

Graduation SENIOR Checklist
12th grade Advisement Activity
Estimated time: 20-30 Minutes**Georgia's Teachers-As-Advisors Framework****Goal 12-2.2 Recognize and attain performance levels necessary to reach educational and career goals.**

a. Develop, monitor, and evaluate (at least each semester) a working educational achievement and performance plan for the attainment of personal and career goals to address one's short-term and intermediate goals.

Goal 12-2.3 Identify and participate in ongoing, lifelong-learning experiences to enhance the ability to perform effectively and work in a diverse and changing world.

d. Describe the requirements for transition from one learning level to the next.

Objectives: Students will review and connect with the long and short term goals associated on the senior checklist.

Materials: Handout "GACollege411 SENIOR Checklist" (print front and back to save paper)

Activity:

1. *Greet Students* -Good morning, welcome to advisement. *Say:* Since it is early in the year, we are going to analyze the SENIOR checklist. I know that all of you have your own individual plans: some of you have decided to continue your education at either 2-year or 4-year colleges, some of you have chosen to attend a technical college for continued education and training, while others of you have decided to continue your education in the military, or in a state registered apprenticeship or at one of Georgia's special purpose schools. AND some of you may have decided you need to go to work immediately. YOU will continue your education "on the job"! If you have not made some decision about your next step after graduation---you and I need to spend some time together or with your counselor. You need a plan to stay on track or you may get lost. We all need a plan of what that next step will be so you can be prepared for it. See me after advisement so we can schedule some time later or make a referral to your counselor. For now, listen and try to participate.
2. *Say:* This will be an individual activity since most of you have made your own plans based on your chosen career field.
3. *Distribute the handout*
4. *Say:* At the bottom of the third page is a chart. Using the checklist (which is located on GACollege411 under the HIGH SCHOOL PLANNING tab, record your short term (immediate need) and long term goals (in the next 10-12 weeks) that pertain to you specifically. If you have questions, raise your hand and I will try to assist you. List questions about specific information you may have for example, "when are the PROBE fairs?", "how can I get SAT/ACT testing information? Leave that list with me and I will find the answers or the resources you need at the next advisement session. *Circulate to ensure seniors are reading and listing goals.*
5. *Say:* If time permits, pair students who have similar plans and ask them to compare their goals.
6. *Say:* Check your 411 PORTFOLIO to be sure you are up to date. Make sure your 11th grade courses and grades have been recorded and you are investigating the information under the FINANCIAL AID tab. Do a self-check to determine if you are meeting graduation requirements.
7. *Dismiss:* Hope all is going well with your coursework. Let me know if I can help. Have a great day!

GACollege411 SENIOR checklist located under the HIGH SCHOOL PLANNING tab:

Keep studying!

You want to avoid "senioritis" - a drop in motivation and, consequently, grades, that is sometimes experienced by seniors.

Talk to your counselor about possibilities for concurrent enrollment (taking college-credit courses while you're still in high school).

Save your money!

It's a good idea to start planning for those unexpected costs of college.

Some colleges require the CSS/PROFILE, a supplemental financial aid form, in addition to the FAFSA.

Find out if your schools will need this.

August:

Review GRADUATION status based your Peach State Pathway program of study OR your 411 Plan of Study.

Check schedule for appropriate classes. Continue to take appropriate classes to enhance your next step after graduation.

Gather or request post-secondary or specialty school information.

Make military contacts (check your selective service status for financial aid purposes).

September:

Check your transcripts to make sure you have all the credits you need to get into the schools that interest you.

Find out from the colleges whether or not they need official copies of your transcripts (these are sent directly from your school).

Continue to save money.

Become familiar with job search skills and application process.

Register for the October/November SAT I, SAT II and ACT tests if you plan to take them.

Register to take ASSET if you plan to attend a technical college.

Take another look at your list of colleges, and make sure they still satisfy your requirements.

It's not uncommon for students' goals to change.

Make sure you meet the requirements (including any transcript requirements) for all the colleges to which you want to apply. Double-check the deadlines.

Become familiar with the application process for your schools of choice.

Give any recommendation forms to the appropriate teachers or counselors with stamped, college-addressed envelopes, making certain that your portions of the forms are filled out completely and accurately.

Most early decision and early action applications are due between October 1 and November 1. Keep this in mind if you intend to take advantage of these options, and remember to request that your high school send your official transcripts to the college on time.

Learn about the military

October:

Make a final list of schools that interest you and keep a file of deadlines and required admission items for each school.

Many students like to have a "dream school" and a "safety school" as well as two or three others.

Take the SAT or ACT tests. Have the official scores sent by the testing agency to the colleges or universities that have made your final list of schools.

Register for December or January SAT I or SAT II tests, if necessary.

Get started on any essays to be included with your applications.

Give your essays to others (teachers, parents, and friends) for feedback.

Attend PROBE and NSSFNS College Fairs if available.

Pinpoint your career options.

Begin a JOB search, if appropriate.

Become familiar with the job interviewing process.

Maintain contact with military recruiter, if appropriate, and decide if you're ready

November:

Submit your college admission applications.

Be sure to check them over thoroughly! Having someone else review your application with you can help you catch any errors.

Continue with post-secondary planning. Review and follow significant deadlines.

Distribute teacher/counselor recommendation forms, if required.

Be sure to consult with your school counselor about scholarship opportunities.

Not all scholarships are for top students and athletes. There may be a perfect scholarship for you — it's worth doing a little research.

Work on your scholarship applications, and mail according to deadlines.

Check with the financial aid office of schools you are applying to for specific information on scholarships and costs for tuition, fees, room and board, and any additional financial aid info they require.

December:

Watch your mailbox if you submitted an early decision application.

Early decision replies usually arrive between December 1 and 31. If you do get an acceptance, you should withdraw any other applications.

If you haven't already done so, make sure your official test scores are being sent to the colleges to which you are applying.

Schedule any remaining required interviews.

Take SAT II, if required for admissions to post-secondary school.

Submit all applications with January 1 deadline.

Become familiar with resume writing.

Start thinking about how you're going to spend your summer. Summer is a great time to earn extra money and gain work experience.

Ask your counselor about internships, and start researching the summer job market in your area.

Re-check your graduation status.

Spring Semester

January:

Complete and submit your college financial aid application and the Free Application for Federal Student Aid (FAFSA) between January 1 and February 15.

Go to the FAFSA on the Web form at: www.fafsa.ed.gov.

Check for other financial aid options.

In order to be considered for financial aid, you will need to submit a FAFSA, even if you have not yet been notified of your acceptance to the college(s) to which you applied.

Observe deadlines for admissions, financial aid, testing and housing deposits.

If you don't already have a good computer, investigate purchasing one for college.

You or your parents can subsidize the cost of a computer for college in your student loans.

Request that your high school send your official transcripts to the colleges to which you are applying.

Make sure your parents have completed their income tax forms in anticipation of the financial aid applications.

If you have to file taxes this year, do it as soon as possible. You'll need to do this for any financial aid forms.

Contact the admissions office of the colleges to which you have applied to make sure that your information has been received, and that they have everything they need from you.

Keep an eye out for financial aid workshops and seminars, for both you and your parents.

There is a lot of help out there when you're looking for info on financial aid.

Begin to organize your job search, if appropriate.

February:

If you completed the FAFSA, you should receive your Student Aid Report (SAR) within four weeks.

Make the necessary corrections and return it to the FAFSA processor.

Complete your scholarship applications.

Contact the financial aid office of the colleges to which you have applied to make sure your information has been

received, and that they have everything they need from you.

Observe deposit deadlines for post-secondary schools.

Maintain good grades.

Check your selective service status for financial aid purposes.

March - April:

You will probably hear from the colleges as to whether or not you are accepted by April 15.

Continue to seek scholarships.

Compare your acceptance letters, financial aid and scholarship offers.

These are all important things to consider when choosing a college.

When you choose a college that has accepted you, you will be required to pay a non-refundable deposit for freshman tuition.

This should ensure your place in the entering freshman class.

Prepare cover letter and resume for selected occupations, if appropriate.

Begin the job application process, if appropriate.

Finalize your post-secondary enrollment.

Keep counselor/advisor informed about job status (employment, military and apprenticeship).

May:

Take AP exams for any AP subjects you studied in high school.

Decision time!

You should decide on a college by May 1. Notify that school by mailing your commitment deposit check. Many schools require that your notification letter be postmarked by this date.

If you were placed on a waiting list for a particular college and have decided to wait for an opening, contact that college and let them know you are still very interested.

June:

Have your school send your final transcripts to the college you will be attending.

Contact your college to determine when fees for tuition, room and board are due, and how much they will cost.

Summer After Senior Year

Participate in any summer orientation programs for incoming freshmen.

Now that you know you will be attending college in the fall, it is a good idea to make sure you have student health insurance in case of any emergencies.

What is your next step after graduation? Write a brief description. Include this in your 411 PORTFOLIO.

Short-term goals (in the next few weeks)	Long-term goals (next 10-12 weeks)	Comments:
Ex. Check with counselor to verify graduation requirements.	Ex. Register to take the ACT	Where? When?