



Supporting Maine Students through Effective Transcripts and School Profiles

Great Schools Partnership
482 Congress Street, Suite 500, Portland, ME 04101
May 10, 2018, 12:30-3:00PM

Coordinators

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Outcomes

1. Identify characteristics of effective transcripts and school profiles.
2. Examine exemplar documents.
3. Consider advice and expertise from college admissions officers.
4. Identify next steps to improve and strengthen your transcripts and school profiles.
5. Give and receive feedback on transcripts and school profiles. (In-person participants only)

Overview

The League of Innovative Schools in Maine invites all Maine LIS member schools and those schools working directly with Great Schools Partnership to take place in a learning session focused on **developing effective transcripts and school profiles**. We will gather at our office, *482 Congress Street, Suite 500 in Portland*. There is no cost for this session.

We encourage participants to attend in teams of two: *a Principal & a School Counselor*. We believe the collaboration between school leaders and school counselors is essential in the design and development of these important documents and we will design the time for you to work together during the session.

We will share lessons we have learned directly from admissions officers at colleges and universities across New England about how to craft documents to best serve and advantage all students.

Participants should also bring copies of their current transcript and school profile to share with colleagues and to engage in a tuning protocol in which each school will receive specific feedback on your documents.

VIRTUAL CONNECTION:

We are also offering an option for those schools far from Portland to participate in the first half of this session virtually. Virtual participants will interact with the presenters & other participants via Adobe Connect and online documents. Virtual participants will need a strong internet connection, a camera-equipped computer, and a quiet space in which to listen and engage. The virtual session will end at 1:45 PM and will not include the physical sharing of examples from participant schools or the tuning session to give and receive feedback on your specific documents.



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Agenda

12:30-12:50 pm	Welcome, Introductions, Overview
12:50-1:00 pm	Why are Transcripts & School Profiles so important?
1:00-1:15 pm	Lessons from Higher Education: what are colleges and universities telling us about effective transcripts & school profiles?
1:15-1:45 pm	What are the characteristics and qualities of effective Transcripts & school profiles? <ul style="list-style-type: none">• Design Features• Exemplar School Profile• Exemplar Transcript• Discussion
1:45-1:50 pm	End virtual session / Break for in-person participants
1:50-2:10 pm	Sharing of examples <ul style="list-style-type: none">• Participants provide overview of their current documents & guiding question
2:10-2:45 pm	Tuning—collaborative work to improve our documents <ul style="list-style-type: none">• Participants follow a modified tuning rounds protocol to give/receive feedback on their documents
2:45-2:55 pm	Participants reflect & determine next steps for their work
2:55-3:00 pm	Closure

Other Resources:

[College Board Guidelines](#)

[College Board Sample Profile](#)