



IT'S A PLAN: 12TH GRADE CHECKLISTS

The senior year is critical for students to meet deadlines and complete forms as part of the college application and financial aid process. Therefore, Oregon GEAR UP created a series of comprehensive checklists for educators, students and families that address key action items for each month. In addition, there are printable handouts, links to resources, and communication tools like weekly text messages and Facebook posts.

INSTRUCTIONS

1. **Get a team.** It's important to provide a network of support. Include administrators, teachers, parents and students to help share these messages.
2. **Make a communications plan.** Determine when and how you will share information to students and families; consider more than one method. Make sure you have students and families cell phone numbers, e-mails or mailing addresses if you plan to communicate in those ways.
3. **Download** each month's checklists and communication tools as one PDF file and any additional resources; print the resources that you want to use.

DECEMBER RESOURCES

CHECKLISTS

- Educators [page 2](#)
- Students [page 3](#)
- Families [page 4](#)
- Familias (Spanish) [page 5](#)

COMMUNICATION

- Text Messages [page 6](#)
- Announcements [page 7](#)
- Posters [page 8](#)
- Facebook facebook.com/oregongoestocollege

HANDOUTS

- Alumni & Parent Panel Discussion
- College & Scholarship Organizer

Download handouts and other months:

oregongoestocollege.org/itsaplan/educators/downloads

DECEMBER

1 Finish applying to colleges.

- Offer additional time during lunch or after school for students to complete college applications.
- Have fee deferral and waiver forms and information about college application costs for students.

2 Talk to current college students.

- Hold a workshop for parents and students with high school alumni/current college students who are home on break as well as parents of current college students.

3 Get set for scholarships.

- Give students opportunities to create an OSAC profile and search for scholarships they plan to apply to.

4 Catch up on details.

- Remind students to use the winter break to catch up on any lingering details in the college application process.

NOTES:

DECEMBER

1 Finish applying to colleges.

- Fill out and submit any lingering applications for college, job training, or other post-high school plans.
- You may qualify for a waiver so you won't have to pay the application fee – ask your counselor how to get one.

2 Talk to current college students.

- Connect with alumni from your high school who may be home on break or reach out to college students on social media.

3 Get set for scholarships.

- Create an OSAC profile and begin filling out the application information using your list of activities and accomplishments.
- Update your list of scholarships you plan to apply to.

4 Catch up on details.

- Use the winter break to catch up on any tasks you haven't yet completed for college applications and financial aid.

KEY TERMS:

OSAC: The initials for Oregon's Office of Student Access and Completion. This office is important to all future and current college students in the state because they're responsible for distributing the Oregon Opportunity Grant (state-funded financial aid) and more than 450 scholarships for Oregon students. The application to apply for scholarships is often called "the OSAC" for short.

NOTES:

NEXT MONTH: Work on scholarship applications and financial forms.

DECEMBER

The end of the year is a good time for your student to make sure he or she has completed all of the steps in the college application process so far: submitting college applications and paperwork, completing financial aid forms, and preparing for scholarships.

1 Finish applying to colleges.

- Make sure your student has submitted ALL of the information necessary for the application including letters of recommendation, transcripts and test scores.
- Encourage him/her to check e-mail regularly as this is how most colleges will communicate.

2 Talk to current college students.

- Talk to parents of current college students about the transition to college and what to expect. Ask them what they wish they had done when their students were seniors!

3 Get set for scholarships.

- Help your student search for scholarships online and check with your employer or organizations you might be a part of for scholarship opportunities.

4 Catch up on details.

- Remind your student to use the winter break to catch up on tasks not yet completed in the college application and financial aid process.

CONVERSATION STARTERS

What are your plans for helping to pay for college?

Which of your activities do you enjoy most?

DICIEMBRE

El fin del año es un buen momento para que su estudiante se asegure de que haya terminado con todos los pasos necesarios en el proceso de aplicar para la universidad. Por ejemplo, es importante asegurarse que hayan presentado solicitudes universitarias, llenado los formularios de ayuda financiera y se hayan preparado para aplicar para becas.

1 Termina de aplicar a colegio.

- Asegúrese que su estudiante a entregado TODO lo necesario para la aplicación incluyendo cartas de recomendación, resultados de exámenes, y historial de calificaciones.
- Anime a su estudiante que revise su correo electrónico regularmente ya que ese la manera en que los colegios se comunican.

2 Hable con alumnos.

- Hable con los padres de estudiantes universitarios acerca de la transición y de lo que puede esperar. Pregúnteles que cosas les hubiera gustado hacer cuando su estudiante estaba en el ultimo año de preparatoria.

3 Prepárate para becas.

- Ayude a su estudiante buscar becas en el internet y consulte con su empleador o organizaciones a las cuales pertenece sobre oportunidades de becas.

4 Finaliza detalles.

- Recuérdele a su estudiante que debe usar sus vacaciones del invierno para ponerse al tanto con cualquiera de estos pasos que no hayan completado.

TEMAS DE CONVERSACIÓN

¿Cuáles son tus planes para ayudar a pagar el colegio?

¿Qué actividades disfruta mas?

DECEMBER TEXT MESSAGES

Use a free text messaging service like [remind.com](https://www.remind.com) to connect with seniors and their families. Schedule messages ahead of time and customize them with information from your school. You can also tweet these if Twitter is popular at your school.

week	student text message	family text message (English)	family text message (Spanish)
1	Want to have a relaxing holiday break? Work on finishing up your applications this week!	Prevent a stress-filled holiday break by reminding your student to submit their final college applications this week!	Evita que las vacaciones estén llenas de estrés y recuérdale a su estudiante que entregue sus aplicaciones esta semana.
2	Who knows college best? College students! Your mission to talk with one this week. Ask what most surprised them their first year.	College students are home for break. Encourage your child to chat with one or two about their experiences & you can talk with their parents!	Los estudiantes universitarios están de vacaciones. Anime a su estudiante a conversar con uno o dos de ellos sobre sus experiencias y Ud. puede hablar con los padres.
3	College applications are done! Scholarship apps are up next. Create your OSAC profile now, and you'll be ready to get started after break.	With applications done, it's time to focus on paying for college. First step: your student creates an OSAC profile for scholarship apps.	Ahora que ya se entregaron las aplicaciones, es tiempo de enfocarse en como pagar la universidad. El primer paso: Su estudiante crea un perfil en OSAC para aplicar a las becas.
4	Take a breather! Rest up for the second half of senior year – you'll be busy again soon!	You and your child deserve a break from the busy-ness of senior year. Stop for a minute and congratulate yourselves on making it to this point.	Usted y su estudiante merecen un descanso del ajetreo del último año. Pausen por un minuto y felicítense por todo lo que han logrado por ahora.

DECEMBER ANNOUNCEMENTS

Help seniors stay on track with weekly school announcements outlining the key steps to preparing for life after high school.

week	school announcement
1	Some seniors around the country are going to spend their holiday breaks working on college applications. If that doesn't sound fun to you, spend this week finishing up applications you still need to complete. Ahhhh ... there's nothing quite like a relaxing break, is there?
2	No one knows a college better than their students. Since most of them are home on break, this is a great time to talk with a few about their experiences. Ask them about what surprised them in their first semester or what they like most and least about their school. Ask about the food, the professors, their classes. Get them talking, and they'll go on and on – and you'll learn more than you can from reading the college's website or brochures!
3	Congratulations on finishing your applications for admission! You didn't think that was the end, did you? Now we start focusing on paying for college. The first step is easy – create your OSAC profile and start researching which scholarships you want to apply for. Do it now, and you'll be ready to hit the ground running after break.
4	-WINTER BREAK-

SENIOR TO DO

DECEMBER

1 Finish applying.

Fill out and submit any lingering applications for college, job training, or other post-high school plans.

Learn more: oregongoestocollege.org/itsaplan



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SENIOR TO DO

— **DECEMBER** —

**Talk to current
college students.**

Connect with alumni from your high school who may be home on break or reach out to college students on social media.

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SENIOR TO DO

DECEMBER

**Get set for
scholarships.**

Create an OSAC profile; update your scholarship list.

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SENIOR TO DO

DECEMBER

Catch up on
4
details.

Use the winter break to catch up on any tasks you haven't yet completed for college applications and financial aid.

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