

Senior - 12th Grade Career & College Planning Checklist

August – September **Check off each activity as you complete it.**

1. _____ Update your account with Family Connection, and be certain that your personal information is correct—especially your e-mail address! The Family Connection web address is: <http://connection.naviance.com/HIGHSCHOOLNAME>.
Your E-mail is: STUDENT ID
Your password is: STUDENT ID

2. _____ Attend the College & Financial Aid Information Night at your high school.

3. _____ Narrow down your college selections to three or four to which you intend to apply. These colleges should be:
 - **Dream School** - To be accepted might be a reach:

 - **Safety School** - 100% confident you'll be accepted:

 - **Something In-Between** - Realistic school to be accepted with good programs in your interests:

4. _____ If you have not already visited, this is the time you should schedule college visits. Plan ahead with Admissions to be sure you can sit in on some freshman classes, take the tour and meet with an admission counselor.

5. _____ Carefully read applications and learn the meaning of deadline and postmark. Remember, you are not the only one applying for admission, housing or financial aid and scholarships. The earlier you act the better your chances.
 - Set your own deadline to have all applications completed. Counselors recommend you complete applications **no later than the end of October!**

6. _____ In order to be accepted to college you must first graduate from high school. To do that, you must pass ALL of your classes. Do a final credit check! If you are uncertain about any of your credits, SEE YOUR COUNSELOR.

7. _____ Take the appropriate college admissions test: ACT or SAT. Registration materials are available in your counselor's office, or register on-line at:
www.collegeboard.com
www.actstudent.org



8. _____ Update your final high school resume, and use it as a reference when filling out your applications. Make several copies to enclose with admission and scholarship applications. Create your resume using Naviance/Family Connection.

Your resume should include each of the following:

- Extracurricular Activities

- Community and Volunteer Service

- Talents, Awards, Honors

- Employments, Internships, Summer Activities

9. _____ Write one or two really awesome essays for use in applying to college and scholarships. You will probably be able to modify these essays to fit most required essay topics.



10. _____ Apply for scholarships! If you do not receive an award right away, keep applying. Scholarships are available throughout the year, especially in the spring.

11. _____ Register for and attend college information sessions where you can talk with college representatives.

- These are held in the community and on campus
- Log on to Naviance/Family Connection to register for visits.

12. _____ If your college requires an interview, practice your interviewing skills with a teacher or counselor.

13. _____ Review your transcript; Request official copies of transcripts for your college applications and scholarships through Naviance. **REMEMBER: YOU must pay the Registrar \$2.00 per request before the your order is processed. Transcripts are ready within 48 hours of payment.**

October – December

14. _____ Attend a college fair in Austin
- * October TACRO College Fair @ Delco Center
 - * October Skillpoint Alliance Fair
 - * April NACAC National College Fair
 - * TBD National Hispanic College Fair
15. _____ Continue to register through Naviance/Family Connection for visits with college representatives. **Keep all your options open!**
 _____ Attend the Career Series events in the College Center.
16. _____ Complete your applications as soon as possible.
- ➤ If you're applying to a school in Texas, complete the Apply Texas Application at www.applytexas.org.
 - ➤ If you are planning to attend an out-of-state school, complete the application, which you can find at their website. If you are planning to attend a private school, complete it's application or the Common Application at www.commonapp.org.
17. _____ Ensure great recommendations! If you haven't done so already, follow these steps:
- Make a request in writing.
 - Record the date you submitted the request. Allow at least 10 workdays for letters to be written.
 - Provide a completed parent brag sheet, if needed.
 - Provide a completed student brag sheet, if needed.
 - Provide any forms that the recommender must complete for the college.
 - Include a resume of your high school activities.
 - Include a copy of your ACT and/or SAT scores.
 - Provide a copy of a sixth-semester transcript (end of junior year).
 - Provide a copy of your college admission essay(s).
 - Provide a stamped envelope addressed to each college's admissions office. (If the envelope will contain more than just a letter, then two stamps will be needed!)
 - Always include the final date the letter needs to have arrived at the college.



18. _____ Prepare to complete financial aid forms.

- Look at the Free Application for Federal Student Aid (FAFSA) online using: www.fafsa.ed.gov
- Look at the Texas Application for State Financial Aid (TAFSA) online using: www.collegeforalltexas.com
- Be careful! Many companies try to get you to pay to complete this. It is FREE. **Do not pay for this service!**
- A hard copy of these forms will be available in your counselor's office in December.
- These forms cannot be submitted before January 1st. Apply early for financial aid; the early bird gets the money.
Check to see if you need to complete the CSS profile.

January – April

19. _____ Submit or send the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TAFSA) as soon as possible after January 1st.



- If mailed, it often takes six weeks or longer for processing.
- If possible, file online. You will receive your results faster. www.fafsa.ed.gov
www.collegeforalltexas.com (TAFSA)
- Remember: financial aid is distributed on a first-come, first-served basis. It is important to have this step done early.

20. _____ Attend a Financial Aid Saturday to get help filling out your financial aid forms and completing your income tax returns. Hours: 9:00 a.m. to 2:00 p.m. Questions? Call 322-5689 or go to www.austinchamber.com/collegeready

2010 Financial Aid Saturdays

Feb. 6	Akins High School, 10701 South First Street, Austin, TX 78748
Feb. 13	Travis High School, 1211 E. Oltorf, Austin, TX 78704
Feb. 20	Lanier High School, 1201 Payton Gin Road, Austin, TX 78758
Feb. 27	Reagan High School, 7104 Berkman Drive, Austin, TX 78752
Mar. 27	Austin High School, 1715 W. Cesar Chavez, Austin, TX 78703

21. _____ If your college requires it, request a mid-term transcript to be sent as soon as your seventh semester transcript is available. If you are applying to a school on the common application, you may need a mid-year report from you counselor.

22. _____ Make copies of offers for scholarships, grants and financial aid. Your scholarship offers will be listed on the graduation program if you provide documentation to your counselor.

- 23. _____ If you're planning to attend a state-supported school in Texas, take the ASSET, Compass, or THEA if you're not exempt. Most AISD schools offer a THEA-alternate called the ASSET. It is FREE! Sign up for this exam at your school or go to ACC to take the Compass!
- 24. _____ Listen carefully to announcements for career opportunities, scholarship information, and dates of college representatives' visits.
- 25. _____ Register to vote as soon as you turn 18. Voting is a privilege and your responsibility.
- 26. _____ Men must register for the draft at age 18. Completing the FAFSA form will automatically register men for the draft.
- 27. _____ Avoid senioritis at all costs! Remember that second semester grades are important and colleges may change admissions decisions based on them.



May

- 28. _____ Complete a Final Transcript Request through Naviance/Family Connection to have your final transcript sent to the college of your choice.
- 29. _____ Send thank you notes to scholarship donors and all who wrote letters of recommendation for you.
- 30. _____ It's not too late!! If you have not completed the college admissions process, you can still be admitted to some colleges.
- 31. _____ Continue to research and apply for scholarships!



Important Things to Remember to Do:
