

Student

CHECKLIST GUIDE

FRESHMAN YEAR (9TH GRADE):

- COURSES - Know the courses being offered at your school. Understand the difference between AP and Dual Enrollment and determine which courses are of interest and serve you best to take. Find out what Career and Technical Education (CTE) courses are being offered at your high school or at other high schools in your district.
- CLUBS, SPORT & ACTIVITIES - Click on your schools website Athletics and Activities page to find out more about ALL that is being offered. JOIN what interests you.
- ACADEMIC PLAN - Organize a HS academic plan with your end goal in mind
- SCHOOL COUNSELOR/ACADEMIC ADVISOR - schedule a time to meet with your counselor to review your academic plan. It is important to know if certain classes have have scheduling limitations or prerequisites. This is something you should do each school year, making sure you are meeting your graduation requirements.
- VOLUNTEER FORM - Many schools require VOLUNTEER HOURS to graduate. Find out and print your schools volunteer form and make a handful of copies of it to have ready to take with you when you volunteer. That way you can get it signed after your hours and turn it into your school counseling office after you completed your hours.
- VOLUNTEERING - Research volunteer opportunities locally and at your school you can begin to volunteer at. Check local chamber websites, volunteer connect, your school or local schools PTO or PTA, church groups, local camps and sport camps
- CALENDAR SYSTEM - Choose a calendar system that works for you where you can put scheduled appointments and track to-do items and create lists.
- TRANSCRIPTS - Print a copy of your academic transcripts after each semester to have a complete record of completed credits, grades, volunteer hours, etc.
- **4-YEAR UNIVERSITY PATHWAY**
 - COLLEGE TOURS - It is never too early to be scheduling time to visit colleges. First on your list should be local colleges. Going on vacation, schedule tours of colleges near by, even if it is not a college you want to attend. The more you see the more it will help you identify what you want and don't want in a college. A college climate and culture plays a big part of how students will ultimately pick a campus.
 - COLLEGE BOARD - Create a College Board account at collegeboard.org
 - PSAT resources, SAT resources, AP course resources, College Search, Scholarships, CSS Profile Application
 - COMMON APPLICATION - Create a Common Application account log in at commonapp.org
 - College Plan resources, College Search, Personal Essay prompts, Application to Apply to Colleges
- **CAREER, TECHNICAL EDUCATION & ALTERNATIVE PATHWAY**
 - JOB - Get a part-time job in a field or industry you are interested in to build up your employment resume

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SOPHOMORE YEAR (10TH GRADE):

- CATCH UP - Complete anything from above that you have not completed yet.
- VOLUNTEER - Sign up, complete hours and turn in your signed completed volunteer sheets after you complete your hours. Continue to do this until you have met your required hours or until you have reached the hours you need to qualify for a scholarship, if you are working toward that.
- PSAT - After taking the PSAT connect to resources where you may need to increase and improve on your SAT score (for example, Khan Academy, SAT Tutoring, Resources on College Board)
- **4-YEAR UNIVERSITY PATHWAY**
 - RESEARCH - Start your colleges of interest search via Common App, College Board, Naviance or just by looking up a school and going directly to their website.
 - COLLEGES OF INTEREST - Compile a list of colleges that you are interested in attending.
 - COLLEGE TOURS - Continue to see colleges or visit them virtually.
 - COLLEGE ESSAY - Review the PERSONAL ESSAY prompts in Common App to begin to think about the essay topic you want to write on.
- **CAREER, TECHNICAL EDUCATION & ALTERNATIVE PATHWAY**
 - JOB - Get a part-time job if you don't have one already
 - RESEARCH - Certification programs and Career and Technical Education opportunities in your area
 - LINKS TO RESOURCES - <https://path2purpose.com/student-resources>

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JUNIOR YEAR (11TH GRADE):

- CATCH UP - Complete anything above that you have not completed yet!
- TESTING - You will be able to take one FREE test at your school, however students can schedule additional time to take the test by paying the fee. Many colleges will SUPERSCORE testing. Schedule to take the SAT or ACT on College Board. if you plan on taking it more than once.
- REFERENCES - Determine who you will be asking for a letter of recommendation from. Most applications will require 2 letters of reference. Make sure you ask them ahead of time, so that you know if they will have time to provide a letter of recommendation or not. If they are willing to do it, find out your schools process to submit a request.
- **4-YEAR UNIVERSITY PATHWAY**
 - COLLEGE TOURS - Continue to see colleges or visit them virtually
 - COLLEGE ESSAY - Begin drafting your PERSONAL ESSAY.
 - ACADEMIC RESUME - Build a resume that captures your academic activities, accomplishments, and volunteer experience, and any work experience.
 - SCHOOL COUNSELOR/ACADEMIC ADVISOR - Schedule a time to meet with them to make sure you are on track with your graduation requirements.
 - HOW WILL YOU APPLY - Choose how you will be applying for college: Early action, Early decision, Regular decision.
 - REACH OUT - Contact interested colleges counselors or academic advisors.
 - SCHOLARSHIPS - Begin to make a list of scholarships you can apply for and create a spreadsheet to track deadlines.
- **CAREER, TECHNICAL EDUCATION & ALTERNATIVE PATHWAY**
 - REACH OUT - Contact interested programs and companies you would be interested in pursuing and find out more. Network with people you know to see if they have people you can connect with.
 - RESUME - create an employment resume
 - JOB FAIR - attend a local community or junior college job fair

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SENIOR YEAR (12TH GRADE):

- CATCH UP - Complete anything above that you have not completed yet!
- VOLUNTEER HOURS - ALL hours should be turned in and completed on or before senior year. Your time and attention will be on finishing your courses strong and completing applications.
- APPLY - Find out deadlines and set a schedule to complete everything you need to do to apply to where you want life to take you after high school.
- **4-YEAR UNIVERSITY PATHWAY**
 - CALENDAR - ALL Deadlines
 - ACADEMIC RESUME - Have completed
 - AP SCORES - Through College Board you will have to submit a request to have your AP Scores sent to the colleges you plan on attending and may need to send to some colleges you applied to
 - LETTERS OF RECOMMENDATION - You should have your request sent out no later than end of September
 - APPLY - Apply for colleges
 - TRANSCRIPTS - Requests your HS and any Dual Enrollment Coursework transcripts to be sent to the colleges you applied to (find out your HS process of doing that)
 - FAFSA - Opens OCT 1 for you to complete and turn in for federal aid consideration (FREE)
 - CSS Profile - Determine if your college accepts it and complete for financial aid consideration (\$25 fee and \$16 per school to be sent to - you will find the CSS Profile on College Board to complete)
 - SCHOLARSHIPS - Apply for as many as you can!!
 - FINAL TRANSCRIPTS - Print a final copy once final grades come out for your records
- **CAREER, TECHNICAL EDUCATION & ALTERNATIVE PATHWAY**
 - APPLY - Apply for programs or jobs you are interested in pursuing after high school