

SENIOR (12TH GRADE)

HIGH SCHOOL PLANNING CHECKLIST

August

- Check your schedule for accuracy. Verify that you are in the proper classes to fulfill graduation requirements
- Strive for academic excellence and regular school attendance, which will result in an exemplary academic record
- Review your career and educational goals and preferences and decide which type of college or university is right for you
- Check SAT, ACT and THEA dates and register for these exams. Check with your counselor to see if you qualify for a fee waiver
- Begin a college file: Create a checklist of test requirements from the different universities and colleges you are interested in, registration deadlines, college application deadlines, housing deadlines, etc.; E-mail or mail colleges for information on admission, housing, scholarships, and financial aid. Remember that they are different applications; and keep a copy of all applications and correspondence
- Visit with college representatives
- Update your portfolio with your achievements from last school year

September

- Visit with your school counselor to review college/career plans and graduation status
- Check due dates for college and scholarship applications
- Write or update your resume, sample essay and list of references
- Ask for letters of recommendation from teachers, guidance counselors, coaches, employers or community leaders to include with your admissions and /or scholarship applications
- Continue visiting college fairs and speaking to college representatives. Begin to narrow your choices
- Register for the SAT, ACT, and/or THEA

October

- Take or retake the SAT or ACT exam if necessary
- Make plans to attend College Fair at TAMIU
- Continue to work on college applications, collect all items required for admission, including essays and letters of recommendation
- Start visiting campuses either personally or take a virtual tour on the Internet
- Narrow down your college or university choices to 3 to 5
- Visit with college representatives that visit your school
- Have you and your parents applied for a PIN number for the FAFSA?

November

- Begin looking into possible sources of scholarships such as churches, community groups, minority organizations, and parents place of employment
- Involve your parents in your career and college choices
- Check with colleges to see if they require other forms in addition to the FAFSA, which will be available in your school's College/Career Center in January. Some colleges require the CSS Financial Aid PROFILE. The CSS booklet contains a complete listing of the schools that require this form
- Take or Retake the SAT or ACT exam, College Early Admissions Decisions require these test scores
- Meet early admission deadline
- Begin preparing your college applications. Check with the colleges to find out when materials must be postmarked

December

- End of the Fall semester, study hard for final exams
- Take or retake SAT, ACT or THEA
- Be sure to check for loss of credit in any classes that you have been absent or tardy to several times
- See the counselor if you will need to take a different course for graduation in the spring semester
- Visit with college representatives
- Apply for scholarships

January

- Beginning of 2nd semester. Review your grades from 1st semester and work hard!
- Review your new schedule to make sure you are in the right courses
- Take or retake SAT, ACT or THEA
- Gather income tax information. You will need it to apply for financial aid. Submit your completed FAFSA to process as soon after January 1 as possible
- Make plans for you and your parents to attend the Financial Aid Workshops held at your school.
- Financial Aid forms are available with your school counselor. Complete and send them in as soon as possible. Be sure to mark all colleges that you want to receive copies of the results
- Listen for scholarship announcements; check the calendar of events and the Scholarship website at your school. Also, visit the counseling center
- Visit with college representatives

February

- Apply for financial aid and scholarships
- Priority consideration given to financial aid applications received by February 14.
- Send completed college applications
- Request midyear transcripts to be sent to the colleges to which you have applied
- Rank your finalized list of colleges or universities. Begin to narrow down your choices

March

- Utilize your Spring Break to provide community service or to visit colleges and universities
- Look for your Student Aid Report (SAR) in the mail. Your SAR contains federal financial aid information
- Submit your SAR to the financial aid office and tax forms if requested. Contact the office to make certain that your application is complete. Find out what else you need to do to establish and maintain your eligibility for financial aid
- Don't forget to keep copies of everything that you submit to the financial aid office
- Be sure you are meeting college application deadlines and requirements for admission, housing and financial aid
- Visit with college representatives

April

- Look out for college acceptance and financial aid letters in the mail
- Make your final decision and send in a deposit by the deadline
- Notify the college of choice of your acceptance
- Watch for important deadlines regarding housing, financial aid, etc.

May

- Register and take AP exams
- Make sure you sent letters of regret to colleges and universities that you will not be attending
- Study hard for 9 week exams
- Be sure to check that you have not lost any credits in any classes
- If you are attending a Texas College, register to take the THEA test now! You must have taken this test before you can enroll in classes.
- **Congratulations on your Graduation!**

June

- Try to get a summer job. Save money for college
- Attend summer orientation programs
- **Submit a final official transcript** to the college or university you have selected