

## 9<sup>th</sup> Grade College Planning Checklist

### Fall

- Attend Freshman Friday before the school year begins to learn about the various clubs, organizations, and sports that Heritage offers, and tour the campus.
- Obtain access to FOCUS and student E-mail. These two platforms should be checked daily.
- Find out who your school counselor is
- Apply for Free/Reduced Lunch through the district's website.
- Read the student code of conduct
- Discover where resources are on campus like the school social worker, the IEP/504 coordinator, the dean's office, the clinic, attendance, etc.
- Read over the high school graduation requirements
- Join the Freshman Class Google Classroom
- If you take any Cambridge classes, make sure to join the Cambridge Google Classroom and Cambridge Remind Group
- Begin community service hours (Tip: try to perform 25 hours of volunteer work per year, so that you can have 100 by graduation).

### Winter

- Review grades, activities, and community service, and how they align with post-secondary goals.
- Explore career interests and resources on the student services webpage
- Familiarize yourself with the NCAA requirements (if applicable).
- Research, apply, and follow up on scholarships

### Spring

- Begin creating a resume to record school achievements, activities, and awards.
- Research summer opportunities (work, internships, shadowing, volunteer, educational, sports clubs, organizations) in areas of interest.
- Select courses for 10<sup>th</sup> grade based on graduation requirements and post-secondary goals.

### Summer

- Continue to participate in extracurricular activities (work, internships, shadowing, volunteer, educational, sports, clubs, organizations).
- Dedicate some time to Khan Academy to improve reading and math skills to prepare you for the PSAT in 10<sup>th</sup> grade.

## 10<sup>th</sup> Grade College Planning Checklist

### Fall

- Make sure you have access to FOCUS and your student E-mail. These two platforms should be checked daily.
- Find out who your counselor is
- Apply for Free/Reduced Lunch through the district's website.
- Review the student code of conduct
- Review where resources are on campus like the school social worker, the IEP/504 coordinator, the dean's office, the clinic, attendance, etc.
- Review the high school graduation requirements
- Join the Sophomore Class Google Classroom
- If you take any Cambridge classes, make sure to join the Cambridge Google Classroom and Cambridge Remind Group
- Continue to participate in extracurricular activities (work, internships, shadowing, volunteer, educational, sports, clubs, organizations).
- Continue your community service hours to be on track for 100 by graduation
- Take the PSAT (usually offered on campus for free in October)

### Winter

- Review grades, activities, and community service, and how they align with post-secondary goals.
- Review career interests and resources on the student services webpage
- Interested in the military academy? Research requirements for admittance.
- Review the NCAA requirements (if applicable).
- Research, apply, and follow up on scholarships

### Spring

- Update your resume to record school achievements, activities, and awards.
- Research summer opportunities (work, internships, shadowing, volunteer, educational, sports, clubs, organizations) in areas of interest.
- Select courses for 11<sup>th</sup> grade based on the graduation requirements and post-secondary goals.

### Summer

- Continue to participate in extracurricular activities (work, internships, shadowing, volunteer, educational, sports, clubs, organizations).
- Dedicate some time to Khan Academy to improve reading and math skills to prepare for the SAT in 11<sup>th</sup> grade.
- Visit college campuses

## 11<sup>th</sup> Grade College Planning Checklist

### Fall

- Make sure you have access to FOCUS and your student E-mail. These two platforms should be checked daily.
- Find out who your counselor is
- Apply for Free/Reduced Lunch through the district's website. If deemed eligible, student will receive SAT/ACT fee waivers and college application fee waivers.
- Review the student code of conduct
- Review where resources are on campus like the school social worker, the IEP/504 coordinator, the dean's office, the clinic, attendance, etc.
- Review the high school graduation requirements
- Join the Junior Class Google Classroom
- If you take any Cambridge classes, make sure to join the Cambridge Google Classroom and Cambridge Remind Group
- Continue to participate in extracurricular activities (work, internships, shadowing, volunteer, educational, sports, clubs, organizations).
- Continue your community service hours to be on track for 100 by graduation
- Register with the NCAA Eligibility Center (if applicable).
- Attend college representative visits at Heritage

### Winter

- Review grades, activities, and community service, and how they align with post-secondary goals.
- Review career interests and resources on the student services webpage
- Interested in the military academy? Research requirements for admittance.
- Research potential universities that you would want to apply to senior year. Start compiling a list of them.
- Review the NCAA requirements (if applicable).
- Research, apply, and follow up on scholarships
- Make sure your social security number is on file with Heritage for college financial aid purposes.

### Spring

- Update your resume to record school achievements, activities, and awards.
- Research summer opportunities (work, internships, shadowing, volunteer, educational, sports, clubs, organizations) in areas of interest.
- Select courses for 12<sup>th</sup> grade based on graduation requirements and post-secondary goals. You will be meeting 1 on 1 with your counselor to do this.
- Take the SAT (usually offered on campus for free in March).
- Narrow down your list to 3-10 colleges/universities. Your list should include Reach Schools (schools that your GPA and Test Scores are just out of reach for), Target Schools (schools that your GPA and Test Scores are right on target for), and some Safety Schools (Schools that you without a doubt will get into). Once you have your list, begin writing their admissions essays, so that you have them done by the time you need to apply. (Tip: ask your current or past English teacher to review it and give feedback).

### Summer

- Continue to participate in extracurricular activities (work, internships, shadowing, volunteer, educational, sports, clubs, organizations).
- Dedicate some time to Khan Academy to improve reading and math skills for a retake SAT.
- Visit college campuses
- Register for the ACT and SAT retakes (try to take each at least 3 times).
- Make a list of all the things you need to do and the deadlines you need to meet during your senior year. You'll be taking exams, completing applications, paying fees, and much more.
- Decide if you will be applying Early Decision, Early Action, Regular Decision, or through QuestBridge.
- Clean up social media accounts
- Create a Linkdin account
- "Follow" the admissions department of the colleges you will be applying to on social media

## 12<sup>th</sup> Grade College Planning Checklist

<u>Fall</u>	<u>Winter</u>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure you have access to FOCUS and your student E-mail. These two platforms should be checked daily.</li> <li><input type="checkbox"/> Find out who your counselor is</li> <li><input type="checkbox"/> Apply for Free/Reduced Lunch through the district’s website. If deemed eligible, student will receive SAT/ACT fee waivers and college application fee waivers.</li> <li><input type="checkbox"/> Review the student code of conduct</li> <li><input type="checkbox"/> Review where resources are on campus like the school social worker, the IEP/504 coordinator, the dean’s office, the clinic, attendance, etc.</li> <li><input type="checkbox"/> Review the high school graduation requirements</li> <li><input type="checkbox"/> Join the Senior Class Google Classroom</li> <li><input type="checkbox"/> If you take any Cambridge classes, make sure to join the Cambridge Google Classroom and Cambridge Remind Group</li> <li><input type="checkbox"/> Continue to participate in extracurricular activities (work, internships, shadowing, volunteer, educational, sports, clubs, organizations).</li> <li><input type="checkbox"/> Register with the NCAA Eligibility Center (if applicable).</li> <li><input type="checkbox"/> Attend college representative visits at Heritage</li> <li><input type="checkbox"/> Make a list of all the things you need to do and the deadlines you need to meet during your senior year. You’ll be taking exams, completing applications, paying fees, and much more.</li> <li><input type="checkbox"/> Register for the SAT or ACT if you would like to retake tests.</li> <li><input type="checkbox"/> Continue to pursue extracurricular activities.</li> <li><input type="checkbox"/> August- Finalize your college application list.</li> <li><input type="checkbox"/> August- if you are interested in applying through QuestBridge, check on their deadlines and begin working on their applications</li> <li><input type="checkbox"/> September- Apply to any schools that you would like to be considered for early decision or early action.</li> <li><input type="checkbox"/> September- Create your CommonApp account with your personal email address and begin working on applications and gather letters of recommendation</li> <li><input type="checkbox"/> October 1<sup>st</sup>- Complete your Bright Futures application and (<u>next school year’s</u>) FAFSA application</li> <li><input type="checkbox"/> If you are not applying through CommonApp, seek out how to send your transcripts to your colleges.</li> <li><input type="checkbox"/> Log into your CollegeBoard and/or ACT accounts, and send your college entrance exam scores to the colleges you are applying to 2-weeks prior to submitting your college applications.</li> <li><input type="checkbox"/> November 1<sup>st</sup>- Try to have your college applications complete by this date even if they are rolling admissions or have a later deadline to increase your chances of getting in and being considered for in-institution scholarships. Make sure you are applying to “reach”, “target”, and “safety” schools.</li> <li><input type="checkbox"/> Check your email regularly after you submit your applications. After you submit your applications, colleges typically will send you an email to make a portal for their school and to complete the SAR/SARR/SPARK forms and submit other documents by a due date, usually November 15<sup>th</sup>.</li> <li><input type="checkbox"/> December 1<sup>st</sup>- for schools that are NOT rolling admission, this is usually the final deadline to submit SAT/ACT scores by. Log into your Collegeboard and/or ACT account to send scores.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Visit college campuses you applied to</li> <li><input type="checkbox"/> Review grades, activities, and community service, and how they align with post-secondary goals.</li> <li><input type="checkbox"/> Continue to participate in extracurricular activities (work, internships, shadowing, volunteer, educational, sports, clubs, organizations).</li> <li><input type="checkbox"/> Continue your community service hours to be on track for 100 by graduation</li> <li><input type="checkbox"/> Review career interests and resources on the Heritage student services webpage</li> <li><input type="checkbox"/> Interested in the military academy? Research requirements for admittance.</li> <li><input type="checkbox"/> Review the NCAA requirements (if applicable).</li> <li><input type="checkbox"/> Research, apply, and follow up on scholarships</li> <li><input type="checkbox"/> Decide on early acceptances (if applicable)</li> <li><input type="checkbox"/> Upon request of the college, submit mid-year grade reports</li> <li><input type="checkbox"/> Reach out to the colleges you applied to, to inquire about their on-campus housing and meal plan options and deadlines.</li> <li><input type="checkbox"/> “Follow” the admissions department of the colleges you applied to on social media.</li> <li><input type="checkbox"/> Look on each college’s website that you applied to, and search for and apply to their in-institution scholarships.</li> <li><input type="checkbox"/> Make sure your social security number is on file with Heritage for college financial aid purposes.</li> </ul>
<p style="text-align: center;"><u>Spring</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check your email/portal/mail for acceptance letters.</li> <li><input type="checkbox"/> Compare financial aid packages and reach out to each college’s financial aid offices if additional resources are needed</li> <li><input type="checkbox"/> Visit your final choice college before accepting</li> <li><input type="checkbox"/> Decide and confirm which college you will be attending and notify them. Then inform all other colleges you were accepted to that you will not be attending them.</li> <li><input type="checkbox"/> If you were accepted to a college and are starting classes during the summer term before your first full year, fill out (<u>this school year’s</u>) FAFSA to receive financial aid for the summer term.</li> <li><input type="checkbox"/> Research summer opportunities (work, internships, shadowing, volunteer, educational, sports, clubs, organizations) in areas of interest.</li> <li><input type="checkbox"/> Decide on housing and meal plan options</li> <li><input type="checkbox"/> Send your tuition deposit</li> <li><input type="checkbox"/> Prepare a checklist of essential items needed for the college move</li> <li><input type="checkbox"/> Request your final transcript</li> </ul>	<p style="text-align: center;"><u>Pre-Graduation/Summer</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure all 100 community service hours are turned into your counselor by May 1<sup>st</sup>.</li> <li><input type="checkbox"/> Decide on housing and meal plan options</li> <li><input type="checkbox"/> Finalize a checklist of essential items needed for the college move</li> <li><input type="checkbox"/> Identify personal needs and locate college and community resources</li> <li><input type="checkbox"/> Find out who your college advisor is</li> <li><input type="checkbox"/> Reach out and get to know your roommate(s).</li> <li><input type="checkbox"/> “Follow” the college you will be attending on social media; also “follow” that college’s admissions department, financial aid offices, students services, etc.</li> <li><input type="checkbox"/> If you took AICE classes, order your final official Cambridge transcript from Cambridge’s website to be sent to the college you will be attending once all your scores are back in August.</li> <li><input type="checkbox"/> If you were in dual enrollment, order your final official college transcript from EFSC’s website to be sent to the college you will be attending once you are done with your dual enrollment classes and grades are finalized.</li> </ul>

