

<b>High School Graduation Checklist (Sample 1)</b>			
<b>Subject</b>	<b>Credit</b>	<b>Grade Completed</b>	<b>Year Completed</b>
English	1. _____ 2. _____ 3. _____ 4. _____		
History	1. _____ 2. _____ 3. _____ 4. _____		
Math	1. _____ 2. _____ 3. _____ 4. _____		
Science	1. _____ 2. _____ 3. _____ 4. _____		
Fine Arts Physical Ed Health Foreign Lang	1. _____ 2. _____ 3. _____ 4. _____		
Electives	1. _____ 2. _____ 3. _____ 4. _____		
<b>Suggested Classes</b>			
<b>Subject</b>	<b>Credit</b>	<b>Grade Completed</b>	<b>Year Completed</b>
Logic	1. _____		
Latin	1. _____		
Economics	1. _____		
Speech	1. _____		
Test Prep	1. _____		

**Recommended Plan (RHSP) & Distinguished Achievement Plan (DAP) For Grade 9 Students Entering in 2010-2011 and Thereafter**

Curriculum	Course	H/Pre-AP	Sem A	Sem B	Alternative Course	H/Pre-AP	Sem A	Sem B
<b>English (4.0)</b>	Eng. Lang. Arts I							
	Eng. Lang. Arts II							
	Eng. Lang. Arts III							
	Eng. Lang. Arts IV							
	Eng. Lang Arts V							
<b>Mathematics (4.0)</b>	Algebra I							
	Geometry							
	Algebra II							
	Pre-Calculus							
	Calculus							
<b>Science (4.0)</b>	Biology							
	Chemistry							
	Physics							
	Human Anatomy							
<b>Social Studies (3.5)</b>	World Geography							
	World History							
	U.S. History							
	Government							
<b>Economics (0.5)</b>	Economics							
<b>Health (0.5)</b>	Health							
<b>Physical Education (1.0)</b>								
World Lang. (2.0) *[DAP-3.0]								
<b>Fine Arts (1.0)</b>								
<b>Speech (0.5)</b>	Communication App.(0.5)							
<b>Electives (5.0)</b> *[DAP-4.0]								
Elective								
Elective								
Elective								
Elective								
Elective								
<b>Tests</b>								
PSAT								
SAT								
ACT								

These forms can be downloaded from [www.collegeprepgenius.com/hspg](http://www.collegeprepgenius.com/hspg) to be easily added to your College and Career Notebook.



\*DAP-Distinguished Achievement Program

DOB \_\_\_\_\_ PEIMS ID \_\_\_\_\_ SID \_\_\_\_\_

GRADUATION DATE \_\_\_\_\_

Goals		
Gr	Total Credits	
8 <sup>th</sup>		
9 <sup>th</sup>		
10 <sup>th</sup>		
11 <sup>th</sup>		
12 <sup>th</sup>		

Comments



## YOUR FOUR-YEAR SUMMER PLAN

Summers provide a great chance to gain an edge for the next year as well as do something that will look good on your college applications. Don't waste your summers being lazy; get out there and do something good for yourself and your community. If you are having trouble coming up with ideas of what to do this summer, check out chapter 12.













## Student Profile

You can use a student profile for college résumés and applications, for internships, and work. It is a way to show administrators and future employers the things that motivate you, to form your goals, and to figure out how you can achieve those goals. For each year, include the following information as it applies to you specifically. When applying to college, this information can help you write your college essay or prepare for any interviews you might have.

Write down your current learning goals as well as long-term aspirations. Include some samples of class work that you are really proud of next in your folder with this page. This can include links to video or audio recordings of activities, such as speech and debate. You can also include the results of any projects that required complex thinking and interdisciplinary problem-solving skills. Put whatever you think is important and expresses your skills and talents as a student. Remember the purpose of this section is to sell your strong points, so emphasize the positives. (*You can even enhance your résumé by adding in your traveling experience.*)



# College Comparison Worksheet and Application Checklist

When it comes time to pick a college, chances are you will be wavering between a few different options. One of the best ways to evaluate the best college for you is by seeing the different colleges side by side. Every time you find a college that you are interested in, add it to the chart below. This way, when it is time to apply to different colleges, you can evaluate which colleges make the best matches. You can also refer back to this chart when it comes time to either accept or reject college offers.

Don't worry about filling out all of the information at first. Just concentrate on keeping an accurate list of schools that interest you. Later on, you can fill in the boxes for admissions and financial aid deadlines for your top picks. Check the colleges' websites to see what statistics they have available regarding returning students, percentage of applicants accepted, dorm life, and Greek life.

<b>COLLEGE NAME:</b>			
Location · distance from home			
Size · enrollment · physical size of college			
Cost of School · tuition and fees · room and board · transportation · estimated total budget · application fee, deposits			
Affiliation (public, private, proprietary)			
Environment · type of school (two-year, four-year) · school setting (urban, rural) · location/size of nearest town · religious affiliation			

<b>COLLEGE NAME:</b>			
Admissions Requirements <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>			
Rank			
Academics <ul style="list-style-type: none"> <li>· potential major(s) offered</li> <li>· special requirements</li> <li>· accreditation</li> <li>· student-faculty ratio</li> <li>· typical class size</li> <li>· study abroad</li> <li>· internships</li> <li>· professor or teaching assistants</li> </ul>			
Financial Aid <ul style="list-style-type: none"> <li>· deadline</li> <li>· required forms</li> <li>· percentage receiving aid</li> <li>· scholarships</li> <li>· loans</li> <li>· work-study</li> </ul>			
Housing <ul style="list-style-type: none"> <li>· residence hall requirement</li> <li>· availability</li> <li>· types and sizes</li> <li>· food plan</li> </ul>			
Student Body <ul style="list-style-type: none"> <li>· male, female, co-ed</li> <li>· part-time, full-time, commuter</li> <li>· four-year graduation rate</li> </ul>			
Facilities <ul style="list-style-type: none"> <li>· academic</li> <li>· recreational</li> <li>· other</li> <li>· personal counseling</li> <li>· career placement</li> <li>· clinic</li> <li>· campus security</li> </ul>			
Activities <ul style="list-style-type: none"> <li>· clubs, organizations</li> <li>· Greek life</li> <li>· athletics (division I,II,III)</li> <li>· intramurals</li> <li>· other</li> </ul>			



<b>COLLEGE NAME:</b>			
Specialty Programs · honors · disability			
Campus Visits · when · special opportunities			

## College Application Checklist

Keep track of when all your college applications are due using your application checklist. To review the information on applying for colleges, check out chapter 16.

<b>COLLEGE NAME</b>			
Campus Visit			
Date			
Date			
Interview			
Date/Interviewer			
First Letter of Recommendation			
NAME:			
Date requested			
Date sent			
Second Letter of Recommendation			
NAME:			
Date requested			
Date sent			
Third Letter of Recommendation			
NAME:			
Date requested			
Date sent			
Counselor Letter of Recommendation (if applicable)			



<b>COLLEGE NAME</b>			
NAME:			
Date requested			
Date sent			
Application Elements (use proper postage/ return address)			
Application (if not completed online)			
Essay			
Test scores			
Transcript			
Financial aid forms			
Application fee or waiver request			
*Make copies for your records			
Received reply			
Accepted			
Denied			
Waiting list			
Notification of Decision Sent to College (date)			
Tuition deposit (date sent)			
Send Housing Info			
Application			
Date requested			
Date sent			
Deposit			
Date requested			
Date sent			
Schedule Orientation			
Shop for School (see list)			
Buy Books (shop early for best price and selection)			



**STUDENT PROFILE**

<b>YEAR</b>				
<b>9TH</b>				
<b>10TH</b>				
<b>11TH</b>				
<b>12TH</b>				



## Test Prep Examination Inventory

Your test prep examination inventory helps you keep track of how well you are doing on each type of exam. Make sure to write down how much you prepared for each exam and the results of extra preparation. This way you can gauge whether your test prep is effective. Always learn how to take the test and use appropriate study materials to get the most out of your studying.

Test prep should be a priority early for all students since colleges go up on their rankings based on test scores and the higher the score-the more money students can receive. 85% of colleges give admittance and scholarships solely based on test scores. The PSAT 8/9 should be taken starting in eighth grade since they can receive amazing scholarship offers in the junior year. Please read more information about the PSAT 8/9 on page 326.

Every college takes either the SAT or ACT and there is a crossover of information on both tests. The CLT is another college entrance exam that is being accepted at more and more schools. It is an alternative to the SAT and ACT that was developed to contain content with rich, traditional values in its context. It is offered fourteen times a year with quick results. Students should incorporate test-taking skills and daily practicing into their schedule. Starting early is a key to doing well. These students generally have the highest point raise, receive the most money and go to their dream college.

Test-taking skills can be used on most standardized tests since the test-makers must follow the same rules and standards when creating each test. Students can learn the recurring patterns on the test and use their logic and reasoning skills to arrive at a conclusion. Logic is a skill, not a personality trait.



Students should incorporate test-prep as an elective in their school or add it to their daily/weekly studies.

Test-taking is a different skill set that is not taught in most schools.

Standardized tests are beatable by learning the recurring logical patterns and then practicing correctly.





### TEST PREP EXAMINATION INVENTORY

TEST	GRADE	DATE	SCORE
<b>PSAT 8/9</b>	EIGHTH GRADE _____	_____	_____
	FRESHMAN _____	_____	_____
		_____	_____
<b>PSAT 10 PSAT/NMSQT</b>	SOPHOMORE _____	_____	_____
	JUNIOR _____	_____	_____
		_____	_____
<b>SAT</b>	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
<b>PLAN</b>	SOPHOMORE _____	_____	_____
<b>ACT</b>	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
<b>*CLT 8</b>	_____	_____	_____
<b>*CLT 10</b>	FRESHMAN _____	_____	_____
	SOPHOMORE _____	_____	_____
	_____	_____	_____
	_____	_____	_____
<b>*CLT</b>	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Accuplacer (dual-credit test)	_____	_____	_____

\*When taking the CLT, use code: CPG25 for 25% off tuition.

## College Comparison Worksheet and Application Checklist

When it comes time to pick a college, chances are you will be wavering between a few different options. One of the best ways to evaluate the best college for you is by seeing the different colleges side by side. Every time you find a college that you are interested in, add it to the chart below. This way, when it is time to apply to different colleges, you can evaluate which colleges make the best matches. You can also refer back to this chart when it comes time to either accept or reject college offers.

Don't worry about filling out all of the information at first. Just concentrate on keeping an accurate list of schools that interest you. Later on, you can fill in the boxes for admissions and financial aid deadlines for your top picks. Check the colleges' websites to see what statistics they have available regarding returning students, percentage of applicants accepted, dorm life, and Greek life. For a detailed guide for college comparisons, the most merit money, scholarship search, task tracker and more, check out the F.R.E.E. Degree at [www.collegeprepgenius.com](http://www.collegeprepgenius.com)

<b>COLLEGE NAME:</b>			
Location · distance from home			
Size · enrollment · physical size of college			



## Scholarships and Financial Aid

This checklist keeps you on track for scholarship deadlines and requirements. Sometimes applying for scholarships can be overwhelming. Take time to write down the ones you want to apply for and what is needed for those applications. This will help you prioritize your applications.

Don't miss out on a great scholarship opportunity because you forget to write down the deadline. Don't forget to apply for small scholarships since there may be less competition. Also, brainstorm questions that you may have next to each scholarship contest. There are tons of scholarships out there; (24 billion dollars a year) all you need to do is find them and apply!



## **Volunteering and Extracurricular Activities**

Colleges are looking for “well-rounded” students who have been involved in their community. Keep records of all activities, community service, and athletic participation. An Excel spreadsheet is an easy way to update the times and dates.

Make sure to log volunteer time. You should record a minimum of twenty-five hours each year and start in ninth grade, if not earlier. You can log time for the hours you spent working, and often organizations let you count the driving time to and from the job.

Don't forget about getting letters of recommendation from each supervisor (on organization letterhead) so you can use them for future referrals. Keep those letters in the pockets of the divider so you don't lose them.

You should be building your interests in high school by exploring a variety of extracurricular activities. This will help you learn important life skills outside of the classroom and help you narrow down potential career choices. Keep a record of different activities to reference in college applications and job résumés.

There are scholarships for students who volunteer and many colleges offer scholarships for students who continue to volunteer while in college.

Another plus of serving others as a volunteer is that it builds character since it is generally a selfless act to look outside ourselves and see the needs of others. Volunteering can often become a lifelong addition to one's life.











## Sample Résumé/Brag-sheet

The Résumé/Brag-sheet is a concise compilation of the pertinent information that you have been recording in your college and career notebook. It summarizes extra-curricular activities, volunteer work, awards received, job experience, travel experience, club associations, etc., which can be used for college entrance, scholarship contests, and internship opportunities. Since the paper will be skimmed quickly, make it noteworthy and appealing to the reader.

