

Post-Secondary Planning Checklist

Senior Year

Use this senior year checklist to keep track of your progress and upcoming deadlines for testing, admissions, and financial aid. This is an important time to stay organized and keep working hard all year long. Soon all the preparation and planning that you have done during your high school career will hopefully begin to pave the way for a smooth transition to college!

August-December

- Prepare a resume: many colleges and scholarships will be interested in your activities, work, and volunteer experience
- Register with the NCAA or NAIA Eligibility Center if you are interested in playing college athletics
- Take a “College Day” visit, follow RHS procedures on the yellow form in the office (2 days for seniors)
- Review your ACT results and sign up for the ACT at www.actstudent.org (if you are not satisfied with your score or have not taken it)
- When appointments become available in September, meet with your RHS counselor to discuss:
 - the college application process, financial aid, scholarships, ACT testing
 - making sure you are on track for graduation and have met college admissions requirements
 - signing up to receive the Scholarship List and “Senior Spotlight” newsletter via email
- Complete the online FAFSA starting in October, www.fafsa.gov, get help if you need it from a college financial aid office
- Consider taking courses at a local university or community college
- Keep up the academic rigor all year! Second semester grades can affect scholarship eligibility
- Ask for personal references/recommendation letters early in the year, preferably 2 weeks before any deadlines (talk to teachers, counselors, principals, employers)
- Visit with college admissions counselors who come to RHS for lunch visits
- Attend a college fair
- Research the application deadlines for the schools you have chosen, many have an “early admission” date in the fall for “automatic” scholarships
- Research to find out if you qualify for any “automatic” or “departmental” scholarships at prospective colleges

- Apply for admission at the colleges you have chosen, have RHS send your official transcript
- Talk to your parents/guardians about the financial aid process and the importance of getting taxes completed as soon as possible
- Check the school website (www.richmond.k12.mo.us under Richmond High School and Guidance) and the RHS office for the RHS Scholarship List and “Senior Spotlight” newsletters

January-May

- Finish your “College Day” visits, follow RHS procedures on the form in the office (2 days for seniors)
- Make a final decision about which college to attend and notify the school of your decision
- Give your RHS counselor a copy of your college acceptance notice (letter or email) for the “We’ve Been Accepted” display
- Keep track of all college deadlines for fees and paperwork
- Notify the schools that you will not be attending
- Continue to search and apply for scholarships opportunities
- Give your RHS counselor a copy of any scholarships earned if you would like to be recognized at the “Senior Awards Night”
- Continue to keep track of important financial aid and scholarship deadlines
- Watch for your SAR (Student Aid Report), it should arrive 4 weeks after the FAFSA is filed
- Compare financial aid packages from different school
- Sign and send in promissory notes if you are borrowing money
- Complete your final check out with RHS, notify RHS which college you will be attending so they can send out your final official transcript including 2nd semester