrika Hall
Instructional Specialist,
Career Academy Programs
301.669.6012
edrika.hall@pgcps.org

Maryland American College Application Week

ACAC AMERICAN COLLEGE APPICATION CAMPAIGN[11]

SAMPLE SCHEDULE OF CLASSES
BY COURSE AND STUDENT GROUPS

	Tuesday Oct.XXth *A day*		*Wednesday Oct. XXth B day*	
Computer labs--	***A219***	***218***	***A219***	***218***
1 Period	***12 Adv Placement Liter***		***Planning Period***	
7:45AM	***STUDENT GROUP 1***	***STUDENT GROUP 2***		
2 Period	***English/Lang Art 12***		***English/Lang Art 12***	
9:15AM	***STUDENT GROUP 1***	***STUDENT GROUP 2***	***STUDENT GROUP 1***	***STUDENT GROUP 2***
3 Period	***Planning Period***			
10:45AM				
4 Period	***English/Lang Art 12***		***Adv. Placement Liter***	
12:55PM	***STUDENT GROUP 1***	***STUDENT GROUP 2***	***STUDENT GROUP 1***	***STUDENT GROUP 2***

Each period is 90 Minutes in length
****In addition to the schedule above, volunteers will receive a roster of the students from the teacher's class.***
****October XXth will be our make-up day for students who missed school or need additional support.***

I Applied...Now What? [11]

OK, so you've applied to college and that's great, but what happens now?

Applying is one of the first steps on your path to attending college. Keep in mind that it may take a couple of months for the college or university to get back to you. Here's a step- by-step guide for what to do in the meantime:

Once you've submitted your application, make sure that you've turned in everything you need in order for the college to consider you as a potential student. Have you:

- Submitted your application fee (if the college charges a fee)?
- Submitted any required transcripts to the college?
- Submitted your letters of recommendation (if required by the college)?
- Submitted your essay (if required by the college)?

Even after you're accepted to a college, there's still a lot of work to do to make your final decision and get ready. You'll want to consider what financial aid is available to you at the colleges you're considering, and you'll want to decide if you want to live on campus or commute. Of course, once you decide on a college, you'll need to register as a new student and enroll in classes. Here are a few of the items you'll need to consider later this year.

Financial Aid: Sometime after October 1st, you'll need to complete the Free Application for Federal Student Aid (FAFSA). If possible, you should complete the FAFSA before **March 1st**, because that's the deadline for many State-level scholarship programs.

You can get in-person, confidential assistance completing the FAFSA by attending a College Goal Sunday (CGS) workshop. To learn more, visit **http://collegegoalsundaymd.org/.**

Explore the "cash for college" resources available on **http://www.nasfaa.org/students/About_Financial_Aid.aspx** to learn about all of the state and federal financial aid opportunities available to you. Also explore the financial aid options available through the Maryland Higher Education Commission at **http://www.mhec.state.md.us/financialAid/descriptions.asp**. Visit college and university websites to see what sort of financial aid and scholarship programs are offered at the school you plan to attend. Complete and submit applications for as many scholarships, grants, and other financial aid awards as you can find!

College Application & Exploration Week is sponsored by STEPS GEAR UP as a part of the American College Application Campaign

Prince George's Public Schools
College Application Week Stickers

Charles County Public Schools
College Application Campaign Week

Sample Resources

Charles County Public Schools
Maryland College Application Campaign
Best Practices

April

- District coordinator meets with high school principals to explain the goal of the college campaign and to secure their approval

May

- District coordinator schedules district planning committee meeting in May (junior & senior counselor, college and career advisors, community college admission representatives, district communication specialist, district English specialist & education talent search representative)
- District communication specialist drafts communication about college campaign home to Junior parents
- District English specialist communicate the MCAC campaign to Junior English teachers

June

- Junior Counselors and college advisors visit Junior English classes to explain campaign and the college search assignment
- Junior Counselors remind students to take the ACT/SAT in September
- Junior English teachers assign Junior students the college research assignment to be completed before they leave for summer

August

- District Coordinator coordinates with community college admissions representative
- Coordinate a community college schedule for the week of the MCAC week
- District coordinator meets with communication specialist to promote campaign: website promotion, district television station

September

- District planning committee meeting scheduled for early September
- District English specialist communicates the MCAC campaign to Senior English Teachers
- Senior English teachers assign senior college essay and resume assignment in late September and early October
- Senior Counselors and College advisors coordinate with administrator (schedule computer labs, schedule Senior English classes to complete applications, promote the campaign to staff to write recommendations)
- District coordinator mails letters to retired teachers to volunteer to assist students with computers, and answer questions

- District coordinator make sure community college admissions representatives scheduled at each school during the week of the MCAC
- District coordinator promote the MCAC campaign during Charles County Public Schools Annual College Fair
- MCAC flyer given to seniors, posted to county website, and send letter home from principals

October

- District planning committee meets to review data being captured - student survey, FAFSA connection, etc.
- District coordinator makes sure the MCAC student survey link /shortcut is on all computers being used by students
- Email blasts to Senior students
- Site team plan school wide activity for the campaign week
- Schedule retired teacher volunteers
- Site coordinators prepare Senior transcripts
- Site coordinators prepare fee waivers for eligible students

Week Before the Campaign

- Site coordinators make sure computer labs ready
- Site coordinators make sure English class schedule coordinated to visit computer labs
- Site coordinators make sure volunteers scheduled to monitor students on computers

Week of the Campaign

- Senior students come down from scheduled Senior English classes
- Retired teacher volunteers available to assist students with computer entry
- Retired teacher volunteers make sure every student completes the survey before they leave the computer lab
- College advisors review FAFSA information with students while in the computer lab
- Community college admissions representatives available to assist students with completing online application
- College advisors give students financial aid night date

Financial Aid Night

- Parents able to register for a FSA ID
- Partner with community college financial aid advisors to provide **financial aid information to parents at each high school**

Charles County Public Schools
(School Name) High School
Maryland College Application Week
Month XX ,2019

What is College Application Week?

When considering why you should go to college, it's worth imagining what your life is going to be 10, 20 or even 30 years down the road – as overwhelming as that may seem. Where do you want to be today, tomorrow and in the future? Attending college will help you answer these questions, develop a realistic plan for accomplishing your goals, and equip you with the knowledge and skills you'll need to see your goals through to the end.

Degree College

- The American College Application Campaign is a national effort to increase the number of first generation and low-income students pursuing a college degree or other higher education credential.
- The Maryland College Application Campaign (MCAC) makes applying for college easier by providing students with step by step help to complete the college application process.
- The goal of this campaign is to ensure that every graduating senior completes at least one college application.
- The campaign will take place during the school day, with volunteers available to assist students with applying for college online.
- The goal is to increase the number of seniors completing an application who otherwise would not apply to college.
- For more information, please contact your school's College and Career Advisor.

SAMPLE- You may tailor for use in your school system.

Charles County Public Schools Pilots State Program to Help Seniors Learn College Application Process

Charles County Public Schools (CCPS) is piloting the Maryland College Application Campaign Week next month to assist high-school seniors in applying to college, with the goal of each student submitting at least one application to the college, university or technical school of their choice. During the week of Oct. 19-23, seniors at several Charles County high schools will participate in the campaign by working with school staff and volunteers during the school day to submit at least one complete application.

In 2014, the Maryland State Department of Education (MSDE) piloted the campaign in 21 high schools with more than 1,900 students participating statewide. In 2018, the campaign more than triple to 166 schools in 19 school systems. While the campaign targets all high school seniors, activities focus on educating first generation, low-income students, unaccompanied homeless youth, foster care youth, students with disabilities, students in the juvenile education system, home school students in how to successfully research and complete the college application process. According to Alicia Jones, the supervising school counselor for CCPS, some students do not complete college applications because they do not know how to start or even complete the process. "Our goal for this campaign is for every graduating senior to complete at least one college application. We will teach them how to step-by-step and walk them through the process," she said.

In order to prepare for the campaign, high school English teachers have been working with their students to complete essential parts of most college applications, including a written essay, resume and letters of recommendation. This year's senior class of students worked on a college fit/application worksheet as juniors last school year as part of a required English III graded assignment. As part of the assignment, students were required to research four possible colleges, universities or trades schools they were interested in learning more about. Part of the worksheet also required students to list their extra-curricular activities and test scores in preparation for including this information on an application.

Most colleges and universities charge prospective students a fee to submit an application, but many community colleges such as the College of Southern Maryland (CSM) offer free applications. As part of the campaign, CSM admissions staff will attend each participating school Oct. 23-27 to work with students on completing a free CSM application. Staff members from CSM visit high schools annually to talk to students about local offerings and most students complete a CSM placement test as juniors. Seniors who apply to CSM during Maryland College Application Week will already have test scores on file as part of their application.

Schools participating in the CCPS pilot program are Henry E. Lackey, La Plata, Maurice J. McDonough, Thomas Stone and Westlake high schools. College and career advisors at these schools are coordinating activities to highlight the upcoming campaign and are helping to connect students with resources to learn more about applying to college and planning for their future after graduation. These activities also include a focus on the FAFSA, or the Free Application for Federal Student Aid and helping students collect the data needed to complete a FAFSA. Results from a student's FAFSA help colleges and universities determine amounts of financial assistance or scholarship opportunities.

Some students may qualify for application waivers and/or SAT/ACT exam waivers through CSM's Educational Talent Search (ETS) program. This program is federally funded by the U.S. Department of Education and supports Charles County community members ages 11-27 in their search to access higher education. Eligibility is based on criteria such as family income, age, and if the participant is a first-generation college student, secondary school dropout or veteran. The ETS program also provides academic, personal and peer counseling, assistance with college orientation and tours, tutoring resources, SAT/ACT preparation courses and career orientation activities. Students interested in finding out if they are eligible for support through the ETS program can call 301-934-2251 to request an eligibility

application.

A copy of the college fit/application worksheet, as well as a list of application fees for Maryland schools, is posted on the CCPS website at http://www.ccboe.com/Departments/counseling/docs/MarylandCollegeApplicationCampaignWeek1516.pdf. High schools will also be hosting financial aid workshops later this school year to walk students and parents through the process of researching aid and completing scholarship applications and the FAFSA. For more information, contact Alicia Jones at aajones@ccboe.com or call the college and career advisor at your child's school.

Alicia Jones will be featured on an upcoming edition of Comcast Newsmakers to discuss the Maryland College Application Campaign Week and the school system's participation in the program. Check your cable provider to see which channel features the show.

Maryland College Application Campaign
Sample Charles County Public Schools
District Planning Team
Agenda
INSERT DATE

1. **Student Data form**

    - Every senior must complete the MCAC online student survey

2. **Volunteer Survey**

    - Review the list of duties to assist you during the campaign

3. **FAFSA Completion Event Form**

    - Financial Aid night activities
    - Complete the form

4. **NACAC fee waiver**

5. **What to do after completing the FAFSA**

    - Seniors must create a FSA ID

Maryland College Application Campaign (MCAC)

1. MSDE sponsored

2. MCAC for the class of 2020

3. The goal is to increase first-generation students, low-income students, students in transition (homeless students), foster care students, students with disabilities, and students in the juvenile education system, and others underrepresented in higher education to apply for post-secondary education

4. The goal is attained by assisting them with the college admission process

5. Each school will have a site coordinator

6. MSDE provided training 4/26/2019

    - Implementation
    - Recruit volunteers
    - Student Participation
    - Secure Application fee waiver for low income
    - Data collection and reporting
    - FAFSA completion and submission
    - No cost to join the campaign or participate

❖ Contact the MCAC State Program Coordinator if there additional training is required

7. Promote the awareness of college preparedness and application process

SAMPLE
College Fair Flyer

Maryland College Application Week
XX, 2019

What is the Maryland College Application Week?

- The goal of Maryland College Application Campaign (MCAC) Week is to help high school seniors navigate the college application process and to increase the number of seniors completing at least one college application

- MCAC is a national effort to increase the number of first generation students, low-income students, and others underrepresented in higher education pursuing a college degree or other higher education credential

- To give high school seniors step by step help with completing a college application

- Senior English teacher will teach students how to write a college essay

- Content Area Teachers will be available to write college recommendations for students

- The campaign will take place during the school day and volunteers will be available to assist students with applying for college online

- For more information, please contact your school's College and Career Advisor

THIS IS A SAMPLE SCHEDULE.
PLEASE CHANGE THE DATES ACCORDING TO YOUR PREFERENCE

Maryland College Application Campaign Activities (MCAC) 2019 Planning Meeting June X, 2019 (insert your date)	
Pre-Event Preparation	
June 2019	Identify a school wide planning team- counselors, teachers, administrators, CSM and Talent Search
	Put MCAC Week on your school calendar
	Meet with your Junior English teachers ASAP
	Meet with School Principal (Draft letter to give to juniors)
	Ask Junior English Teachers to dedicate an in class assignment for juniors to complete College preparation material before they leave for summer vacation (**College Fit Worksheet** and **College Application Worksheet**)
	Prepare Juniors for the MCAC event -Schedule to visit Junior English Classes to Kick Off the Campaign ASAP
	Identify and reserve site for college application day (Computers labs, laptops)
	Identify students needing fee waivers for ACT and SAT (order more if needed)

Maryland College Application Campaign Activities (MCAC) 2019 Planning Meeting June X, 2019 (insert your date)		
Pre-Event Preparation		
June 2019	Identify a school wide planning team- counselors, teachers, administrators, CSM and Talent Search	
	Put MCAC Week on your school calendar	
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	Identify and reserve site for college application day (Computers labs, laptops)	
	Identify students needing fee waivers for ACT and SAT (order more if needed)	

Maryland College Application Week _____,2019		
September- District Planning Team Meeting		
September 2019	Advertise the College Application Week in your school	
	Robo Calls about the campaign to seniors	
	Maryland College Application Week Letter home to seniors	
	Review with your principal the Maryland College Application Week goals	
	Reserve computer labs during the college campaign week for college application day (Computers labs, laptops)	
	Visit Senior English classes- English Specialist will notify Senior English teachers about the College Application Campaign Week	
	Senior English assignment- College essays- coordinate with English Teachers	
	Promote the College Application Week with your staff at staff meeting	
	Provide staff with tips on writing college recommendations letters	
	Identify students for ACT and SAT fee waivers	
	Set up College Application date for College of Southern Maryland (CSM) with each High School- CSM Admissions Director coordinate dates	
	Identify what services talent Search can provide each high school	
	Set up schedule for seniors to use computer labs to complete applications	
	Provide information for seniors about the College Application Week Campaign	
	Seniors attend College Fair- look for colleges to apply to for campaign	
	Promote College Fair in September. Students should be identifying colleges to apply to for during the College Application Week Campaign (Build Awareness)	
	Maryland College Application Week Postcard reminder provided in College Fair bags for students	
	Provide Maryland College Application Week information for College fair representatives. Provide waivers for students applying to their schools	
	Recruit volunteers (PTO, Talent Search Counselors, PTA, alumni, former teachers) You will need additional staff to assist during this week	
	I will check with Human Resources for list of retired teachers to invite to volunteer	
Maryland College Application Week XX, 2019		
October - District Planning Team Meeting		
	Hold a Kick Off Assembly or Celebration	
	Plan school wide activities-morning announcements, college t shirt day, college bulletin boards, ask me signs, morning announcements, invite guest speakers, Door decorating Contest	

October 2019	College Wall bulletin boards	
	Students complete College Essays in Senior English Classes	
	Seniors complete Resumes for applications	
	Coordinate CSM college application completion day at your school	
	Organize computer schedule for seniors to complete application	
	Give students student instruction sheet	
	Students register for the FAFSA Pin	
	Students MUST complete Senior online survey to capture their participation in the campaign	
	Prepare high school transcripts	
	Organize volunteers	
	Prepare Ask Me! tags for volunteers	
	NACAC Fee Waiver	
	Promote Financial Aid Night for November or December (FAFSA Completion information)	

Sample Maryland College Application Week XX,2019		
November District Planning Team Meeting		
November	**Financial Aid Night- CSM Financial Aid Director**	
	FAFSA Completion Event at CSM and maybe CCPS schools in January	

SAMPLE VOLUNTEER LETTER

September XX, 2019

Dear Retired Charles County Public School teacher:

We are sending this correspondence to inform you about the Maryland College Application Campaign Week, Charles County Public Schools is participating in during the week of XX-XX,2019. We need your help to assist us in helping graduating seniors with the college application process and to increase the number of students applying for college.

The goal of Maryland College Application Week is to make applying for college easier by providing students with free, on-site help filling out college admission applications and completing other college preparation tasks. The high schools listed below are participating in this campaign during the week of XX-XX,2019. If you are available to volunteer during the campaign, please contact a school below to volunteer.

- Lackey – Conchita Walls, College and Career Advisor – 301-934-7472
- La Plata - Tara Campbell, College and Career Advisor- 301-934-7448
- McDonough - Wanda Welch, College and Career Advisor - 301-392-5510
- Thomas Stone – Ava Morton, College and Career Advisor – 301-392-5508
- Westlake – Gail Stone, College and Career Advisor – 301-392-5509

The success of this program depends, in part, on support from our local community. If you have any questions or need further information, please contact the above College and Career Advisor via the information provided.

Sincerely,

SAMPLE MARYLAND COLLEGE APPLICATION CAMPAIGN
PROMOTION DISPLAY

St. Charles High School
Courtesy of JER Science Center

Wicomico County Public Schools
College Application Week

Sample Resources

Conduct a College Application Family Night

- Kick-off to the week long campaign with a College Application Family Night

- Conduct a Question and Answer session about the college application process, what to do in regards to SAT scores, transcripts, and letters of recommendation

-Create the **college going-culture** buzz around the school by posting names all around the school building

-Get the support of Art classes to help decorate your school

Create College Fun Facts on the Daily Announcements

Example of Fun Facts:

1) 60% of college freshman took at least one Advanced Placement (AP) class in high school.

2) $2.9 billion in federal grant money was left unclaimed by high school seniors last year.

CREATE FUN FACTS ABOUT YOUR SCHOOL AND/OR SCHOOL SYSTEM

At lunch, if students could answer questions about those Fun Facts, they could earned treats such as candy bars, etc.

CAUSAL DAY FOR STAFF

Casual Day for staff who wears a college/university, military, or trade school article of clothing.

Also create lanyards that detail fun facts about the institution they wear.

On the same day as the staff casual day you may ask students to wear their favorite college/university, military, or trade school gear as well.

ST. MARY'S HIGH SCHOOL – ST. MARY'S COUNTY

The flyer below is an example of a college-event that your school may incliude in your MCAC event calendar. Chopticon High School in St. Mary;s County partnered with Chick-Fil-A to host a College Knowledge Night.

CHOPTICON HIGH SCHOOL & CHICK-FIL-A PRESENTS:

Thursday, April 12th, 2018
5:00-8:00 p.m.

Chopticon High School
25390 Colton Point Road
Morganza, MD 20660

Informational Workshops

Students and parents/guardians will participate in breakout workshops of their choosing:
Session 1: 5:00—5:30 p.m.• Session 2: 5:30—6:00 p.m. • Session 3: 6:00—6:30 p.m.

Spring College Fair

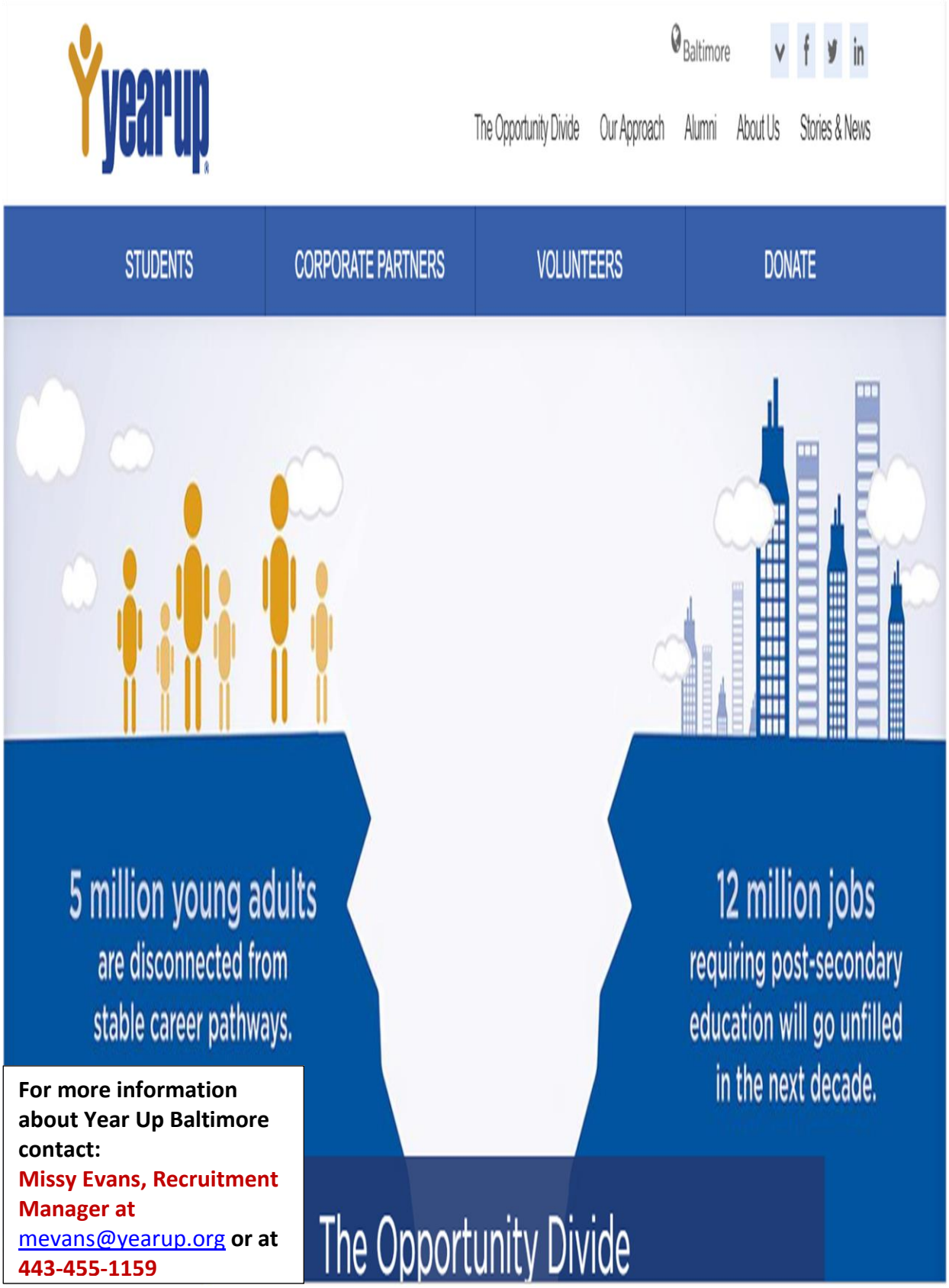
The second part of evening is a traditional college fair. Students will have an opportunity to meet with
representatives from universities, private colleges, trade schools and more..

Presenter	Topic
Jessica Blofsky St. Mary's College of MD Admissions Counselor	Applying to College and College Admission Process
Richard Edgar Senior Development Officer	College Admissions Essays
Thirza Morgan Financial Aid Advisor	Understanding the Financial Aid Process, FAFSA
Ulana Koropeckyj Chorney Academic and Transfer Advisor	Transferring from a Community College to a Four Year College/University
Crystal Joseph/ Guidance Counselors	Importance of High School Course Selection
Jim Camner NCAA Compliance Director	NCAA Clearinghouse and Athletic Recruiting
Kim Belvin SAT/ACT Instructor	SAT/ACT Tests

For more information, contact Mrs. Christine White
at cmwhite@smcps.org or 301-475-0125, ext. 38139

Chick-fil-A
First Colony Center

Albright College
Alfred State - SUNY College of Technology
Allegany College of Maryland
American Pool
Bed, Bath & Beyond
Bridgewater College
Cairn University
Campbell University
Capitol Technology University
Cedar Crest College
Coastal Carolina University
College of Southern Maryland
Concord University
Davis & Elkins College
Eastern Kentucky University
Eastern University
Elizabethtown College
Elon University
Embry-Riddle Aeronautical University
Emerson College
Fairleigh Dickinson University
Fairmont State University
Frostburg State University
Goldey-Beacom College
Georgian Court University
Harrisburg University
Hood College
Kings College
La Salle University
Lincoln Tech
Manhattanville College
Maryland Army National Guard
McDaniel College
Millersville University
Mount St. Mary's University
Neumann University
Notre Dame of MD University
Pittsburg Institute of Aeronautics
Purdue University
Radford University
Saint Michael's College
Saint Vincent College
Salisbury University
Salve Regina University
Seton Hall University
Seton Hill University
Shippensburg University
St. Bonaventure University
St. Mary's College of Maryland
St. Mary's County Business, Education & Community Alliance (BECA)
St. Mary's County College Access Program (SMC CAP)
St. Mary's County Health Department
St. Mary's County Volunteer Fire & EMS
Stonehill College
Sweet Briar College
The University of Scranton - A Jesuit University
Tri-County Youth Services Bureau
Towson University
Universal Technical Institute
University of Cincinnati
University of Connecticut
University of District of Columbia
University of Georgia
University of Maine
University of MD College Park
University of New Hampshire
University of Oregon
University of the Sciences
United States Air Force Academy
United States Air Force
United State Army
United States Coast Guard
United States Marine Corps
United States Navy
Wesley College
West Chester University
Westminster College
Wheeling Jesuit University
Widener University
Winthrop University
York College of Pennsylvania



For more information about Year Up Baltimore contact:
Missy Evans, Recruitment Manager at mevans@yearup.org **or at 443-455-1159**

An Invitation to Contribute to the
Student Perspectives Blog

We Value Students' Viewpoints
That's why we're inviting students to become occasional or regular contributors to our online family of blogs.
What Goes into a "Blog"?
Think of this as a way to tell a true short story about a particular aspect of your life. In this case, we're interested in your aspiration to attend college. You can write something that makes us laugh, cry, reflect, think—or all these together.
What Should I Write About?
Hopes, fears, dreams, challenges. Your plan to get to college. Your determination to apply. Your expectations about the application process and how you'll get through it. Your reflections on what it takes to get into college these days—and how this affects you. Who is supporting you? Who *should* support you? Use your imagination.
How Do I Submit a Blog Post?
In writing:

- ✓ 100-300 words, more or less, in your own words
- ✓ A photo, video clip, link, or illustration to jazz things up, if possible

By video:

- ✓ iPhone video file (up to 1 minute)

Submit to:
info.msde@maryland.gov

Subject Line: "Student Blog"
Be sure to include your full name, school & district, grade, and phone number (for MSDE contact with you only)

MARYLAND STATE DEPARTMENT OF EDUCATION
2019-2020 HOMELESS EDUCATION COORDINATORS/LIAISONS

COUNTY	NAME / TITLE	ADDRESS	PHONE / FAX/ EMAIL
ALLEGANY	Dr. Benjamin Brauer Supervisor of Student Services Kimberly Taylor Pupil Personnel Worker Esther Greco Executive Assistant	ALLEGANY CO. PUBLIC SCHOOLS 108 WASHINGTON STREET CUMBERLAND MD 21502	PHONE: 301-759-2410 FAX: 301-759-2039 EMAIL: benjamin.brauer@acpsmd.org 301-697-1863 kimberly.taylor@acpsmd.org esther.greco@acps.k12.md.us
ANNE ARUNDEL	Jacqueline Neil Pupil Personnel/Homeless Liaison Homeless Education Laurietta Jones Additional Program Contact	ANNE ARUNDEL CO. PUBLIC SCHOOLS 2644 RIVA ROAD ANNAPOLIS MD 21401	PHONE: 410-266-3348; 410-518-9872 FAX EMAIL: 410-222-5636 jneil@aacps.org PHONE: 410-222-5284 FAX 410-222-5636 EMAIL: lejones2@aacps.org.
BALTIMORE CITY	Allen Blackwell, III Homeless Liaison/Staff Specialist Louise Fink Inter-Agency Support Annette White Homeless Liaison	BALTIMORE CITY PUBLIC SCHOOLS Home and Hospital 6900 Park Heights Avenue BALTIMORE MD	PHONE: 410-545-7592 x286 PHONE: 410-396-6848 FAX: 410-318-8430 EMAIL: anblackwell@bcps.k12.md.us llFink@bcps.k12.md.us awhite@bcps.k12.md.us
BALTIMORE COUNTY	Erika Hamlet Homeless Liaison/Title I Coordinator Sharon Ochs Office of Pupil Personnel Services	BALTIMORE CO. PUBLIC SCHOOLS 105 W. CHESAPEAKE AVE-LOWER LEVEL TOWSON, MD 21204	PHONE: 443-809-6485 FAX: 410-296-3147 EMAIL: ehamlet@bcps.org PHONE: 443-809-0404 FAX 410-296-3147 EMAIL: sochs@bcps.org. CELL: 443-809-0404

COUNTY	NAME / TITLE	ADDRESS	PHONE / FAX/ EMAIL
CALVERT	Catherine Krivitzky McKinney-Vento Homeless Liaison Specialist	CALVERT CO. PUBLIC SCHOOLS 1305 DARES BEACH ROAD PRINCE FREDERICK MD 20678	PHONE: 443-5508465 FAX: 410-286-1913 EMAIL: krivitzkyc@calvertnet.k12.md.us
CAROLINE	Bill Allen Supervisor of Pupil Services/Homeless Liaison Worker	CAROLINE CO PUBLIC SCHOOLS 204 FRANKLIN STREET DENTON MD 21629	PHONE: 410-479-3253 FAX: 410-479-3269 EMAIL: allen.william@ccpsstaff.org
CARROLL	Laura Thompson Supervisor of Pupil Personnel and Student Services/Homeless Liaison	CARROLL CO. PUBLIC SCHOOLS 125 NORTH COURT STREET WESTMINSTER MD 21157	PHONE: 410-386-4447 FAX: 410-751-3695 EMAIL: lethom2@carrollk12.org.
CECIL	Kyle S. Longeway Coordinator of Student Services	CECIL CO. PUBLIC SCHOOLS 201 BOOTH STREET ELKTON MD 21921	PHONE: 410-996-5490 FAX: 410-996-1062 EMAIL: klongeway@ccps.org
CHARLES	Patricia Vaira Director of Student Services Bethany Goodwin Youth In Transition/Foster Care Coordinator	CHARLES CO. PUBLIC SCHOOLS 5980 RADIO STATION ROAD LA PLATA MD 20646	PHONE: 301-392-7510 FAX 301-392-7511 EMAIL: pvaira@ccboe.com PHONE: 301-934-7210 FAX: 301-392-7511 EMAIL: bgoodwin@ccboe.com
DORCHESTER	Sue Brenchley Homeless Liaison Student Services	DORCHESTER CO. PUBLIC SCHOOLS 2565 CAMBRIDGE BYPASS CAMBRIDGE MD 21613	PHONE: 410-901-6940 FAX: 410-221-9601 CELL: 443-205-9438 EMAIL: brenchleys@dcpsmd.org
FREDERICK	Cathleen Cullen Homeless Liaison	FREDERICK CO. PUBLIC SCHOOLS	PHONE: 301-644-5290 FAX: 301-644-5020

COUNTY	NAME / TITLE	ADDRESS	PHONE / FAX/ EMAIL
		191 SOUTH EAST STREET FREDERICK MD 21701	EMAIL: Cathleen.cullen@fcps.org
GARRETT	Philip Lauver Supervisor of Pupil Services	GARRETT CO. PUBLIC SCHOOLS 40 SOUTH SECOND STREET OAKLAND MD 21550	PHONE: 301-334-8938 FAX: 301-334-7634 EMAIL: phil.lauver@garrettcountyschools.org
HARFORD	Stephen Richards Supervisor of Psychological & Pupil Personnel Services Mary Beth Stapleton, Coordinator of Grants and Partnerships	HARFORD CO. PUBLIC SCHOOLS 102 SOUTH HICKORY AVENUE BEL AIR MD 21014	PHONE: 410-588-5283 FAX: 410-638-4313 EMAIL: steve.richards@hcps.org PHONE: 410-588-5219 FAX: 410-588-5370 EMAIL: mary.stapleton@hcps.org.
HOWARD	Restia Whitaker Coordinator of Pupil Personnel Kevin Lee Pupil Personnel Worker	HOWARD CO. PUBLIC SCHOOLS 10910 ROUTE 108 ELLICOTT CITY MD 21042	PHONE: 410 313-7334 FAX: 410-313-7339 EMAIL: restia_whitaker@hcpss.org 410-313-7478 443-355-6032 Kevin_Lee@hcpss.org.
KENT	Tracey Williams Supervisor of Student Services and Homeless Coordinator Pupil Services Monica Sipes, PPW	KENT CO. PUBLIC SCHOOLS 5608 BOUNDARY AVENUE ROCK HALL MD 21661	PHONE: 410-810-3170 FAX: 410-778-2896 EMAIL: twilliams@kent.md.k12.us PHONE: 410-778-7167 FAX: 410-778-2896 EMAIL: msipes@kent.k12.md.us.
MONTGOMERY	Maria Cartagena Homeless Liaison	MONTGOMERY CO. PUBLIC SCHOOLS 4910 MACON ROAD ROCKVILLE MD 20852	PHONE: 301-279-3322 FAX: 301-230-0685 EMAIL: maria_d_cartagena@mcpsmd.org

COUNTY	NAME / TITLE	ADDRESS	PHONE / FAX/ EMAIL
PRINCE GEORGE'S	Natasha White-Jones Supervisor, Homeless Education Program DiJaria Henderson-Greene Pupil Personnel Worker Elizabeth Faison Director of Student Services Robyn Braswell Case Manager Kai Ekanem Instructional Specialist	PRINCE GEORGE'S CO. PUBLIC SCHOOLS 7711 LIVINGSTON ROAD, SUITE J OXON HILL, MD 20745	PHONE: 301-925-2482 CELL: 301-807-4010 FAX: 301-925-2534 EMAIL: natasha.jones@pgcps.org dijaria.greene@pgcps.org PHONE: 301-567-8660 FAX 301-567-8606 EMAIL: Elizabeth.faison@pgcps.org. Robyn.braswell@pgcps.org. Kai.ekanem@pgcps.org.
QUEEN ANNE'S	Brad Engel Supervisor of Student Support Services/Homeless Coordinator	QUEEN ANNE'S CO. PUBLIC SCHOOLS 202 CHESTERFIELD AVENUE CENTREVILLE MD 21617	PHONE: 410-758-2403 Ext.154 FAX: 410-758-8206 EMAIL: brad.engel@qacps.org
SOMERSET	Tracey Cottman Student Services Supervisor/ Homeless Coordinator	SOMERSET CO. PUBLIC SCHOOLS 7982-A TAWES CAMPUS DR WESTOVER MD 21871	PHONE: 410-621-6239 FAX: 410-651-2931 EMAIL: tcottman@somerset.k12.md.us
ST. MARY'S	Cheryl Long Director of Student Services Annie Gast McKinney-Vento Liaison	ST. MARY'S CO. PUBLIC SCHOOLS 23160 MOAKLEY STREET – P.O. BOX 1410 LEONARDTOWN MD 20650	PHONE: 301-475-5511 Ext. 32197 FAX: 301-475-2469 EMAIL: calong@smcps.org . PHONE: 301-475-5511 Ext. 32159 FAX 301-475-2469 EMAIL: acgast@smcps.org.
TALBOT	Natalie Brooks Homeless Liaison	TALBOT CO. PUBLIC SCHOOLS 12 MAGNOLIA STREET P.O. BOX 1029 EASTON MD 21601	PHONE: 410-822-0330 Ext. 143 FAX: 410-822-3919 EMAIL: nbrooks@tcps.k12.md.us
WASHINGTON	Dana Pentoney Title I Homeless Education	WASHINGTON CO. PUBLIC SCHOOLS	PHONE: 301-766-2823 FAX: 301-766-2938

COUNTY	NAME / TITLE	ADDRESS	PHONE / FAX/ EMAIL
	Coordinator Carol Costello Supervisor of Student Services	10435 Downsville Pike HAGERSTOWN MD 21741	EMAIL: pentodan@wcps.k12.md.us PHONE: 301-766-8776 FAX: 301-766-2938 EMAIL: costecar@wcps.k12.md.us
WICOMICO	Jackie Deal-Homeless Liaison Erica Jackson Homeless Case Manager	WICOMICO CO. PUBLIC SCHOOLS 2424 Northgate Drive P.O Box 1538 Salisbury MD 21802	PHONE: 410-677-4535 CELL: 443-880-8394 FAX: 410-677-4445 EMAIL: jdeal@wcboe.org PHONE: 410-677-4422 FAX: 410-677-4490 EMAIL: erjackson@wcboe.org.
WORCESTER	Mr. Darrell Birckett Student Services Specialist Sandra Paceella Grant Writer	WORCESTER CO. PUBLIC SCHOOLS 6270 WORCESTER HIGHWAY NEWARK MD 21841	PHONE: 410-632-5080 CELL: 410-603-4890 FAX: 410-632-0364 EMAIL: DHBirckett@mail.worcester.k12.md.us PHONE: 410-632-5003 FAX 410-632-0364 EMAIL: seboyd@mail.worcester.k12.md.us.
THE SEED SCHOOL OF MARYLAND	Joy Love-Jackson Homeless Education Liaison/School Counselor	200 Font Hill Avenue Baltimore, MD 21223	PHONE: 410-843-9477 EMAIL: jlove-jackson@seedschoolmd.org

FOSTER CARE POINTS OF CONTACT
2019-2020

LEA	LIAISON	TITLE	PHONE NUMBER	EMAIL
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Baltimore City	Louise Fink	Director of Home & Hospital	410-396-0775	lifink@bcps.k12.md.us
Baltimore County	Sharon Ochs	Coordinator of Pupil Services	443-809-0404	sochs@bcps.org
Calvert	Molly Gearhart	Supervisor of Student Services	443-550-8460	gearhartmo@calvertnet.k12.md.us
Caroline	Bill Allen	Supervisor of Pupil Services	410-479-1460	allen.william@ccpsstaff.org
Carroll	Dana Falls	Director of Pupil Services	410-751-3123	dafalls@carrollk12.org
Cecil	Klye Longeway	Coordinator of Student Services	410-996-5490	klongeway@ccps.org
Charles	Bethany Goodwin	Youth in Transition Coordinator	301-934-7210	bgoodwin@ccboe.com
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Kent	Janice Steffy	Local Accountability	410-778-6902	jsteffy@kent.k12.md.us
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Prince George's	Jacqueline Naves	Supervisor, Pupil Personnel	301-780-5910	jnaves@pgcps.org
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