

SENIOR YEAR MONTH-BY-MONTH CHECKLIST

(Guidance Meeting with SENIORS: *Fall 2011*)

Seniors,

You should use this timeline as a “checklist” throughout the year. Share it with your parents, and place it somewhere easy to find. This is a very important year for all of you, and I want you to be prepared for college and/or entrance into the workforce!

-Mrs. Kaiser

September

- Begin a “senior file”** to keep important documents (transcripts, college applications, acceptance letters, test scores, scholarship applications, etc.). You might want to use the white ICF folder that was given to you today.
- If you are considering college, **sign up to take the October 22 ACT**. (and/or the SAT) This may be the last test date your college will accept scores for scholarship purposes. See Mrs. Kaiser for registration materials and a practice test. Registration deadline is September 16.
- Review your FRHS transcript for mistakes!** Be sure your name, phone number, address, SS#, ACT scores, grades, Cum GPA and Credits, etc. appear correctly on the transcript. **There should be no “A+’s” on your transcript for your FRHS classes—the highest grade is an “A”.** Please check for 8th grade classes that count for HS credit (Algebra 1, P.E., etc.) as well. See Mrs. Kaiser immediately if anything on your transcript is incorrect. You may keep the transcript you received today.
- Attend some of the college visitations at FRHS** (*attached- white*). In addition, there are also college fairs at Coldwater, St. Marys, and Lima. Check the calendar outside the office (or the binder in the Guidance Office) for updates to this list. You must sign up at least 2 days in advance to attend these presentations.
- Read the September Guidance/Scholarship Newsletter** (*attached- yellow*).

October

- Read the October Guidance/Scholarship Newsletter.
- Attend some of the college visitations at FRHS!
- Job Shadow someone if a career that interests you after graduation.
- If you are interested in enlisting in the **military**, take the ASVAB.
- You should be exploring different universities and training programs. Seniors can take up to two **college visitation days** (see p. 6 of your planner- must submit BLUE form.) Seniors are encouraged to use scheduled days off (WOWA day in October, waiver days, holiday vacations, etc.) as well to visit colleges.
- Meet with Mrs. Kaiser: **Let me know your future plans**—work or college. I can *better* help you with jobs or scholarships *if* I know what you want to do!
- Take the ACT on **October 22, 2011**. Good luck!

November

- Read the November Guidance/Scholarship Newsletter.
- Apply for admission to college (4 year) by Thanksgiving.** Let Mrs. Kaiser know when you apply so she can mail your transcript to the university (many schools require a “college prep” form be submitted with the transcript). There will be an application fee (some online applications are free), so you should have your choices narrowed down to two or three schools. Don’t be afraid to apply to the school of your dreams! **Be sure to ask about them what you must do to apply for financial aid / scholarships!!**
- Have you met with Mrs. Kaiser to discuss your future plans?
- Get a PIN at www.pin.ed.gov. This is one of the things you will need in order to file your online FAFSA (federal financial aid application) for college. You will need 2 PINS total: one student PIN and one parent PIN—which is the same for all children in your family. (Males must register with the Selective Service at www.sss.gov before applying for federal aid.)
- Tell your parents to make their tax appointments for January- early February (if possible). This information is necessary to complete the FAFSA (Free Application for Federal Student Aid).

December

- Read the December Guidance/Scholarship Newsletter.
- Have you discussed your future plans with Mrs. Kaiser?
- Apply for admission to college (2 year/technical programs).** Let Mrs. Kaiser know when you apply so she can mail your transcript to the college. There will be an application fee (some online applications are free), so you should have your choices narrowed down to two or three schools. **Be sure to ask about them what you must do to apply for financial aid / scholarships!!**

OVER>>>>

January-February

- Read the Guidance/Scholarship Newsletter--twice. There are LOTS of scholarships these months.
- Begin or update your resume / references. Practice filling out job applications.
- Attend the FRHS Financial Aid Night with your parents!** The presentation will be on [Wednesday, January 25, 2012 from 6-7 p.m. in the HS Commons \(Q & A from 7-7:30\)](#). Listen to the announcements and read the Monthly Guidance Newsletter for possible changes in the date and time.
- Fill out the FAFSA** online at www.fafsa.ed.gov (the earlier the better). Apply no later than February 15. (If your parents' tax information is not yet completed, file anyway! You can estimate and revise later. Financial aid award letters will arrive in the spring.
 - You must be ACCEPTED to a university to be awarded financial aid!
 - There is a **College Goal Sunday** program offered at WSU-LC on February [12, 2012 from 2-4 p.m.](#) for those who want assistance in filling out the FAFSA. Pre-register for this session online at www.ohiocollegegoalsunday.org so you do not miss the early consideration deadline for your school.

March-April

- Read the Guidance/Scholarship Newsletter.
- Most of the **local scholarships** will be announced. I will visit all seniors in World History class to pass out detailed information and applications.
- Have you applied for student housing at college? There is usually a deposit that must be submitted by May 1.
- Finalize your current resume / references. You should begin the process of finding a job after graduation.

May 20, 2012: Graduation Day!!

- Read the Guidance/Scholarship Newsletter
- Memorize your Social Security Number
- Talk with your parents about opening a checking account / getting an ATM card

Other Important Notes:

1. Keep up to date on what's available to you!
 - Listen to the **announcements**
 - Read the information on the **bulletin boards** outside the office
 - check out the **guidance website** at <http://www.fortrecoveryschools.org> (*attached- purple*)
 - Monthly Newsletters (all websites are hyperlinked)
 - Guidance Calendar (college visits, test dates, etc.)
2. If you know ahead of time that you will be **absent**, you MUST let the office know! In most cases, you must complete a form PRIOR to the absence to be excused from school that day.
3. Let the office know ahead of time if you need to miss school due to **scholarship testing**. This may not count as an absence.
4. **Fill out your own forms/applications, etc. Your parents should not do this for you.**
5. **When filling out college and scholarship applications, include details!** The person reviewing your application may read 100's (or 1000's) of them. It could be to your advantage to add comments and explain what sets you apart from the rest of the applicants. Keep in mind that commitment to a few organizations and being able to describe the contributions you have made (not just stating that you are a "member") is much more important than being a one year non-contributing member of several clubs. It's not what you are in, **it's what you do to contribute** to what you are in **that matters!**
6. **Be mindful of deadlines!!!**
7. If you need **letters of recommendation**/transcripts, etc. please give 1-2 weeks notice!
8. You should never pay to apply for financial aid.
9. If you are applying for a **2-3 year healthcare degree program** (nursing, radiology, etc.), apply ASAP! These programs can be very competitive!
10. Continue to document your **community service/service learning** hours. Volunteerism makes a BIG impact on your scholarship applications.
11. You may **job shadow** someone for one day if you wish. (See p. 6 of your student handbook.)