

# SENIOR YEAR CHECKLIST

NOTE: The timeline listed here for senior year activities can vary month to month depending on when the student starts the application process. It is best to start early. Please read the “to-do” list for each month so you will have a general understanding of your senior year expectations.

## AUGUST

- Research different two-year, four-year and technical colleges.
  - For in-state schools, use [www.gacollege411.org](http://www.gacollege411.org)
  - For out-of-state schools, search on the web using the school’s complete name to find the school’s website.
- Contact your high school counselor for help with any questions you have about the application and admission process.
- Register for the ACT ([www.actstudent.org](http://www.actstudent.org)) and/or SAT ([www.collegeboard.com](http://www.collegeboard.com)).
  - Central Gwinnett’s high school code is 111-805
- Some two year schools or technical colleges may require COMPASS scores. Talk to your counselor for information on this test.
- Pay senior dues. Pay on-line through MealpayPlus. Payment plans are available through senior sponsors.
- Pay for yearbook (optional).
- Write or update your resume.
- Get senior pictures made if you did not do so over the summer – Re-takes, September 26th, by appointment only, in the Commons Area after school, contact Stephanie Counts for appointment.

## SEPTEMBER

- Meet with admissions representatives who visit CGHS and/or attend area college fairs
  - Remember to sign-up to meet with college representatives in the counseling office.
- Visit colleges you are interested in. Call for campus tours.
- Select 2-4 colleges you are definitely interested in and whose entrance requirements you meet.
- Begin application process.
  - Mark down application deadlines for these schools.
  - Complete applications for these schools. Keep copies of all forms you submit.
  - If your school (college of choice) requires an essay, ask your English teacher to review it.
  - If your college(s) of choice requires letter(s) of recommendation, give a copy of your resume and/or student profile to a teacher or counselor. Profiles are available in the Counseling Office or from your teacher. Allow two weeks for teachers/counselors to complete.
  - Remember to pay the application fee (\$15-\$100+) by credit card online or by mail using a check or money order.
  - Send official transcripts to the schools where you applied. Request transcripts in the Counseling Office (\$5.00 each) or send electronically through [www.gacollege411.org](http://www.gacollege411.org) for in-state schools.
- Register for the ACT ([www.actstudent.org](http://www.actstudent.org)) and/or SAT ([www.collegeboard.com](http://www.collegeboard.com)).
  - Central Gwinnett’s high school code is 111-805
  - You can apply to college(s) first and send scores at a later date.
- Research scholarships and types of financial aid
  - Information about financial aid can be found in the Counseling Office, on college websites, on the Senior Newsletter, on [www.fastweb.com](http://www.fastweb.com), [www.schoolsoup.com](http://www.schoolsoup.com) and on [www.gacollege411.org](http://www.gacollege411.org).
- MILITARY SERVICE – take the ASVAB test. (This test is given at CGHS).
- Attend Senior Parent Night , September 20<sup>th</sup>, 2011 – 6:30 p.m., in the theater

## OCTOBER

- If you have not done so already, mail your admissions applications. (Refer to **September** for steps.)
  - You do not have to have a complete application. Letters of recommendation and SAT/ACT scores can be sent later.
- Take the SAT or ACT if you have not done so already and/or retake the test if you want to improve your scores. (continued)
- Check your school(s) requirements regarding immunizations. Make doctor's appointments to get any immunizations needed.
- Keep your grades as high as possible. Even though colleges may tentatively accept you, they can reject you at a later date if your grades do not stay the same.
- Continue to search and apply for scholarships. Some scholarship applications may not be available until later in the year.
- MILITARY SERVICE: Research benefits of each branch of service.
  - Talk to recruiters – many recruiters come to Central.
  - Get information about educational opportunities and possible college credit for military service.
  - Talk to people who have served in different branches of the military.
- WORLD OF WORK: Begin researching careers you are interested in.
  - Use [www.gacollege411.org](http://www.gacollege411.org) to help narrow your choices.
  - Interview people who are working in the career(s) you want to pursue. Ask if you can shadow them one day after school.

## NOVEMBER

- Balfour Senior Presentation/Graduation Items, Invitations – conducted during the school day, November 1st, 2011
- Balfour Orders taken at Central during the lunch hours for letter jackets and graduation items - November 10th, 2011
- Participate in **Georgia Apply to College**, November is Apply to College Month at Central Gwinnett High School
- Take the ACT and/or SAT. Make sure your scores are reported to the college(s) of your choice.
- Mail college applications if you have not already done so. **DO NOT MISS DEADLINES!** Ask for help if you do not understand something rather than procrastinate.
- See your counselor to complete the Application to Graduate if you have not already done so.
- Verify your social security number with the counseling office. Failure to verify your social security number can prevent you from getting HOPE and/or other types of financial aid.
- MILITARY SERVICE – Narrow your choices and re-contact recruiters for additional information.
- WORLD OF WORK – Complete and/or refine your resume.
  - Research jobs in your area of interest.
  - Practice your interview skills.
- Pay senior dues if you have not already done so. Pay on-line through MealpayPlus. Payment plans are available through senior Sponsors.

## DECEMBER

- Begin reviewing the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>. DO NOT SUBMIT before Jan. 1<sup>st</sup>.
- If you have not sent in your application(s) to college, DO SO. (See September for steps.)
- Once you have been accepted and decide to attend a school, contact the school's Financial Aid Office.
- Apply for student housing if you are going to live on campus.
- Continue to apply for scholarships and grants.
- Maintain your grades and study for your final exams.
- Pay your senior dues if you have not already done so (required if you plan to participate in the graduation ceremony).
  - See [www.cghsseniors.org](http://www.cghsseniors.org) for more information.
  - Senior dues will increase \$10 per month after January 31<sup>st</sup>.

## JANUARY

- Complete federal and state tax returns (parents and students) as soon as possible. The information from these forms is used to complete the FAFSA.
- Complete the FAFSA online at <http://www.fafsa.ed.gov>.
  - You can complete the FAFSA before you file tax returns using estimates; however, you will have to update the information once your returns have been filed.
  - You must complete the FAFSA or the Hope Scholarship & Grant Application to receive HOPE funds.
  - **Keep copies of all forms you submit!**
  - Allow 4 – 5 weeks for processing.
- Submit a mid-year official transcript to the colleges requiring it.
  - Request transcripts in the Counseling Office (\$5.00 each) or send electronically through [www.gacollege411.org](http://www.gacollege411.org)
- Contact the admissions office of your school if you have any questions about your acceptance. It is better if the student does this since this shows the admissions officer that you are serious about attending their school.
- MILITARY SERVICE – If you missed taking the ASVAB at Central, contact your recruiter for other testing sites.
- Pay senior dues if you have not already done so. Late fees (\$10 per month) are assessed after Jan. 31<sup>st</sup>.
- Applications to request additional graduation ceremony tickets are available (see [www.cghsseniors.org](http://www.cghsseniors.org))

## FEBRUARY

- Attend "Financial Aid Night" on Feb. 1<sup>st</sup> at 6:30 in the CGHS Theatre.
- Watch the mail for acceptance letters.
- Complete any documents the college asks of you and return them in a timely manner.
- Apply to colleges that are still accepting applications (see September for steps).
- Continue to apply for scholarships (see September for sources of scholarships).
- Pay senior dues if you have not already done so. February 1 – February 28, dues increase to \$120.00.

## MARCH

- Monitor your e-mail or mailbox for the “Student Aid Report” (SAR). This is a report showing the results of the FAFSA.
- Complete and submit any documents your college requests.
- If you have made your final college decision, notify the other schools who have accepted you to let them know you will not be attending.
- Continue to study and stay focused. Your final grades DO MATTER to your college.
- Pay senior dues if you have not already done so. March 1- March 31, dues increase to \$130.00. You cannot participate in the graduation ceremony if you do not pay senior dues.

## APRIL

- Monitor important deadlines at your college (housing, financial aid, etc.) and submit necessary forms.
- Apply to colleges that are still accepting applications. (See September for steps.)
- Complete the FAFSA if you have not already done so. (See January for steps.)
- Pay senior dues if you have not already done so. April 1 – April 30th, dues increase to \$140.00. You cannot participate in the graduation ceremony if you do not pay senior dues.

## MAY

- Study for ALL exams including final exams and AP exams.
- Verify with your college that you have submitted all necessary paperwork (contact the Admission’s Office).
- If you have not already done so, complete the FAFSA before the June deadline.
- MILITARY SERVICE:
  - Enlist ONLY when you are certain that you want to pursue a career in the military.
  - Ask about basic training and departure dates.
- WORLD OF WORK:
  - Update your resume.
  - Compose a list of references.
  - Fill out applications for employment.
  - During the job interview, ask questions about the job responsibilities, working hours, dress code, and other expectations.
    - TURN OFF YOUR CELL PHONE DURING THE INTERVIEW!
    - After the interview, write a thank you note expressing your appreciation for the interview.
- Participate in Senior Week activities (only if you paid senior dues).
- Request a final transcript to be sent to the college you have been accepted and plan to attend or send it electronically through [www.gacollege411.org](http://www.gacollege411.org).
- Attend the Baccalaureate Ceremony. May 6<sup>th</sup>, 2:00 pm, First Baptist Church of Lawrenceville
- Attend Graduation Practice. You cannot participate in the ceremony if you do not attend practice.
- Attend the Graduation Ceremony in CGHS Stadium

CONGRATULATIONS!