



## 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.

## NOVEMBER 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](https://facebook.com/oregongoestocollege)

### HANDOUTS

- Oregon College Application Week  
[oregongoestocollege.org/caw/coordinators](https://oregongoestocollege.org/caw/coordinators)
- College & Scholarship Organizer

Download handouts and other months:

[oregongoestocollege.org/itsaplan/educators/downloads](https://oregongoestocollege.org/itsaplan/educators/downloads)

# NOVEMBER

## 1 Finalize the list.

- Help students narrow their college choices; encourage students to always have a backup plan.
- Hold field trips to visit colleges or attend college fairs.
- Remind students to add all of the schools where they plan to apply to the FAFSA.

## 2 Be prepared.

- Remind students to keep track of deadlines and gather the information they will need to apply to college, the FAFSA and/or scholarships.

## 3 Apply!

- November is Oregon College Application Month. Help students apply by setting aside dedicated time during the school day.
- Have fee deferral and waiver forms on hand, as well as information about college application costs for students.
- Encourage students to complete the FAFSA if they haven't done so already, as well as other financial aid and scholarships.

## 4 Follow up.

- Help coordinate a process for sending transcripts, test scores and letters of recommendations to colleges.
- Select schools (Willamette, Reed, and Lewis & Clark in Oregon) may require the CSS/Financial Aid PROFILE.
- Encourage students to check e-mail regularly as this is how most colleges will communicate.

NOTES:

# NOVEMBER

## 1 Finalize the list.

- Finalize your list of colleges – 3 to 5 is a good number. Always have a backup plan!
- Visit colleges and attend college fairs, if possible, or find student reviews online.
- Add all of the schools where you plan to apply to the FAFSA.

## 2 Be prepared.

- Check on deadlines and gather all of the information you will need to apply to colleges, the FAFSA if you haven't done so already and/or scholarships. This might include essays and/or a list of your activities and accomplishments.

## 3 Apply!

- November is Oregon College Application Month. Fill out and submit applications for college, job training or other post-high school plans.
- You may qualify for a fee deferral or waiver so you won't have to pay the application fee—ask your counselor how to get one.
- Complete the FAFSA if you haven't done so already, as well as other financial aid and scholarship applications.

## 4 Follow up.

- Make sure that your high school transcript, test scores, letters of recommendation and other supplemental materials are sent to colleges.
- Check your e-mail regularly—this will be the main way colleges contact you.

### KEY TERMS:

**FEE WAIVER VS. FEE DEFERRAL:** Many colleges and universities require you to pay a fee when you apply for admission; most of them offer an option for those whose families are unable to afford them. Some offer a waiver, which is like a coupon for a free application. Others will grant a deferral, which means you aren't required to pay the fee when you apply, but if you choose to attend that college, it will be added to your tuition bill.

### NOTES:

**NEXT MONTH:** Connect with alumni who are home on winter break and update your scholarship list.

# NOVEMBER

November is Oregon College Application Month. We are encouraging all seniors to apply to at least one college or training program this month – we want all of our students to have as many options open to them as possible when they graduate in June! Your continued support of their plans is appreciated.

Although many college applications are not due for several months, applying now may give them a better chance at receiving institutional scholarships or financial aid.

## 1 Finalize the list.

- Talk to your student about their top choices, including looking at the costs for each school. Remember – private, not-for-profit schools with expensive price tags often have more scholarships and financial aid to give than the cheaper public schools! Make sure your student has a backup plan, too.

## 2 Be prepared.

- Encourage your student to have his or her college essays edited by a trusted adult.
- Ask your student if they need information from you, such as employment history or tax records.

## 3 Apply!

- Congratulate your student on taking the first step and applying to college!

## 4 Follow up.

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

### CONVERSATION STARTERS

Why did you select these schools as your top choices?

# NOVIEMBRE

El president Obama ha proclamado que noviembre es el mes de aplicaciones para el colegio. Estamos animando a todos los estudiante en su ultimo año de preparatoria que aplican por lo menos a un colegio/ universidad. Queremos que todos nuestro estudiantes tengan todas las opciones posibles disponibles para ellos cuando se gradúen en Junio. Se les agradece su apoyo continuo en los planes de su estudiante.

Aunque muchas de la aplicaciones tienen la fecha limite hasta dentro de unos mes, el aplicar ahora podría darles una mejor oportunidad de recibir becas institucionales o ayuda financier.

## 1 Finaliza la lista.

- Hable con su estudiante sobre sus opciones preferidas, incluyendo el precio de cada escuela. Acuérdesse que las escuelas privadas y sin fines de lucro con precios mas caros suelen tener más becas y ayuda financiera que otras escuelas publicas. Asegúrese que su estudiante tenga un plan alternativo.

## 2 Prepárate.

- Anime a su estudiante que comparta su ensayo para el colegio o becas para que sea editado por un adulto de confianza.
- Pregúntele a su estudiante si necesita información de usted, como historial de empleo o impuestos.

## 3 ¡Aplica!

- Felicite a su estudiante por tomar su primer paso en aplicando al colegio/universidad.

## 4 Da seguimiento.

- Asegúrese que su estudiante a entregado TODO lo necesario para las aplicaciones al colegio/ universidad, ayuda financiera y becas 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.

### TEMAS DE CONVERSACIÓN

¿Por qué escogiste estos colegios/universidades como tus opciones preferidas?

## NOVEMBER 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	It's time to apply! Your list of colleges should be narrowed. Review their requirements and gather your materials.	Application deadlines are just around the corner. Help your student review the requirements for each college they'll apply to.	Las fechas limites para las aplicaciones están a la vuelta de la esquina. Ayude a su estudiante revisar los requisitos para cada universidad a cual va ha aplicar.
2	Have you submitted your applications yet? Check to make sure your transcripts and test scores have been sent as well. Add colleges to your FAFSA list.	November is Oregon College Application Month. Remind your student to have apps complete with transcripts & test scores.	Noviembre es el mes de Aplicaciones de Universidad en el Estado de Oregon. Recuérdele a su estudiante de completar sus aplicaciones y tener otros materiales listos para enviar.
3	Follow up with colleges to ensure your file is complete. Are scores, recommendation letters, & transcripts all in?	Applications aren't complete until everything has arrived at an office. Students can check the status of their file online at most colleges.	Las aplicaciones no están completas hasta que todo haya llego a la oficina. Los estudiantes pueden revisar el estado de sus aplicaciones electrónicamente en la mayoría de los colegios.
4	Eat turkey and be thankful that you're on top of your college applications! (Or keep plugging away if you have more to get in.)	Thanksgiving is a good time to praise the work your student has done and to remember there's still time if they haven't finished their apps.	El día de acción de gracias es un buen momento para felicitar a su estudiante por todo el trabajo que ha hecho y para recordarles que aun hay tiempo de entregar su solicitud si un no lo han hecho.

## NOVEMBER 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	It's time to apply for college! You should have a list of schools you'll apply to. Now is the time to review the requirements. Do you need an essay? Will teachers be writing recommendation letters? Make sure you're gathering all the supplemental materials!
2	November is Oregon College Application Month. The best way to celebrate with your fellow Oregonians is to make sure you've submitted your applications! Now is the time to get them in.
3	Some applications require additional materials, like transcripts, letters of recommendation, and test scores. Your file isn't complete and usually won't be reviewed until all of your materials have arrived at the admissions office. You can usually check the status of your application online. Doing so will give you peace of mind. And that's a beautiful thing!
4	Thanksgiving is good for a lot of things – eating turkey, enjoying your family, sleeping! It's also a great time to pat yourself on the back for a job well done. College applications are a lot of work, and you're on top of it! And don't forget that you've still got some time if you have another app or two to submit.

# SENIOR TO DO

NOVEMBER

## Finalize the list.

Finalize your list of colleges – 3 to 5 is a good number. Always have a backup plan!

Learn more: [oregongoestocollege.org/itsaplan](http://oregongoestocollege.org/itsaplan)



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# SENIOR TO DO

**NOVEMBER**

## Be prepared.

Check on deadlines and gather all of the information you will need to apply to college and for financial aid and scholarships. This might include essays and/or a list of your activities and accomplishments.

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# SENIOR TO DO

**NOVEMBER**

**Apply!**

**Fill out and submit applications for college, job training, or other post-high school plans as well as for financial aid and scholarships. You may qualify for a waiver so you won't have to pay college application fees.**

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# SENIOR TO DO

**NOVEMBER**

## 4 Follow up.

Make sure that your high school transcript, test scores, letters of recommendation and other supplemental materials are sent to colleges and scholarship providers.

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