

SENIOR YEAR GUIDELINES

SEPTEMBER

Guidance Counselors' Outreach

Assigned Guidance Counselors will contact their caseloads regarding scheduling the Senior College Meeting. Classroom Guidance sessions for seniors will occur during the week of 9/22/2025. All Guidance Counselors will participate to ensure full grade-level involvement.

College Visits Sign-Up

Visits are scheduled from September to December, primarily on Tuesdays and Thursdays during lunch periods, and will take place in room 323 (Guidance Suite). Any 12th-grade student wishing to attend a college visit during a scheduled class period must speak directly with the course teacher for permission. Students are responsible for any coursework missed. Requests should be limited to top-choice colleges. Attendance will be recorded for these sessions.

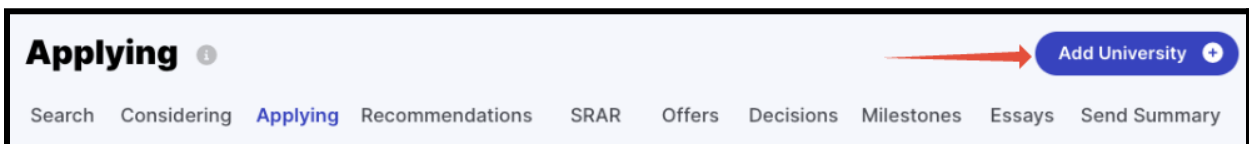
Pre-register in MAIA for visits.

By September 30, Complete the Following:

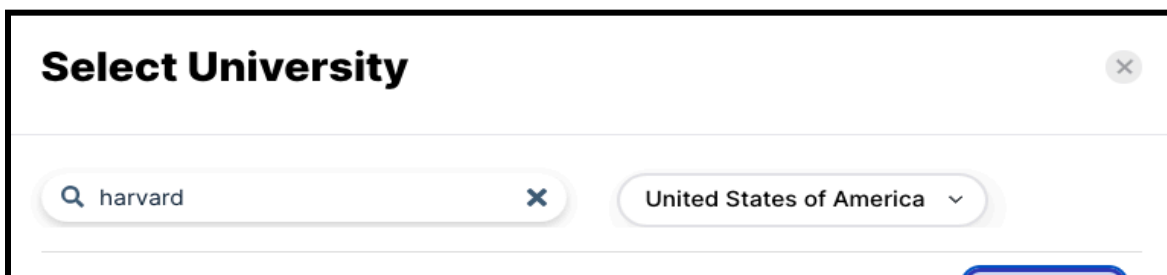
- Notify your Guidance Counselor within the first week of school if you have Quest Bridge or other program deadlines.
- Complete the "All About Me" survey in Maia Learning.
- List ALL colleges you are applying to in MAIA, regardless of application submission method. This should be in the "Applying To" section of your MAIA account.
- Specify the submission system you are using (e.g., Common Application).
- Indicate your application plan (e.g., Regular Decision, Early Action, or Early Decision).
- Ensure the transcript request button is toggled "ON" for all colleges so teachers and Guidance Counselors can send supporting documents.

Instructions for Completing Tasks:

Adding Schools to the Applying List



1. Go to Universities > Applying in MaiaLearning.
2. Click the "Add University +" button on the top right.
3. Enter the university name in the search box and update the country if needed.
4. Click "Add" next to the university name and then "Select."



Once added, update the fields during the application process, ensuring the Transcript Request is toggled right and your Application Type, Term, and Plan are set for transcript submission.

Harvard University

03 Aug 2023, 09:41 AM
by: Yesbeck-DemoStudent, Kristine

CR : Req. TE : 2 - 3 Internal Dec 17, 2023

Transcript Request ☒

Type: Common App Term: Fall 2024 Round: 1

Plan: Regular Admission Deadline: Jan 01, 2024

College In University: Select

Add Program Mark as applied

Application Decision: Not Set

Designate Teacher Recommenders

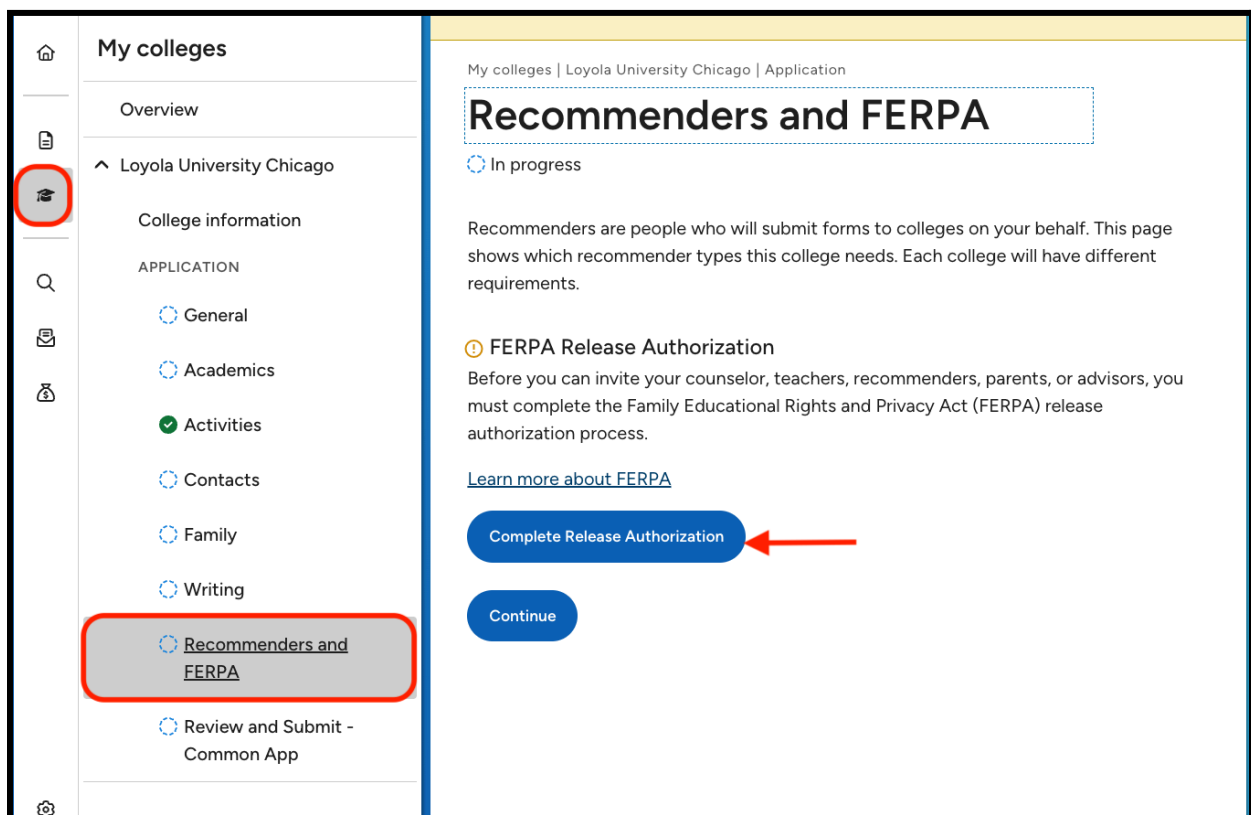
1. Inform your Guidance Counselor and Teacher Recommenders via email of all college or program applications with Early Decision/Early Action deadlines.
2. In MAIA, click on "Universities" and select "Recommendations."
3. Check the box next to the recommenders you want.
4. Select the universities for which you want letters.
5. Use the Date Picker to specify the recommendation deadline if available.
6. Type a brief thank-you note in the "Enter a note..." field (required) and click "Save."

Important Notes:

- Each time you add new universities, request recommendations for them, even if you previously checked "Select All."
- Check the Request Transcript box on your Applying List for teachers or counselors to send documents through MaiaLearning.
- **Link your Common Application to your Maia Learning account.**

FERPA Waiver

- Waiving your right allows colleges to know you won't read your recommendations, helping ensure that letters are candid.
- In Common App, go to the My Colleges tab, select a university, and click on "Recommenders and FERPA."



- Complete the Release Authorization by checking the appropriate box, signing with your name and today's date, then saving.

☒ I have read and understood the FERPA Release Authorization explanation above.*

Continue

Fee Waivers

Students qualifying for Free or Reduced Priced Lunch per NYCDOE guidelines may receive a Fee Waiver. Complete the Family Income Inquiry Form to determine eligibility. Students in schools where all students receive free lunch do not automatically qualify. You may request a fee waiver directly from [College Board](#)

To [Qualify for a Fee Waiver](#):

- Enrolled in or eligible for the National School Lunch Program (NSLP).
- Family income within USDA guidelines.
- Enrolled in programs aiding low-income families (e.g., TRIO).
- Family receives public assistance.
- Unhoused or in subsidized housing or foster care.
- Ward of the state or orphan.

Contact Ms. Persaud at SPersaud@schools.nyc.gov or your Guidance Counselor for assistance.

Continue Working on Your Applications

- Complete your Personal Essay and college supplements.
- All College Now campuses will use the College Now Unified Online Application starting Fall 2025. For specific campus questions, contact them directly.

Eligibility for College Now:

- NYCPS high school students.
- Registered homeschooled students (provide OSIS#).
- Students with disabilities whose tuition is supported by NYCPS.
- Eligible students from NYCPS GED programs (e.g., Pathways to Graduation).
- College Now does not offer courses for college students, high school graduates, middle schoolers, or 9th graders. Graduating seniors are not eligible for summer programming.

Application Deadlines:

- Deadlines vary by campus; contact the College Now campus for confirmation. Fall semester applications are typically available late March to mid-September, while Spring

semester applications are available October to early February. Summer program applications are available March to June. Most programs operate on a first-come, first-served basis.

For more information, visit [College Now](#).