

RUSSELL HIGH SCHOOL
SUCCESS AS A SENIOR
SENIOR CHECK LIST
2017-2018

FALL

- All male students must register for selective service on their eighteenth birthday to be eligible for federal and state financial aid.
- Meet with your counselor to discuss future plans. Use the counseling office as a resource for information on college/career and scholarships. You may receive mailings from independent companies offering to do scholarship searches for a fee. ***Never pay to receive scholarship money.***
- ACT/SAT** Most in-state schools require the ACT at least once. The SAT is required for some out-of-state schools. If you choose to take the SAT and your SAT score is higher than your ACT score, the higher score will be correlated to ACT possibly resulting in additional KEES money. For **scholarship consideration** these tests should be taken preferably by October, and no later than December. Registration for the ACT or SAT is best done online. Since you took the ACT here your junior year, all of you are already in the system and online registration is easier. You can pay with a credit/debit card. Fee waivers are available in the counseling office for those who qualify. Be sure to include the RHS school code **182-305** and check the box to have your score sent to the high school in addition to the colleges.
- Clean up your cyber profile (college admissions counselors often “google” prospective students). Make sure they find a positive profile. Pictures of you volunteering make a much better impression than pictures of you partying poolside or anywhere else.
- Be sure to visit the colleges you are considering to make sure it is a good fit for you. Schedule college visits with the admissions office. Be sure to get paperwork from the front office **before** you miss school for an “educational enhancement opportunity” and fill it out and return to the main office. Bring proof of your visit to Mrs. Sparks in the attendance office when you return. **College visits are excused absences; however, if you have poor attendance, the college visit may be refused.**
- If you are considering going out of state, ask your counselor about the Academic Common Market.

- Sign up to listen to the college representatives from the schools in which you are interested when they come to our school. Your attention and courtesy during these visits is important. If you have signed up just to get out of class, you will be asked to leave.
- Get applications or apply online using the college website or **The Common Application**. www.commonapp.org Be sure to talk to your counselor and make sure you have the correct e-mail address for her as well as for the teachers you will list for recommendations.
- Find out if the college requires ACT or SAT scores sent from the testing agency. If they do, be sure to contact ACT or College Board to send them if you did not list the school when you registered for the exam.
- **After applying**, you need to request that your official transcript be sent to the college. We will be giving you information about **Parchment**, a site through which you will request your electronic transcript. There is no fee for the transcript until after you graduate. If you need a paper copy, come to the counseling office. The fee is \$1.00.
- The **Parchment** transcript only lists the ACT score for the test you took here at school in March. If your school will accept scores from your RHS transcript, you **must** come and ask us to upload other test scores.
- Keep a planner/calendar to help make sure you meet your deadlines.
- **Senior meetings/interviews** with your counselor are in progress throughout the fall. Your parents are always welcome to participate. They will need to call the counseling office to set up an appointment. 836-6030.
- Get recommendation letters (allow 2-3 weeks). Follow up with a “Thank You” note. In the past, we have suggested giving a resume to the individuals who will be writing a letter for you. However, in our discussions with college admissions and scholarship representatives, we have been told that they often receive letters that are replicas of the student’s application. They want to know more about you than what is listed. Your recommender may request one to help them to remember things you have done as part of the groups you have listed.
- Check the bulletin board in the hallway across from the counseling office for scholarships that are continually being posted. They are also posted in your English classes and on the RHS website. Actual applications are in the numbered bins outside the counseling office door. **Pay careful attention to deadlines.**

- Work on the essay/s required by some colleges and scholarships. Be sure to have your counselor and teachers read and make suggestions.
- Listen to and participate in presentation by KHEAA representative during English classes on September 13th or 14th. Amy Marvin Rose will be presenting ***Paying for College 101***. She presented the ***Getting In*** information last spring. If you do not have a Getting In book, please let your counselor know.
- The ***Paying for College 101 for Parents*** presentation will be held in the RHS library on Tuesday, September 19 at 6:00 pm. In addition, the representative will be here early at 4:30 to help any parent obtain an FSA ID for the upcoming FAFSA completion.
- Register for an account on the KHEAA website to get information regarding financial aid, KEES, and publications relevant to you as a senior. **It is your responsibility to make sure your KEES account is correct.** By state law, corrections to your account cannot be made after 3 months after you graduate. Check your account often and let the counseling office know if you feel there is a mistake. KEES is calculated using unweighted grade point values with the exception of AP and dual credit courses. Only the grades in these classes will be weighted when calculating the yearly GPA for KEES.
- Get the **FAFSA** (Free Application for Federal Student Aid) done as soon after **October 1st** as possible. Go to **fafsa.gov** to create your Federal Student Aid ID (FSA ID). Then, complete the FAFSA at www.fafsa.ed.gov. Awards are income-based, so applying early does not guarantee you will get an award.
- Amy Marvin Rose will be available by appointment on Monday, October 3rd from 2:00-7:00 pm and Tuesday, October 25th from 2:00-7:00 pm to help parents complete the FAFSA. **Appointments may be scheduled by calling the counseling office and speaking to Mrs. Blankenship.** Amy Marvin Rose will also be here on Thursday, January 12th to help with any corrections that need to be made on the FAFSA.
- A representative from Vocational Rehabilitation will meet briefly with all seniors in the upcoming months. She will inform you about financial aid available for certain limiting conditions. You **must** fill out the form and indicate a condition you have. There will be a follow up and an individual interview for those who qualify. **Talk to your parents about this.**

- If you are an athlete and want to participate in athletics, including cheerleading, at the college level, be sure to register with NCAA and/or NAIA. Request a transcript to be sent to each from **Parchment**. When you register to take the ACT or SAT, you should have your scores sent to NCAA and/or NAIA by entering the code 9999 for NCAA and 9876 for NAIA.
- Bring your **ILP (Individual Learning Plan)** up to date. Amy Marvin Rose will be here during your English classes on November 28, 29, and 30 to help you with this. Use your ILP to search careers, financial aid, college/post-secondary options, and to create a professional resume.

WINTER

- **College Application Week** Representatives from several colleges will be here on January 6th and 7th to talk about their schools and to help you apply to schools online. Many students will have already applied to various schools, but this is an opportunity to apply if you have not.
- If the schools to which you are applying require mid-year transcripts, be sure to request them from **Parchment**. If you are using the **Common Application**, remind your counselor to do the mid-year report.
- Check the counseling office often for scholarship opportunities. Meet all deadlines.

SPRING

- Be sure all FAFSA information is correct and submitted to the colleges to which you have applied. You can add colleges to the FAFSA if need be.
- **Decision Day, May 1.** Some colleges require that you confirm your choice by May 1. If you choose not to attend, your spot may be given to someone else, so you need to communicate that as well by **May 1**. Once you have made your decision, stop by the counseling office and let your counselor know of your decision.
- Complete the Senior Plans/Scholarship/Awards/Information Form (counselors will pass this out to seniors). Completion of this form is IMPORTANT as it is used as one of the resources to determine who is recognized for scholarships/awards at Senior Awards Night. **If you do not fill anything in, you may not be recognized.**
- Complete the Senior Transition Form (counselors will pass this out to seniors) that states your plans after graduation and where your final

transcript is to be sent. The counseling office must have a transition form for each student.

- Request through **Parchment** for your final transcript to be sent to your chosen school. You may request this final transcript any time after you have made your college decision. Just be sure to click “Hold for Grades” so the college will receive your transcript **after** final grades have been posted. Final grades will be posted the week after graduation.
- Contact Morehead State University and/or Ashland Community and Technical College after Dual Credit grades have been submitted to the college for an official transcript to be sent to the college you will be attending. Access the registrar’s page from the college’s website for instructions for obtaining a transcript.