

## College Rep Visits

Each fall Brookline's College & Career Center hosts 200+ representatives from U.S. and international colleges. Seniors are encouraged to review the list on Naviance during the fall of your senior year. This allows students to learn more about colleges which may already be on their lists or to explore schools for further consideration. Attending visits is an important task in researching your post-high school plans. **Please sign up through Naviance (click on Colleges, then Visits), & get the [permission form](#) signed by your teacher (bring it to the meeting).**

## For Your Guidance Counselor

**1. Completed Self Description Form** In order for your counselor to have the most up to date information for your recommendation, you will be asked to complete this document. Please answer questions thoroughly. This document is available on your Naviance account: Click on About Me, then Surveys From Your School.

**2. Parent Brag Sheet** This is a write-up parents or guardians submit to the counselor to share their thoughts about you. [Click here for the direct link](#); note the folder contains this document translated into different languages.

**3. Completed Transcript Request Form** After completing the Transcript Release Form, our secretary will add colleges from it to your "Colleges I am Applying To" list on Naviance. You can not add colleges yourself, you have to use the form. [Find your counselor's form on this list](#). You can submit up to 5 colleges with one form, and then add additional form as necessary. You do not need to know your complete college list in order to submit the form--rather, submit it 4 weeks before your closest deadline (even if it is for one college). PLEASE submit this form to your **counselor 4 weeks before your earliest or first college application deadline**. We ask that you follow this timeline when requesting your transcript or asking a teacher for a recommendation:

College Deadline	BHS Deadline	College Deadline	BHS Deadline
October 15	Sept 17	January 1	December 1
November 1	October 6	January 15	December 15
November 15	October 17	February 1	January 5
December 1	October 31	February 15	January 15
December 15	November 17		

**4. Early Decision note** Be sure to inform your counselor if you are applying Early Decision. Most colleges would require the counselor to sign the ED form on Naviance.

## Teacher Recommendations

The majority of colleges allow you to submit one or two **teacher recs**. Please do not ask for more than 2 recommendations unless you talk to your counselor. **Note that BHS has its own Teacher Rec settings that are different from most other schools.** At BHS, **teachers have to add you to their roster on Naviance**. You can not

## Brookline High School College Application Guide

request your *Teacher-Recommender* through the common app or through Naviance. You have to speak with your teacher in person to request a recommendation. Teachers need 4 weeks prior to your first deadline to write (see table above). If you add new colleges to your list, you need to let your teacher know so that their recommendation is sent by the college application deadline.

You will be able to see if your teacher has submitted their recommendation on the common app, under each college's Recommenders and Ferpa section.

*Please consider the extra work writing a recommendation entails for your teacher. A thank you note is a thoughtful acknowledgement of their support and assistance to you. Teachers want to share in this process with you so share your progress with them and what your college attending decision is.*

## Naviance Tasks

Naviance is a web-based tool that Brookline uses to send your transcript, our school profile as well as counselor and teacher recommendations to colleges.

1. Login to your Naviance account. Forgot your login? See or email your counselor or Mr. Libenzon in the College Center to reset your account. Be sure that your email address is accurate.
2. Check that the grade point average in Naviance matches your GPA on your transcript, which you will receive during your Senior Guidance Seminar in September. Let your counselor know if they are different! To find your GPA in Naviance go to **About Me**, then click on **About Me Home** and then on **Account**.
3. Under the **Colleges** tab and add the names of the colleges you are thinking of applying to by clicking **Colleges I'm Thinking About**. Under each college click on **More** and then **Scattergrams** to see where you fall among prior BHS applicants (Reach, Likely, Match). Make sure you have several colleges in each category.



Colleges I'm Thinking About

4. Remember, you need to complete the [Transcript Release form](#) in order to populate the "Colleges I am Applying to" field. This is where we will send your documents.

## Match Your Naviance Account With Your Common App

<https://youtu.be/-HgtPb5cNqI> is a quick youtube video that demonstrates the Common App-Naviance Matching

After creating your Common App account, go back to your Naviance Student account and click on the tab, **<Colleges>** and **<Colleges I am Applying To>**. At the top above the colleges that you have listed, there will be a red color banner with a button on the right that says "**Match Accounts**". The pop-up window will ask you to log in to your common app account (make sure the pop-up windows are allowed on your browser) **This is an essential step and if not completed, will delay the submission of required documents.**

## Common Application

Most/many colleges that are on your list will accept the [Common Application](#). This application is used to simplify the transmission of applications to colleges and will reduce the amount of time it takes for you to fill out basic information typically found on all college applications.

You must complete the following steps:

1. You will need to [create a Common App account](#). Once you have created your Common Application account, be sure to **save the username and password information in a reliable, safe place**. It is not possible to establish a second Common App account if you do not know your login information.
2. Complete the Education Section of the Common App.
3. Add any college to the common app, go to My Colleges, click on RECOMMENDERS and FERPA, and **complete the FERPA Agreement**.
4. In addition, you will be asked to waive your right to inspect any admissions related documents such as recommendations once enrolled at a college. If a release is NOT waived, colleges may choose not to read your recommendations because of fear that a recommender may not be as candid if they know that the student may review their writing.

**The Common Application will require BHS specific information. Here is the information you might need:**

1. Date of Entry: **Enter the Month and Year you entered Brookline HS**
2. Graduation Date: **Enter the date of graduation in June (June 7, 2026)**
3. Counselor Name; Job Title: **See the info on the last page of this document**
4. Graduating Class Size: **517 for the class of 2026**
5. Class Rank Reporting: **None (BHS does not rank students)**
6. GPA Scale Reporting: **4**. Cumulative GPA: enter your GPA. GPA Weighting: **Unweighted**

GPA Scale reporting

Cumulative GPA\*

GPA weighting

☐ Weighted

☒ Unweighted

## Testing

**You** are responsible for sending official test scores whether it is the SAT (Collegeboard.com), ACT (actstudent.org) or both. Brookline does not include test scores on our transcript and scores **are not** forwarded via Naviance. If you are not sure which scores to send, please see your counselor or Mr. Libenzon.

If English is not your first language or If you are student in the ELL program, you MIGHT be required to take the English proficiency test (check individual college admission's websites for their requirements). The traditional option is **TOEFL: Test of English as a Foreign Language**. The other test is Duolingo (<https://englishtest.duolingo.com/>). It is a lot cheaper and more convenient to take (plus, free practice on the website). You do need to check with your colleges which test they prefer.

## Brookline High School College Application Guide

What are **Test-Optional Test Flexible schools**?? Over 1000 colleges and universities do not require SAT/ACT scores for admissions. The list of Test-Optional Schools is available at [fairtest.org](https://fairtest.org)

## After you apply

Colleges will often acknowledge receipt of your application through an email. They may assign you an **applicant/student ID and ask you to access their application portal**. **Be sure to save this information and login right away to be sure you do not miss important information through their unique portal**. Colleges sometimes have additional requirements which they only show on the portal (for example, self-reporting grades). If you did not get the portal email, check your spam folder.

## Financial Aid

- For the quick college cost estimator for your family, to to [MyIntuition.org](https://myintuition.org)
- Massachusetts Education Financing Authority (MEFA) financial aid events are held online throughout the year. Please visit <https://www.mefa.org/events> to research upcoming webinars.
- BHS Scholarships application will become available in January. It will be announced via email.
- Recommended scholarship search engines: [Going Merry](#), [FastWeb](#) and [Scholarships.com](#). Sign up early to find outside scholarships.
- [College Affordable](#) provides one free session for BHS families (plus numerous seminars)
- Visit the financial aid websites for your colleges to find out about financial aid requirements and opportunities, such as scholarships.
- Fill out the [FAFSA](#) form as soon as possible after October 1 (note: it will be rolled out at a later date on in some years, check with FAFSA website).
- If the college requires the [CSS PROFILE](#), complete all the requirements described on the CSS PROFILE site for your school and/or from your college.
- Community College is now free for Massachusetts residents. Undocumented students need to reside in the US for three years and fill out the [MASFA](#)

## Counselor Information

Fax: 617-713-5018

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Lenny\_Libenzon@ 617-713-5019- College Counselor/Guidance

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### Deferral and Waitlist

If you applied Early Decision or Early Action to college, you could receive one of three results: **Accepted**, **Denied** or **Deferred**. In the very rare instances, you could also be **Waitlisted** directly from Early round. If you are **Deferred**, this means that your application will be looked at again in the Regular round. There are several things to keep in mind if you got the deferral:

1. Make sure you are applying to additional colleges for the Regular Admission round (or ED2 or Rolling).  
Check the application deadlines and make sure you complete the “Transcript Release” form
2. Read the letter you received from the college’s admissions office closely for specific next steps.
3. At some point after the end of Term 2, send an email to the college you’ve been deferred from to inform them about your improved academic standing and any new extracurricular achievements.  
BHS will send your Mid-Year grades automatically to all the colleges
4. There is no need for any additional teacher recommendations, as the college has already reviewed your file.

If you are **Waitlisted**, this means that the college will accept you if spots become available (i.e. enough accepted students decline their admission offers around May 1st). You could be admitted from the waitlist anytime, including in August of your senior year. We have even seen students admitted from the waitlist during the December of their freshman year in college.

1. Decide if you would like to stay on the waitlist and let the college know, following their specific guidelines delineated in your waitlist letter.
2. Write a letter to the college indicating three things: a) your continued interest in this school, b) your improved grades since the application, c) any achievements you’ve made in your activities.
3. There is no need for additional recommendation letters.
4. Your counselor may call one school only if you confirm that you will definitely go to that school once you are admitted off the waitlist. Please keep in mind that the most selective schools (Ivies, etc) already know that you will commit to them, so having a counselor call them is useless.
5. Make sure you commit and deposit to the school that has accepted you straightaway, as chances of being accepted from the waitlist can be very low at most colleges.