



FRESHMAN YEAR CHECKLIST



FALL

- Attend Freshman Connection. _____
- Build a flexible schedule allowing for study time, activities, and other interests. _____
- Get involved! Extracurriculars are a great way to connect and stay motivated. _____
- Set goals for the year. _____
- Get to know your counselor - the more they know you, the more they can help! _____
- Check your quarter grades and make sure you are on track. _____

WINTER

- Stay on top of your academic classes and finish the semester strong. _____
- Take assessments to explore career options and interests. _____
- Reflect on your school year. What is going well? What do you need to work on? Who can help you? _____
- Explore classes for next year and beyond. _____
- Research plans after high school - college, workforce, military, trade school. _____
- Reflect on your goal progress for the year. _____

SPRING

- Continue diving into post secondary plans- find schools, programs, and pathways of interest. _____
- Explore summer opportunities (camps, leadership seminars or even summer jobs). _____
- Finish the school year strong.. you can do it summer is right around the corner. _____



SOPHOMORE YEAR CHECKLIST



FALL

- Check in with your counselor. They are still here to help.
- Complete a credit check to make sure that you are on pace with graduation requirements.
- Set new goals and expectations for the year.
- Stay involved in your activities or try a new one.
- Take the PSAT or other practice tests.
- Start a college list, even if you aren't sure about the pathway.

WINTER

- Chose classes for next year and plan for the next couple.
- Explore challenging classes, especially college credit options (AP, Dual Credit).
- Learn about work based learning opportunities (job shadow, co-op).
- Begin preparing for the SAT next year... Khan Academy can help!
- Reflect on the school year. What is going well? What do you need to work on? Who can help you?
- Volunteer, part time jobs, summer opportunities, unique experiences.

SPRING

- Start putting together a resume or a brag sheet (get one from the college counselor).
- Continue diving into post secondary plans- find schools, careers and pathways of interest.
- Take some interest inventories or assessments to continue exploring pathways.
- Create a plan for summer- not a lot, just enough to stay engaged and preparing for your future.
- Finish the school year strong- you can do it. Summer is right around the corner.



JUNIOR YEAR CHECKLIST



FALL

- Set new goals and expectations for the year. _____
- Complete a credit check to make sure you are on pace with graduation requirements. _____
- Take the PSAT test and continue preparing for the SAT later in the year. Khan Academy can help. _____
- Begin attending sessions with college reps and go on college visits. Check out some college fairs. _____
- If interested in the military, connect with a recruiter- they will be an asset moving forward. _____
- Continue exploring and planning post secondary options. It is important to start planning NOW. _____
- Sign up for AP exams and earn those college credits. _____

WINTER

- Continue with college visits, career days and college fairs. _____
- Scholarship time! Start looking at scholarships available to you. Make a list of which ones to apply to next year. _____
- Discuss with family your financial situation for life after high school (college, trade school, workforce). _____
- Research college majors and careers more in depth. There are lots of options some you don't even know about. _____
- Unsure about a 4 year college? Start looking at 2 year schools to get started after high school. _____

SPRING

- Begin asking for letters of recommendation for college applications and scholarships. _____
- Take the SAT at school! It is a graduation requirement. _____
- If you are looking to play sports in college, complete the NCAA clearinghouse info (www.eligibilitycenter.org). _____
- Make sure you are signing up for the right classes for senior year. _____
- Begin narrowing choices for colleges you are most interested in. _____
- Reflect on the school year and what YOU need to do going forward. _____
- Finish the school year STRONG.... Junior year is tough. _____



SENIOR YEAR CHECKLIST



FALL

- Set new goals and expectations for the FINAL year.
- Organize applications, deadlines, letters of recommendation, essays, scholarships and all materials.
- Visit your final list of colleges as needed and ask questions to their admissions teams.
- Begin applying- especially if you are selecting “Early Action” or “Early Decision”.
- Attend financial aid seminars sponsored by the school.
- Continue applying for scholarships. This will be ongoing all year.
- Look for job shadows, job fairs, or other work based opportunities if you are pursuing a work force pathway.

WINTER

- Continue your scholarship search... free money is the best money.
- Be sure to check your emails frequently, including spam, so you do not miss anything.
- Continue applying watch for deadlines.
- Check in with your counselor regarding status, questions, or decisions.
- Start applications for workforce jobs after high school. A head start can lead to great opportunities.
- Complete the FAFSA.. it is a graduation requirement.

SPRING

- Review and compare financial aid award letters.
- Decision time! Finalize your decision and notify the school you will be attending.
- If attending college, sign up for orientation, pick housing, and prepare for next year.
- Notify schools you will not be attending. They need to free up space.
- Regardless of your plans, let your counselor know when you make your final decision.



PARENT CHECKLIST



- Visit a college campus together. It's a great way to get your child excited about college. Learn more about how you and your child can prepare for a campus visit.

- Get the facts about what college costs. You may be surprised at how affordable higher education can be. Start by reading [Understanding College Costs](#).

- Make sure your child meets with the school counselor. Your child should schedule a meeting to talk about college and career options and to choose the most appropriate classes.

- Help your child set goals for the school year. Working toward specific goals helps your child stay motivated and focused.

- Discuss next year's classes. Make sure your child is challenging themselves—and taking the courses college admission officers expect to see.

- Talk about extracurricular activities. Getting involved in clubs and other groups is a great way for your child to identify interests and feel more engaged in school.

- Help your child prepare for the PSAT/SAT. Khan Academy is a great tool! [Check out Khan Academy here](#).

- Help your child start a college list.
