

**Teacher Advisor**

Please refer to staff directory on [www.paly.net](http://www.paly.net)

**TA Program Coordinator**

Ann Deggelman  
**650-329-3814**

**Guidance Counselors**

Paige Johnson, Susan Shultz, Selene Singares, Charles Taylor  
**650-329-3712**

**College and Career Center**

Sandra Cernobori, Alice Erber, Meri Gyves, Christina Owen  
**650-329-3818**

**Registrar**

Suzie Brown  
**650-329-3822**

**Assistant Principal of Guidance &  
Curriculum**

Kathie Laurence  
**650-329-3712**

**Infinite Campus, Naviance, & Schoology Questions**

Mona Siegel  
**650-329-3933**

*what* to do and *when* to do it  
at Paly

# FRESHMAN

- Students attend orientation
- Register for Paly technology: Naviance and Infinite Campus
- Parents attend Back To School Night
- Students attend Advisory weekly
- Parents register for Naviance using registration code given at Back To School Night
- Students initiate 4 Yr Academic Plan in Advisory
- Parents attend Freshman Parent Night
- Students make 10th grade course selections in February
- Students who have a job must complete a Work Permit and turn it into the Career Center
- Students looking for summer programs can check out Enrichment Opportunities in Naviance
- Students begin exploring career and/or vocational options by taking the personality survey in Naviance.

# SOPHOMORE

- Parents attend Back To School Night
- Students attend Advisory as scheduled
- Students and parents attend College Fair in October
- Students update 4 Yr Academic Plan with TA
- Begin exploring career and/or vocational options by taking the Career Interest Survey in Naviance
- Parents Attend Sophomore Parent Night
- Students make 11th grade Course Selections in February
- Students take CAHSEE
- Students who have a job must complete Work Permit and turn it into Career Center
- Students looking for summer programs can check out Enrichment Opportunities in Naviance

# JUNIOR

- Parents attend Back To School Night
- Students attend Advisory as scheduled
- Students planning on competing in college athletics must register with NCAA Eligibility Center
- Students take the PSAT in October on College Awareness Day (test scores mailed home in December and discussed in January Advisory)
- Students and parents attend College Fair in October
- Students attend College Rep visits in the C&CC
- Students update 4 Yr Academic Plan with TA
- Students attend C&CC Orientation with US History classes at the start of the 2nd semester
- Students complete Post High School Planning Survey in Naviance and schedule appointments with College Advisor in February
- Students looking for summer programs can check out the Enrichment Opportunities in Naviance
- Students make 12th grade Course Selections in January
- Students take SAT Reasoning test in March and/or ACT in April—if considering colleges requiring SAT Subject Tests, take tests in May or June—Practice for these exams using Naviance Method Test Prep (free, online)
- Parents attend Jr Parent/TA Night in March
- Students and parents tour colleges of interest
- Students and parents attend WACAC Spring College Fair
- Student requests Letters of Recommendation from Teachers
- Students receive Viking College and Career Planning Guide (distributed in Advisory)
- Students complete Naviance "profile" survey related to TA letter of recommendation process in March and April
- Student requests Short Forms from employers, coaches, etc...for TA Letters in April
- Parents complete Naviance survey related to college application process in April
- Parents sign and submit the UC ELC Information Release
- If appropriate, students take AP Tests in May
- If considering playing D1 or D2 sports, students register with the NCAA Eligibility Center
- Students who have a job must complete a Work Permit and turn it into the Career Center

# SENIOR

- Parents attend Back To School Night
- Students complete Summer Update Survey in Naviance
- National Merit Semi-finalists notified by Paly in September
- Students attend Advisory as scheduled
- Students participate in College Awareness Day in October
- Students and parents attend Palo Alto College Fair in October
- Students attend College Rep visits in the C&CC
- Parents attend Senior Parent Night in September
- Students take SAT Reasoning test in October and/or ACT test in November (all testing must be completed by December—October for early applicants)
- Students schedule appointments with College Advisors
- Students finalize college lists and:
  - Request transcripts online; monitor deadlines
  - Submit college application materials to Paly; adhere to Paly deadlines
  - Students track Financial Aid deadlines
  - Complete online portion of college applications by deadlines
  - Request official SAT or ACT scores be sent to all colleges
  - Student should touch base with teachers writing Letters of Recommendation
- Students monitor email and check portals daily for correspondence from colleges they've applied to and take action if needed
- Students request Mid-year transcripts for colleges that require them
- Students and parents complete the FAFSA no later than March 2 and any other Financial Aid forms required
- Students complete and submit Paly Community Scholarship application in late January
- Students attend Community College Forum in March
- Students receive college notification no later than April 1; attend Admitted Student events on college campus
- Students apply to community colleges in April/May:
  - Take placement tests
  - Sign up for orientation
  - Register for courses
- Students submit Intent to Enroll at one college by May 1:
  - Take placements tests, if required
  - Submit housing requests
  - Sign up for orientation
- If appropriate, students take AP Tests in May
- Students request a final transcript online for the college to which they will matriculate
- Students complete Graduation and Evaluation of Guidance Services Surveys on Naviance
- If considering playing college D1 or D2 sports, and have registered with the NCAA Eligibility Center, send official test scores and transcript to the NCAA
- Male students must register for Selective Service with the US Armed Forces when turn 18 years old
- Students under 18 yrs of age who have a job must complete a Work Permit and turn it into the Career Center