



## SENIOR PLANNING CALENDAR 2020-2021

### SEPTEMBER

1. Start your senior year by finalizing your list of colleges. Narrow your list of colleges to 5 to 10.
2. If you have not already done so, make college application folders for each school to which you will apply. From your list, research the college website for:
  - Entrance requirements and college costs
  - Open House/Admissions Events
  - Note all deadlines (for admissions, for dorms, for financial aid, etc.)
  - Look for the college application forms. Many are online and most colleges prefer that you submit electronically. Apply Texas is a common application that can be found at [www.applytexas.org](http://www.applytexas.org).
3. Create a master list or calendar that includes:
  - tests you will take and their fees, dates and registration deadlines
  - college application deadline dates & scholarship deadlines
  - financial aid application forms required and their deadlines
  - other materials you may need (recommendation letters, transcripts, etc.)
4. Register to take or retake SAT or ACT, if necessary.
5. If you are taking Advanced Placement (AP) classes, your down payment for AP exams is due to Ms. Janszen. Due date has yet to be determined. See Ms. Janszen for more info.
6. If you cannot afford application or test fees, check with your counselor to see whether you qualify for a fee waiver.
7. Focus on essay writing for college. **(You can find tips for essay writing in the senior handbook)**
8. Register with NCAA if you plan on playing sports in college.
9. Keep up with information on available scholarships and college information sessions/Open Houses by checking the *Clemens Counselor website*.

## OCTOBER

1. Check colleges/universities for early admissions deadlines you will need to meet.
2. Take or retake SAT or ACT, if necessary.
3. Try to finalize your college choices.
4. Check out the financial aid application (**FAFSA**) with your parents. **Then be prepared to complete and submit the form online as soon as possible after Oct. 1, 2020. This is a new date for FAFSA.**
5. Make a college visit. Before your visit be sure to pick up the College Visit form in the Counseling Office. **(You are allowed two College Visit per year and they will be excused absences.)**
6. If you are taking International Baccalaureate (IB) classes, register and pay for IB exams. Mrs. Riordan is your contact.
7. Ask for counselor or teacher recommendations if you need them. Give each teacher or counselor your resume or an outline of your academic record and extracurricular activities. For each recommendation, provide a stamped (if it is to be mailed), addressed envelope, and any college forms required. **PLEASE ALLOW 1-2 WEEKS FOR LETTERS OF RECOMMENDATIONS TO BE COMPLETED BY A COUNSELOR/TEACHER.** Thank these people later with follow-up notes. Check deadlines for campus housing, admission applications, and scholarships. Remember—College Deadlines are really Deadlines!
8. If you are submitting essays, write first drafts and ask teachers and others to read/critique them.
9. Attend **Virtual College & Career Night November 2, 2020.**

## NOVEMBER

1. Take SAT/ACT, if necessary.
2. Complete college applications, especially the ones with December 1<sup>st</sup> deadlines.
3. Request your transcript be sent to the colleges to which you are applying. Fill out a transcript request form in the registrar's office and submit to the registrar, Mrs. Liston. (If you are under 18 years old the initial request form requires a parent signature.)
4. Note deadlines for applications to military academies and early college admissions deadlines.
5. Complete any admissions/honors program/university scholarship applications that have December deadlines.
6. **ASVAB** will be given at Clemens on **November 19<sup>th</sup>**. If you are planning on entering the military after graduation and have not already taken the ASVAB, this a good time to take it. Sign up with Mrs. Gossett using the QR code outside her office A200. Only 11<sup>th</sup> and 12<sup>th</sup> graders are eligible to test. Recruiters will be available after the ASVAB results come in.
7. **Provide a copy of all acceptance letters and ALL scholarship offers.** Check the *Clemens Counselors Website* for any scholarship opportunities.

## DECEMBER

1. Seniors should have taken SAT/ACT by now (and any other required entrance exams), your transcripts should have been mailed upon your request, your application and essays have been completed and mailed along with your application fee.
2. If your college has a February or later application deadline, keep busy with the application process and other paperwork.
3. Study and take first semester exams.

4. Retake STAAR EOC, if necessary.
5. Many schools will provide you with an account or logon system to check the status of your applications. Be sure to check on your account regularly.

## JANUARY

1. Make sure to take the TSI if you are planning to attend an Alamo Community College. Exams are given at the college campus. Check the college website for days, times, and fees for the exam.
2. Increase your efforts to get applications completed by the end of this month, especially if your college/university has a Feb. 1<sup>st</sup> deadline.
3. If your college requests additional information, be sure to supply it immediately, including an updated transcript with 7<sup>th</sup> semester grades.
4. **Provide a copy of all acceptance letters and ALL scholarship offers.** Check the *Clemens Counselors Website* for any scholarship opportunities.
5. If you applied for financial aid (with the FAFSA) be on the lookout for your **SAR** (Student Aid Report), make any needed corrections.

## FEBRUARY

1. Don't get "senior-itis"! Accepting colleges **do** look at second semester senior grades.
2. Make sure that all items have been sent to each school to which you have applied (application, essay, application fees, letters of recommendation, transcript, required test scores, etc.).
3. Many schools have February deadlines. Make sure you are keeping up with important dates.
4. If you applied for financial aid (with the FAFSA) be on the lookout for your **SAR** (Student Aid Report), make any needed corrections.

## MARCH

1. If you have been "wait listed" by a college, the college will want to know what you have accomplished between the time you applied and learned of its decision. If the college requires a high school transcript to be sent following 1<sup>st</sup> semester of your senior year, please be sure to make that request of the **Registrar, Mrs. Liston**.
2. Continue to send out whatever information is still being requested.
3. If your college requires that you have a physical examination (meningococcal vaccine too) before registering for fall classes, arrange to get one and ask the doctor to complete the medical form, providing him/her with stamped addressed envelopes.
4. Check the *Clemens Counselors Website* for any new scholarship opportunities.

## APRIL

1. By the end of the month all applications, letters, test results, and transcripts should be at the colleges to which you have applied. Now you have finished. Concentrate on high school graduation.
2. You should receive acceptance letters and financial aid offers by mid- April. If you have not done so yet, try to visit your final college choice before accepting their offer of admission.
3. Bring copies of your acceptance letters and any letters of scholarship offers to the Counseling Office. **The Counseling office would like copies of all acceptance letters and scholarships offered whether or not you plan to accept them.**
4. Retake STAAR EOC, if necessary.

## MAY

1. Write/Email a letter of acceptance to the college which you plan to attend.
2. Notify other schools that offered you acceptance that you will not be attending so that they can offer acceptance to another student instead.
3. Write letter of acceptance and thanks to scholarship committees who have offered you scholarships.
4. Retake STAAR EOC, if necessary.
5. Complete a request for a final transcript (one that shows that you graduated) to be sent to the college you will be attending. Turn the form in to the Registrar in the Counseling Office.
6. Make plans for graduation!! Graduation date is TBD.

## SCHOLARSHIP TIPS

1. Be sure to check the *Clemens Counselors Website* on the Counselors' webpage at [www.scuc.txed.net/Clemens](http://www.scuc.txed.net/Clemens) -- click on Counselors, and click on the scholarship tab.
2. Develop a resume (see sample resume form below) to give to teachers when you request a letter of recommendation.
3. **Be sure to allow teachers and counselors at least two to three weeks to complete a letter of recommendation.** (TIP: Last minute requests usually do not result in the best recommendation letter).
4. It is very appropriate to write thank you notes to teachers/adults who write recommendation letters for you.
5. Take extra care in completing applications. Neatness counts! Check for spelling and grammar errors. A messy application will often not be considered.
6. If you receive a scholarship, a thank you note to the scholarship committee or organization is certainly in order.
7. Scholarships and financial aid opportunities can come from the college you attend. Be sure to check their websites.
8. Many scholarship applications will ask for an essay. Give some thought to how you approach this type of essay. "To be successful" does not give enough insight into your experiences and hope for your future.

***Schools are looking for something unique that makes an individual stand out. They are interested in individual initiative.***

**SUE SMITH**

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SAMPLE

**Profile – High School senior skilled in athletics and working with children in sports-related activities. Dependable and mature; seeking admission to a college where I can study Sports Medicine.**

### Education

**HS Diploma:** Graduation Date - June 2011 from NC High School, Fairfield, CT

**GPA:** 3.6 **SAT:** Critical Reasoning - 620 Math - 540 Writing – 560

**AP Courses Completed:** English, Biology, U.S. History

### Honors and Awards

- High School Honor Roll (2006-Present)
- High School Coaches Association Award (2008)
- Varsity Indoor Track (2008- 2009)
- Varsity Lacrosse (2007-2009)
- All Conference Lacrosse (2008)
- All Conference Academic (all sports 2006-Present)

### Extracurricular Activities

- Varsity Swim Team (2005-2008, Captain 2009); YMCA Swim Team (2005-2007)
- Varsity Indoor Track - Sprinter (2008- Present)
- Lacrosse Varsity (2007-09); Captain (2008-Present)
- Key Club Participant (2007-Present)

### Community Service

- Teacher's Assistant - Physics/Science teacher (2008-2009)
- Relay for Life - Organized events for three years (2007-Present)
- Big Brother/ Big Sister - Coordinated afterschool activities- JR Middle School (2008-Present)
- Brookfield Youth Lacrosse Clinic - trained techniques to 8-10 year olds (2008)

### Employment

- Lifeguard/Instructor – Lake Town Park, Stamford, CT (2007-Present)
- Lifeguard/Swim Instructor, Green View, YMCA, Fairfield, CT (2007-Present)
- Cashier, TJ Maxx, Fairfield, CT (2006-2008)
- Soccer Referee, YMCA, Fairfield CT (2004-2007)

**Additional Training:** Red Cross CPR/AED Certification, Waterfront Lifeguard, Certified Soccer Referee

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