

**Westfield High School Guidance Department  
Counseling Timeline for the Class of 2021**

## September:

- Finalize all senior schedules
  - School counselors will be available via email, phone, or Google Meet to discuss any concerns.
  - Please contact the Guidance office at 413-572-6463 or individual counselors by email.
- Group Future Planning Presentation (remote)
  - Review different post-graduation pathways.
  - Discuss college and career options.
  - Help students navigate through the college admissions process and familiarize students with Naviance (where students request transcripts and letters of recommendation from teachers) and the Common Application.
  - Includes lessons from Naviance: Complete My College Application and Being Career Ready.
- Individual Student Planning Meetings: Meet with students individually (phone call or Google Meet) to discuss future and assist with any questions regarding their specific processes.
- Meet with parents of any student of concern (low credits, attendance, etc.)
- Virtual College Visits begin - Coordinated by the Career Center
- NACAC Virtual College Fair: September 13 (12-8 pm): Register here: <https://www.nacacfairs.org/attend/attend-virtual-college-fairs/students/>

## October:

- MEFA Financial Aid Presentation (Remote) date TBD, <https://www.mefa.org/>
- Virtual College visits- Coordinated by the Career Center
- Individual Student Planning Meetings: Meet with students individually (phone call or Google Meet) to discuss future plans and assist with any questions regarding their specific processes.
- Academic Counseling: Review Midterm grades and meet with any senior that is failing a course needed for graduation.
- NACAC Virtual College Fair: October 12 (1-9 pm), October 18 (12-8 pm) Register here: <https://www.nacacfairs.org/attend/attend-virtual-college-fairs/students/>
- College Recommendations: Counselors will work with students to gather data and information to write thoughtful and compelling letters of recommendation to support student applications.

## November:

- **Massachusetts College Application Celebration** (Remote, unless we are back at WHS) November 16-20: This is our 5th year participating in this initiative. The WHS School Counseling department hosts local college admissions counselors to meet individually with students, review their completed applications, and provide on the spot college decisions. School counselors prepare the students in advance with necessary materials.
- Individual Student Planning Meetings: Meet with students individually (phone call or Google Meet) to discuss future plans and assist with any questions regarding their specific processes.
- Virtual College Visits- Coordinated by the Career Center

- NACAC Virtual College Fair: November 8 (2-10 pm) Register here: <https://www.nacacfairs.org/attend/attend-virtual-college-fairs/students/>
- Upload Quarter One grades through Naviance and send to colleges/universities that seniors have applied to for Early Action or Early Decision
- College Recommendations: Counselors will work with students to gather data and information to write thoughtful and compelling letters of recommendation to support student applications.

### **December:**

- Naviance Lessons: Types of Scholarships & National Scholarship Search
- Individual Student Planning Meetings: Meet with students individually (phone call or Google Meet) to discuss future plans and assist with any questions regarding their specific processes.
- Virtual College Visits- Coordinated by the Career Center
- College Recommendations: Counselors will work with students to gather data and information to write thoughtful and compelling letters of recommendation to support student applications.
- January 1 and January 15 are regular decision deadlines for many schools, meet with seniors and make sure they are prepared to submit all materials prior to the Holiday break.

### **January:**

- Update graduation logs from S1 (including Edgenuity)
- Check Semester 2 schedules for accuracy
- Share potential scholarship opportunities with students via email in an ongoing fashion

### **February**

- Meet with students and parents who are at-risk for not graduating

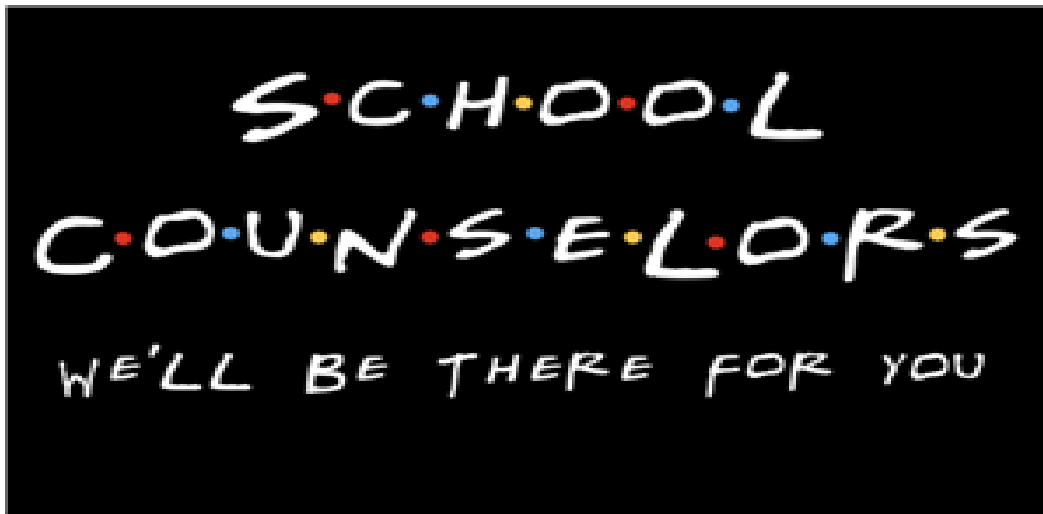
### **March-April**

- Monitor all at-risk students
- Work with non-college students on employment or military pathways

### **May:**

- Select scholarship students
- Final check on graduation logs and at-risk students

**Class of 2021!**  
Class of 2021!



The School Counseling Department maintains a Google Classroom for students that is particularly active in the senior year with upcoming deadlines and resource information. Google Forms for students and parents to request Counselor Recommendations are due October 9th.

## **Contact Information – (413)-572-6463**

### **Guidance Counselors**

Merylina Asselin – [m.asselin@schoolsofwestfield.org](mailto:m.asselin@schoolsofwestfield.org)

Robert Coe – [r.coe@schoolsofwestfield.org](mailto:r.coe@schoolsofwestfield.org)

Patricia Healy – [p.healy@schoolsofwestfield.org](mailto:p.healy@schoolsofwestfield.org)

Casey Keefe – [casey.keefe@schoolsofwestfield.org](mailto:casey.keefe@schoolsofwestfield.org)

Kristen Puleo – [k.puleo@schoolsofwestfield.org](mailto:k.puleo@schoolsofwestfield.org)

Megan Stopa – [m.stopa@schoolsofwestfield.org](mailto:m.stopa@schoolsofwestfield.org)

### **Guidance Secretary**

Lori Wingate – [l.wingate@schoolsofwestfield.org](mailto:l.wingate@schoolsofwestfield.org)

### **Early College/Dual Enrollment Counselor**

Tara Bean – [t.bean@schoolsofwestfield.org](mailto:t.bean@schoolsofwestfield.org)

### **Reed Career Center**

Jonah Badiab - [jonah.badiab@schoolsofwestfield.org](mailto:jonah.badiab@schoolsofwestfield.org)