

## HIGH SCHOOL: CHECKLIST

Congratulations! You are ready to embark on the last leg of your journey to higher education. To make sure you are fully prepared for the next step, use this checklist as a guide.

The road to higher education can be overwhelming, but you don't have to go it alone. At CommunityAmerica, we have experts in College and Career Planning who can help you along the way. For more information or to schedule an appointment, go to [CommunityAmerica.com/College-Career-Planning](https://CommunityAmerica.com/College-Career-Planning).

### FRESHMAN YEAR

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- Create 4-year high school plan.** This plan should include all courses suggested to be college-ready (4 English courses, 4 mathematics courses, 3 science courses, 3 social studies courses, 2 foreign language courses and 1 fine art course). Consider special curriculum options, including Advance Placement (AP), Dual Credit and International Baccalaureate (IB) programs.

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  - Enroll in challenging courses.** Treat your transcript as a “résumé” for higher education, as it will be reviewed by admissions and financial aid officers.

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  - Get to know your high school counselor.** This person will be a crucial advocate as you start your journey to higher education.

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  - Engage in extracurricular activities.** Be sure to track volunteer hours, awards, leadership roles and special involvements in an Activity Log for future college and scholarship applications.

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  - Discover how you learn best.** Experiment with different ways to study, summarize and remember your course material.

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  - Look for meaningful job shadowing opportunities.** This will help further explore career interests.

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  - Continue saving for higher education.** Make sure you're on track with your savings plan. Use available resources, such as the Education and Career Planners at CommunityAmerica, to help reach your goals.
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## SOPHOMORE YEAR

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- Enroll in challenging courses.** Explore programs that will give you an academic edge, such as Advance Placement (AP), Dual Credit and/or International Baccalaureate (IB).

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  - Take PSAT and/or ACT PLAN in October.** This will get you ready for the SAT and ACT, which many colleges require for admission. Talk to your counselor about how to best prepare for these tests.

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  - Explore academic and career interests.** Doing so will help identify your abilities and aptitudes.

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  - Consider attending a summer camp.** Further develop your skills, talents and academic interests through these additional courses. For ideas, check area college or school district websites.

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  - Create a permanent email address.** Use this email to communicate with recruiters.

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  - Update your Activity Log.** Many scholarships have requirements that center around the number of hours devoted to certain activities, so be sure to keep a detailed log of your time.

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  - Continue saving for higher education.** Begin familiarizing yourself with the basics of financial aid. The Education and Career Planners at CommunityAmerica are well-versed in this area and ready to help.
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## JUNIOR YEAR

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- Meet with your high school counselor.** Review your progress and make sure you are on the path to graduation and to meet higher education admission requirements.

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  - Enroll in challenging courses.** Push yourself academically by taking Advance Placement (AP), Dual Credit and/or International Baccalaureate (IB) courses. Keep an eye on your GPA so it stays in line with your higher education aspirations.

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  - Take PSAT in October.** This will get you ready for the SAT, which many colleges require for admission. Talk to your counselor about how to best prepare for this test. PSAT score from your Junior year may qualify you for the National Merit Scholarship.

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  - Start researching options to continue your education after high school.** Schedule campus tours and attend college fairs to begin to narrow down your higher education choices.

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  - Take ACT or SAT between March and June.** You are allowed to take these tests on multiple occasions to potentially increase your score, though we don't recommend more than 4 times. Explore various resources to help in preparation, both free and paid.

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  - Prepare for higher education admission process.** This includes essay writing, gathering required documents and deadlines.

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  - Research scholarships.** Keep your eyes and ears open for all scholarship opportunities.

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  - Meet with an Education and Career Planner at CommunityAmerica.** Make sure you are on the path to success before you enter your Senior Year.

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  - Create an Activity Résumé.** Gather your test scores, awards, important courses and Activity Log to develop a résumé that can be used for applications to schools and scholarships.

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  - Request a Federal Student Aid (FSA) ID.** Go to [fsaid.ed.gov](https://fsaid.ed.gov) to request a FSA ID for both student and parent.

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  - Continue saving for higher education.**
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## SENIOR YEAR

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- Enroll in challenging courses.** Finish strong by taking Advance Placement (AP), Dual Credit and/or International Baccalaureate (IB) courses. Keep an eye on your GPA so that it stays in line with your higher education aspirations.

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- Be sure to take a math course.** Research has shown that students who have taken a fourth year of math in high school are more successful in college.

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- Meet with your high school counselor at the beginning of the school year.** Use this time to discuss plans for higher education and review ACT/SAT scores.

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- Retake ACT or SAT in October, if necessary.** A higher score might increase the amount of scholarships received and improve admission acceptance.

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- Schedule campus tours and attend college fairs.** We recommend completing all campus tours prior to November to allow for ample time to make your final decision.

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- Finalize your Activity Résumé.**

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- Fill out Free Application for Financial Student Aid (FAFSA) as soon as possible after October 1.** Financial aid is generally awarded on a “first come, first serve” basis. Some private colleges and scholarship programs will also require the completion of the CSS/Financial Aid Profile, in addition to the FAFSA. Tip: The FAFSA is free at [fafsa.ed.gov](https://fafsa.ed.gov).

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- Compare all higher education offers and financial aid award packages.** The Education and Career Planners at CommunityAmerica can help you look at your awards and determine the most cost effective path to achieving your goals.

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- Pay attention to deadlines.** Complete college admissions, financial aid, and scholarship applications on time and in full. If requesting letters of recommendation or transcripts, give your counselors or teachers plenty of time to complete the task.

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- Make your college or training program decision by May 1.**

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## THE NEXT STEPS TO HIGHER EDUCATION

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- Meet with an Education and Career Planner at CommunityAmerica.** Navigating the financial aid process is easier when you have an expert in your corner. You'll also receive helpful tips and strategies to prepare for higher education and beyond.

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  - Attend orientation programs.**

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  - Enroll in courses for the fall.** Aim for 15 credit hours each semester to graduate on time.

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  - Submit housing/resident deposit.** And don't forget to connect with your roommate.

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  - Return any financial assistance documents that require signatures.** Take special note of all deadlines.

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  - Notify other colleges of your decision.**

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  - Start planning for payments.** Be sure to know when your first bill is due. This is also a good time to determine whether or not you'll need to have a payment plan.

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