

## **RESPONSIBILITIES**

The high school application process has a reputation for being stressful and difficult, and it is my intention to help you have a positive and productive experience. You are not alone in this process! Everyone—student, parents, and counselor--plays an integral role in the high school placement process.

### **Student's Responsibility:**

- Research Schools.
- Arrange shadow visits with parental assistance.
- Maintain calendar of shadow visits, open houses, and application deadlines.
- Be knowledgeable about a school when you visit so that you can ask informed questions.
- Keep an open mind!
- Listen to your parents. We expect that your family will have open conversations about your respective likes, dislikes, and needs in picking a school.
- Don't gossip!
- Complete applications.
- Talk to Ms. Spengler at any time and keep her informed about how the process is working for you.
- Adhere to all deadlines and guidelines.

### **Parent's Responsibility:**

- Research schools.
- Help your daughter maintain the visit and open house calendar as well as arrange shadow visits.
- Keep an open mind!
- Listen to your child. We expect that your family will have open conversations about your respective likes, dislikes, and needs in picking a school.
- Don't gossip!
- Support your daughter in completing applications.
- Complete your portion of all applications.
- Talk to Ms. Spengler at any time...
- Adhere to all deadlines and guidelines.

### **Counselor's Responsibility:**

- Oversee Burke's aspects of application process.
- Counsel families and provide them with appropriate information/context to make informed decisions.
- Communicate information to families via school's website, email, or letters.
- Advocate for girls at high schools where they have applied; provide information as requested by high school admissions committees.
- Consult with Ms. Wolman as needed

