

High School College and Career Planning Checklist

Freshmen Year

- Use Youscience account with your school counselor during Freshmen English class for college and career planning
- Learn about college/technical school entrance requirements
- Discover your academic strengths and work on your weaknesses
- Search colleges/tech schools of interest.
- Learn about college entrance requirements
- Talk with your parent/guardians about your future
- Take the WHS ACT Practice test
- Read, read, read

Sophomore Year

- Create and use your collegefortn.org account for college and career planning
- Start to look at college websites and financial aid materials
- Work on community service projects and join clubs to broaden your interests
- Join clubs and activities to develop leadership skills
- Concentrate on your GPA
- Meet college representatives and collect materials (in the cafeteria during lunch)
- Talk with your parents/guardians about your future
- Take the WHS ACT Practice test
- Read, read, read

Junior Year

- Make sure your high school courses are appropriate for your college/tech interests.
- Get on the mailing lists of the colleges/tech you are considering
- Attend Vol State Community College Night (Fall Semester)
- Talk with your family about college selection and financial issues
- Increase your resume content by volunteering
- Start a personal file in which you can keep your school information and your resume
- Organize your resume by including all awards earned
- Get to know your teachers well. These individuals will most likely be writing letters of recommendation for you.
- Begin considering college/tech majors.
- Take the **ACT** (Spring Semester)
- If you plan on playing college sports, talk to your coach and go to the NCAA clearinghouse website
- Plan some shadowing experiences with individuals who are employed in the field you plan to study
- Plan a summer filled with challenging experiences or volunteering
- Read, read, read

Senior Year

Fall

- Complete TN Promise application
- Develop a comprehensive file for all your college/tech related materials and Keep it organized
- Attend all high school college/tech-related meetings
- Polish your resume
- Attend fall campus visits at the schools you are considering
- Look at the admission/scholarship requirements early so that you can work on essays, personal statements, etc.
- Research all deadlines associated with the schools you wish to attend.
- Take the ACT again, if you need to improve your score and be sure your score has been sent to your schools of choice
- Ask for letters of recommendation early (at least two weeks before deadline)
- Apply for admission and all scholarships before the deadline. As you apply, be sure you go to counseling center and request a transcript be sent to the schools
- Do not procrastinate in applying (TCAT spots fill up quickly and waiting list can be long)
- Applying for housing early. Keep copies of everything you submit
- Talk to your coaches if you are considering college athletics and will need film and stats
- Talk with family about financial aid issues
- Complete the FAFSA (opening date October 1st)
- Complete community scholarship forms. These will be given to seniors in Feb
- If joining the military, please be sure your recruiter has all required documents

Spring

- Wait for acceptance/scholarship awards
- Bring in ALL information about acceptance/scholarship awards to your guidance counselor.
- This ensures it will be read at graduation.
- No award will be added to the graduation script and announced unless it is brought to your counselor by early May (deadline will be announced according to graduation date).
- Compile all acceptance letters and awards of financial aid and use these to make your final selection of the college/tech school you are going to attend. Inform all colleges/tech schools' office of financial aid of your decision to accept or decline the offered awards
- Study for your finals!!! Your GPA matters.
- GRADUATE!!