

# Senior Planning Calendar

## SEPTEMBER

- Your schedule should include courses that challenge academically. Your course selection should include rigorous and interesting electives as well as the required classes.
- Reevaluate your high school progress. Make the changes necessary to improve your academic and activity record.
- Join fall school activities, including student government, athletic teams, clubs, plays and service organizations. Take leadership positions when possible.
- Read your "Student Handbook" and share it with your parents so they will understand your school responsibilities. Review graduation requirements, honor roll requirements, attendance policy, discipline code, athletic eligibility, available clubs and organizations, etc.
- Use the planner in your "Student handbook" daily to organize your homework and activities.
- Make an appointment with your counselor. Request a copy of your transcript and review it carefully with your counselor to verify its accuracy and to be certain that you will meet all graduation requirements.
- If planning for college, register for a fall SAT and/or ACT examination. See your counselor for a registration booklet and a list of SAT/ACT test dates. Prepare for the SATs and ACTs by using their study guides and taking their practice tests. Review which of your potential colleges require the SAT Subject Tests. SAT preparation books and CDs by Princeton Review, Kaplan and other test prep companies cost under \$30.00 and may be helpful. They can be purchased in most large computer, office supply or book stores.
- Register for potential scholarship information on financial aid Web pages (Fastweb, Finaid, etc.).
- Develop a schedule for submitting college applications with the help of your school counselor.
- Consider which teachers you will be requesting letters from and discuss this with them.
- Continue to develop your college essays. Fine tune your draft copy for review with your English teacher.

## OCTOBER

- Volunteer for school and community activities.
- Encourage your parents to attend your school's parent teacher conferences to meet your teachers and school counselor.
- Visit local college and post-secondary school and career fairs in October.
- Explore potential careers through reading, searches, interest inventories and course selection. Continue to explore Career, College, Technical School and Financial Aid Web Sites carefully.
- Plan college visits and interviews. Develop a list of open houses and college tours.
- Request applications and viewbooks from potential schools. Begin to finalize your application list. Review carefully your potential college application deadlines and Early Decision and Early Action dates.
- Attend college and technical school visits in your School Counseling Office.
- Continue to study for the SATs and/or ACTs. Scores will improve with practice. See your counselor for practice test booklets.
- Request letters of recommendation from two teachers if you have not already done so. Be sure to give the teachers a copy of your "brag sheet" to help them with the letter.
- Review Mrs. Larson's website carefully for financial aid, FAFSA night, scholarship updates, etc. Continue this practice throughout your senior year.

# Senior Planning Calendar

## NOVEMBER

- Submit "December 1" deadline college applications early in the month.
- Read books, newspapers and magazines in addition to assigned homework.
- Review your report card. See your counselor if you need suggestions, tutoring, etc.
- Continue to develop your college/tech school/career school file.
- Continue to study for the SATs and/or ACTs.
- Remind your teachers that you need a letter of recommendation they have not yet submitted one. Thank the teachers who have written one for you by writing them a short "thank you" note.
- Submit any Early Decision and or Early Action applications.
- Do not ease up now. Colleges want a strong mid-year transcript report.
- If you are still evaluating career options, consider registering for the Armed Service Vocational Aptitude Battery (ASVAB). This three-hour test is helpful in self-evaluation and career guidance and does not necessarily lead to a military career.

## DECEMBER

- Your parents should be prepared to file your FAFSA in January/February so get your tax info in order.
- Join winter school activities, including athletic teams, clubs and service organizations. Take leadership positions when possible.
- Review your IC grades/ Progress Report for the second marking period and see your counselor if you are having difficulty.
- Submit "January 1" deadline college applications early in the month.
- Visit colleges. VISIT, VISIT, VISIT!

## JANUARY

- Call your prospective schools to verify that they have received your applications and the other support material. Some colleges provide the ability to check on the progress of an application on their website.
- Rededicate yourself after the winter vacation to achieve better grades. Evaluate your study habits and organization, making changes where necessary.
- Continue to review your school's website and Green Binder for possible scholarships.
- Continue to read as much as possible.
- File your FAFSA forms for financial aid.
- Request mid-year transcripts for all schools that require one. Review the transcript before it is sent to be certain it is accurate.
- Send applications to your selected schools.
- Visit colleges that you have not yet visited or that need a second look. Be certain to check out overnight visits and class visits for your most likely schools.

## FEBRUARY

- Review your report card. See your counselor if you need suggestions, tutoring, etc.

## MARCH

- Join spring school activities, including athletic teams, clubs and service organizations. Take leadership positions when possible.
- Review your IC Grades/ Progress Report for the third marking period and see your counselor if you are having difficulty.
- Visit local college and career school fairs if you have not finalized your school plans.

## Senior Planning Calendar

- Carefully review Mrs. Larson's website for local scholarships. These offer your best chance to earn local money for school.

### APRIL

- Carefully review Mrs. Larson's website for local scholarships. These offer your best chance to earn local money for school.
- Review your report card. See your counselor if you need suggestions, tutoring, etc.
- Notify the college you have selected.
- Notify colleges you have declined so they can offer the spot to other students.

### MAY

- Take the Advanced Placement Exams for any AP courses you are taking.

### JUNE

- Prepare thoroughly for your final examinations.
- Make plans for the summer. Think about taking a college course, attending a seminar or volunteering for a career related activity.
- Request that a final transcript be sent to your college of choice after school closes.
- Enjoy your graduation!

### SUMMER

- Begin summer reading for college. See your English teacher for a list of recommended books.
- Be involved in summer activities including sports, work, hobbies and community and volunteer services.
- Save money for your college or technical or career school fund.
- Have fun.

## COLLEGE COMPARISON WORKSHEET

<b><i>COLLEGE NAME</i></b>	
<b>Location</b> <ul style="list-style-type: none"> <li>• Distance from home</li> </ul>	
<b>Size</b> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Physical size of campus</li> </ul>	
<b>Environment</b> <ul style="list-style-type: none"> <li>• Type of school (2 or 4 yr.)</li> <li>• School setting (urban, rural)</li> <li>• Location &amp; size of nearest city</li> <li>• Co-ed, male female</li> <li>• Religious affiliation</li> </ul>	
<b>Admission requirements</b> <ul style="list-style-type: none"> <li>• Deadline</li> <li>• Tests required</li> <li>• Average test scores, GPA, rank</li> <li>• Special requirements</li> <li>• Notification</li> </ul>	
<b>Academics</b> <ul style="list-style-type: none"> <li>• Your major offered</li> <li>• Special requirements</li> <li>• Accreditation</li> <li>• Student-faculty ratio</li> </ul>	
<b>College Expenses</b> <ul style="list-style-type: none"> <li>• Tuition, room and board</li> <li>• Estimated total budget</li> <li>• Application fee, deposits</li> </ul>	
<b>Financial Aid</b> <ul style="list-style-type: none"> <li>• Deadline</li> <li>• Required forms</li> <li>• Percent receiving aid</li> <li>• Scholarships</li> </ul>	
<b>Housing</b> <ul style="list-style-type: none"> <li>• Residence hall requirements</li> <li>• Availability</li> <li>• Types and sizes</li> <li>• Food plan</li> </ul>	
<b>Facilities</b> <ul style="list-style-type: none"> <li>• Academic</li> <li>• Recreational</li> <li>• Other</li> </ul>	
<b>Activities</b> <ul style="list-style-type: none"> <li>• Clubs, organizations</li> <li>• Greek life</li> <li>• Athletics, intramurals</li> <li>• Other</li> </ul>	
<b>Campus Visits</b> <ul style="list-style-type: none"> <li>• When</li> <li>• Special opportunities</li> </ul>	

# Suggestions for Writing College Admission/Scholarship Essays

## When you write your essay....

**DO** start early. Leave plenty of time to revise and rewrite. You can improve on your presentation.

**DO** read the directions carefully. You will want to answer the question as directly as possible, and you'll want to follow word limits exactly. Express yourself as briefly and as clearly as you can.

**DO** tell the truth about yourself. The admission committee is anonymous to you; you are completely unknown to it.

**DO** focus on an aspect of yourself that will show your best side. You might have overcome some adversity, worked through a difficult project, or profited from a specific incident. A narrow focus is more interesting than broad-based generalizations.

**DO** feel comfortable in expressing anxieties. Everybody has them, and it's good to know that an applicant can see them and face them.

**DO** tie yourself to the college and/or program.

Be specific about what this particular school/program can do for you. Your essay can have different slants for different situations.

**DO** speak positively. Negatives tend to turn people off.

**DON'T** repeat information given elsewhere on your application. The committee has already seen it and it looks as though you have nothing better to say.

**DON'T** write on general, impersonal topics--like the nuclear arms race or the importance of good management in business. They want to know about you.

**DON'T** use the personal statement to excuse your shortcomings. It gives them additional attention.

**DON'T** use clichés.

**DON'T** go to extremes: Too witty, too opinionated, or too "intellectual".

### **Remember...**

*The personal statement should be a reflection of you. Be sincere.*

*A "gimmick" essay rarely goes anywhere. The committee is amused, but unimpressed with your candidacy.*

*Write a serious essay, from the bottom of your heart, in the most mature manner possible.*

## Suggestions for Recommendation Letters

When requesting a letter of recommendation from a teacher, adult friend or employer, be sure to:

- Think of an individual who knows you well.
- Make an appointment to ask the individual to write a letter of recommendation for you. Plan ahead to meet your timeline and allow 10-14 days for the completion of the letter.
- At the time of the appointment, give the letter writer specific dates and directions for the completed recommendation. *Provide the information as presented below* or provide a copy of your resume to assure an accurate and complete recommendation. A copy of your student activity form may be obtained from the guidance office to assist with this process.
- Be sure that the letter writer understands the requirements for the recommendation.
- If appropriate, provide stamped envelopes.
- DO NOT assume the letter will be completed if you leave the request in his/her mailbox or drop it off on a desk; make sure you make personal contact with the individual.
- Write a thank you note to the person who wrote your letter of recommendation.

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

Give letter to \_\_\_\_\_ by \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Mail letter by \_\_\_\_\_ To: \_\_\_\_\_

My future goals:

Plans for college or other post-high school education or training:

Special interests, hobbies, talents and how you have pursued them:

Most important activities at school:

Describe yourself and provide relevant information that will be of benefit to the writer:

List any special awards or recognition you've received.

# Checklist for Seniors Attending Post-Secondary School

Register with Selective Services (required for 18-year-old males)

## Completed job Shadowing

Career(s) \_\_\_\_\_  
 \_\_\_\_\_

Complete required high school courses for admission requirements. Check your chosen institution's handbook

Yes \_\_\_\_\_ No \_\_\_\_\_

## Research/Visit Post-Secondary Institution

Date \_\_\_\_\_ Place \_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

## Application Form from Post-Secondary Institution

Requested	Yes _____	Date _____	Date Due _____
Submitted	Yes _____	Date _____	Date Due _____

Requested	Yes _____	Date _____	Date Due _____
Submitted	Yes _____	Date _____	Date Due _____

## Application Process

Required Entrance Exams (Check your institution's handbook.)

- |                 |             |
|-----------------|-------------|
| 1. ACT _____    | Date: _____ |
| 2. SAT I _____  | Date: _____ |
| 3. SAT II _____ | Date: _____ |

	Required	Completed
4. Submit Letters of Recommendation	Yes/No	_____
5. Early Decision Option	Yes/No	_____
6. Essay	Yes/No	_____
7. Interview	Yes/No	_____
8. Audition/Portfolio	Yes/No	_____
9. FAFSA (Free Application for Federal Student Aid)	Yes/No	_____
10. Final Transcript Request	Yes/No	_____
11. If necessary, began Scholarship Search	Yes/No	_____

*It is okay to be undecided about a major; most colleges provide services to help students select a major during the first and second year.*

# Checklist for Seniors Entering the Military

Military Branch \_\_\_\_\_

Complete High School Graduation Requirements Yes \_\_\_\_\_ Date \_\_\_\_\_

Register with Selective Services (required for 18-year-old males) Yes \_\_\_\_\_ Date \_\_\_\_\_

Complete Job Shadowing Yes \_\_\_\_\_ No \_\_\_\_\_ Career \_\_\_\_\_

Recruiter Visit Yes \_\_\_\_\_ No \_\_\_\_\_ Date of visit \_\_\_\_\_

Recruiter's Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Complete ASVAB with qualifying score Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

## Qualifications for Enlistment:

Age \_\_\_\_\_

High School Diploma Yes \_\_\_\_\_ No \_\_\_\_\_

Military Physical, Height, and Weight Requirements \_\_\_\_\_

## Military Career Plan:

## Military Education Plan:

## Pay/Benefits:

## Advancement Opportunities:

Submit Transcript Yes \_\_\_\_\_ Date \_\_\_\_\_

Submit References Yes \_\_\_\_\_ Date \_\_\_\_\_

## Reference Names and Addresses

### Military Webs Sites

[www.defenselink.mil](http://www.defenselink.mil)

[www.airforce.com](http://www.airforce.com)

[www.goarmy.com](http://www.goarmy.com)

[www.mareines.com](http://www.mareines.com)

[www.navyjobs.com](http://www.navyjobs.com)

[www.uscg.mil](http://www.uscg.mil)



# Checklist for Seniors Entering the Workplace:

## Work/Goal

Complete **High School Graduation Requirements**: Yes \_\_\_\_\_ No \_\_\_\_\_

Register with **Selective Services (required for 18-year-old males)**: Yes \_\_\_\_\_ Date: \_\_\_\_\_

## Job Skills

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Update **Resume**: Yes \_\_\_\_\_ Date \_\_\_\_\_

Complete a **Job Search with Career Counselor or Agency**:  
Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Review **Application and Interviewing Skills**: Yes \_\_\_\_\_

## Complete Employment Application:

Employer	Date	Follow-up
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check **Employer's Policies for Post-Secondary Tuition**: Yes \_\_\_\_\_ No \_\_\_\_\_

Check **Training Programs/Work Study etc.** Yes \_\_\_\_\_ No \_\_\_\_\_

# How to Get Organized for Your Future

Important documents are frequently misplaced or forgotten because a student has not created an organized plan for keeping records.

## The Necessary Components for Getting Organized

- A safe and secure location in your home for all records to be kept
- A metal or wood file cabinet, a plastic file box, an expandable pocket portfolio, or at least a good solid cardboard box (make sure to label the outside so it doesn't get thrown out!)
- A yearly calendar or pocket organizer for recording important dates
- Folders to organize your files

## You Will Need to Create “Basic Files” for the Following:

- Your Social Security number
- Your high school transcript
- Your personal resume
- PLAN, SAT, ACT, PSAT, or any applicable test scores
- Letter of recommendation from teachers, counselors, employers, etc...
- Immunization records
- Income tax records
- Medical records
- Insurance records
- Your Education/Career Planning Portfolio

## Create These Additional Files as the Year Progresses:

- For each post-secondary institution or college to which you have applied or visited, create a file for:
  - Your admission status
  - Scholarship information
  - Housing information
  - Meal plans
  - Registration information and dates
  - Campus visits
- FAFSA application (Federal Financial Aid Application-Available in the guidance office in December)
- Each specific scholarship for which you have applied
- Summer employment or internship possibilities
- Student or parent loan documents

### *Helpful Hints....*

*Make copies of everything you fill out*

*Record all important dates and deadlines in your planner*

*Request parent/guardian involvement (share ideas and insight)*

## Some Resources

This is only a small sample of the available resources that one can refer to for additional information.

### Websites

#### Career Exploration

[www.science.education.nih.gov/LifeWorks](http://www.science.education.nih.gov/LifeWorks)

[www.dwd.state.wi.us/careers](http://www.dwd.state.wi.us/careers)

[www.wihealthcareers.org](http://www.wihealthcareers.org)

[stats.bls.gov/oco/home.htm](http://stats.bls.gov/oco/home.htm)

#### Scholarship Searches

[www.fastweb.com](http://www.fastweb.com)

[www.xap.com](http://www.xap.com)

#### Financial Aid

[www.ed.gov](http://www.ed.gov)

[www.finaid.org](http://www.finaid.org)

[www.fin-aid.org](http://www.fin-aid.org) or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

[www.eac-casci.org](http://www.eac-casci.org)

[www.salliemae.com](http://www.salliemae.com)

[www.finaid.org](http://www.finaid.org)

#### Student Services

[www.studentservices.com/search](http://www.studentservices.com/search)

#### College Search Information

[www.collegeclub.com/highschool](http://www.collegeclub.com/highschool)

[www.collegeview.com](http://www.collegeview.com)

[www.collegenet.com](http://www.collegenet.com)

[www.wisconsinmentor.org](http://www.wisconsinmentor.org) (apply for Wisconsin private colleges)

[www.tec.wi.us](http://www.tec.wi.us) (Wisconsin Technical College)

[www.collegeboard.com](http://www.collegeboard.com)

[www.witechcolleges.com/roadmap.htm](http://www.witechcolleges.com/roadmap.htm)

#### College Majors

[www.uwhelp.wisconsin.edu/majormania](http://www.uwhelp.wisconsin.edu/majormania)

#### Helpful Websites:

[www.uwhelp.wisconsin.edu](http://www.uwhelp.wisconsin.edu)

[www.wisconsin.edu](http://www.wisconsin.edu)

[www.witechcolleges.com](http://www.witechcolleges.com)