

BILLERICA GUIDANCE DEPARTMENT

September 14, 2005

TO: Seniors

FROM: Faith Fucarile, Career Education

RE: Student Activity Records

All college-bound seniors should complete an Activities Record listing activities they have been involved in during their high school years. Students can access the information and forms to complete at either the Billerica Memorial High School website at www.billerica.mec.edu/BMHS or Mr. Walsh's website at www.bmhswalsh.com.

On the BMHS website, scroll down to the link labeled "BMHS Career Ed and Guidance Newsletter." You will find a letter explaining the Activities Record, along with a sample sheet and the blank format for you to complete. When you click on the link to the Activities Record, it will download a form on your computer in Microsoft Word. This Word document is a template listing different categories for you to fill in. Please feel free to delete or add additional headings or topics, as they pertain to you. This is your own personal Activities Record. It does not have to be in an exact format.

Mr. Walsh's webpage has a banner on the main page in red reading "Special Notice for Seniors from Guidance." From here you will also find the letter of explanation, sample sheet, and blank sheet for you to do. This site requires you to copy and paste the form to your own word processing sheet.

When you have completed your Activities Record, please print it out and bring it with you to your senior interview with your guidance counselor. The information contained in your activities record may be helpful in writing a letter of recommendation, should you need one. I would recommend saving it on your computer or a disk. You will need this information to complete your college applications. In most cases you can write on the application, 'see attached' and attach it to your application. You may also want to update it and print it again at a later date.

I would recommend doing your Activities Record as soon as possible. Don't wait until the night before your senior interview. Senior year is very hectic, so the more you do ahead of time the better off you will be. If you have any questions regarding this record, stop by the guidance department or the career ed office (across from guidance).