



## 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.

## SEPTEMBER 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

- College & Scholarship Organizer
- Right Classes
- Undocumented Students in Oregon
- Visual & Performing Arts
- Athletics
- Military

Download handouts and other months:

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

# SEPTEMBER

## 1 Make a post-high school plan.

- Help students explore careers and think about the education they will need to get there.
- Help students find the right fit. Explain the many different choices students have for college.
- Assist students in creating a list of at least five colleges with deadline info.

## 2 Stay on track.

- Insist students review their transcript and senior year class schedule with the counselor to make sure they have the classes they need to graduate and apply to college.

## 3 Clean up your online act.

- Explain the importance of having an appropriate online presence. Help students create professional e-mails and set privacy settings.

## 4 Explore how to pay for college.

- Make sure parents and students understand the financial aid process and the difference between loans, grants, scholarships and other forms of funding. Encourage students to make a list of deadlines.
- Share information about the FAFSA process – why it's important, what students need to have, and when they should fill it out.

## 5 Sign up for the SAT or ACT.

- Advertise testing dates.
- Have SAT/ACT Questions of the Day on the announcements.
- Hold test prep workshops.

## 6 Look out for special circumstances.

- For students who are interested in the arts, military or playing sports in college, make sure they know deadlines and special requirements for these programs.
- Undocumented students may be eligible for in-state tuition at public community colleges and universities as well as state financial aid.
- Male students must register with Selective Service within 30 days (before or after) of their 18th birthday. If they do not register, they will not be eligible for federal financial aid for college.
- Support students with special circumstances (including but not limited to foster youth, homeless students, teen parents and/or students with disabilities) with appropriate, personalized guidance.

# SEPTEMBER

## 1 Make a post-high school plan.

- Make a list of three careers you are interested in and the training or education (including program or major) you will need.
- Figure out the right fit; think about the most important criteria in choosing a college.
- Make a list of five colleges you are interested in with deadline information.

## 2 Stay on track.

- Review your transcript and your senior year class schedule with your counselor to make sure you have the classes you need to graduate and apply to college.

## 3 Clean up your online act.

- Create a professional e-mail.
- Set privacy settings on social media accounts.

## 4 Explore how to pay for college.

- Explore financial aid and scholarships and make a list of deadline information.
- Create a Federal Student Aid (FSA) ID in order to be able to apply to FAFSA when it opens Oct. 1.
- Gather all of the information you will need to apply for federal financial aid.

## 5 Sign up for the SAT or ACT.

- Sign up for the ACT or SAT if you haven't taken it or want to re-take it.

## 6 Look out for special circumstances.

- If you are interested in the arts, military or playing sports in college, make sure you know deadlines and requirements for the programs.
- If you are undocumented, you may be eligible for in-state tuition at public community colleges and universities as well as state financial aid.
- If you are male, you must register with Selective Service within 30 days (before or after) of your 18th birthday. If you do not register, you will not be eligible for federal financial aid for college.
- If you have a special circumstance (for example, you are in foster care, homeless, a teen parent and/or have a disability) talk to a trusted adult and explore specific resources and support services for your situation.

### KEY TERMS:

**TRANSCRIPT:** A formal record of all classes you've taken and grades you've earned while in high school.

**FINANCIAL AID:** Money to help you pay for college, including grants, scholarships, work study, and loans.

**NEXT MONTH:** Writing college essays, creating a resume and list of activities; complete the FAFSA.

# SEPTEMBER

Congratulations! Your student has made it to their senior year. This is cause for celebration, but also an important year in planning for life after high school and their continued education, training & development.

It's important that your student stay on track of college application deadlines coming up. Encourage your student to dedicate a little bit of time each week to accomplishing these tasks so that they don't get overwhelmed.

## 1 Make a post-high school plan.

- Encourage your student to share career goals and support his/her educational aspirations.
- Talk to your student about sharing a calendar of deadlines and college material with you.
- Check in regularly with your student on how the college application process is going.

## 2 Stay on track.

- Talk to your student to make sure she/he is on track to graduate and enter college.

## 3 Clean up your online act.

- Talk to your student about keeping social media profiles private and appropriate.

## 4 Explore how to pay for college.

- Have a conversation with your student about the cost of college and what you will be able to contribute. Use the Estimated Family Contribution (EFC) Calculator on [BigFuture.com](http://BigFuture.com).

- The Free Application for Federal Student Aid opens Oct. 1! Your student will likely need your help in obtaining all of the documents they need to file the FAFSA. This includes social security numbers, tax returns and other financial information. See [studentaid.ed.gov/fafsa](http://studentaid.ed.gov/fafsa) for more information.

## 5 Sign up for the SAT or ACT.

- If your student hasn't taken the test yet or wants to re-take it, make sure she or he signs up in time.

## 6 Look out for special circumstances.

- Look up specific deadlines and requirements with your student if he or she is interested in playing sports in college, going to an art or music school or joining the military.
- Undocumented students may be eligible for in-state tuition at public community colleges and universities as well as state financial aid.
- Male students must register with the Selective Service within 30 days (before or after) of their 18th birthday. If they do not register, they will not be eligible for federal financial aid for college.
- If your student has a special circumstance (such as in foster care, homeless, a teen parent and/or has a disability), explore specific resources and support services.

### CONVERSATION STARTERS

What do you imagine yourself doing in 10 years? How will you get there?

What have you learned about the cost of college?

# SEPTIEMBRE

¡Felicidades! Su estudiante a llegado a su ultimo año de preparatoria. Esto es motivo para celebrar pero también es un año muy importante para planear después de la preparatoria y sus estudios, desarrollo y formación continuados.

Es importante que su estudiante este al pendiente de las aplicaciones del colegio y las fechas limites. Anime a su estudiante que le dedique un poco de tiempo cada semana a estos deberes para que no se sienta tan agobiado.

## 1 Haz un plan después de la preparatoria.

- Anime a su estudiante a compartir su metas de carreras y apoye sus aspiraciones educativas.
- Hable con su estudiante sobre como mantener and compartir con usted un calendario con todas las fechas importantes.
- Pregúntele regularmente a su estudiante sobre como va todo con el proceso del colegio/universidad.

## 2 Mantente en buen camino.

- Hable con su estudiante para asegurarse que esta en camino a graduarse y entrar al colegio.

## 3 Compórtate.

- Hable con su estudiante sobre la importancia de mantener su perfil en las redes sociales privadas y con material apropiado.

## 4 Exploré cómo pagar la universidad.

- Tenga un conversación con su estudiante sobre el costo del colegio/universidad ay cuanto va poder usted contribuir. Usé la calculadora en BigFuture.com para determinar su contribución familiar estimada (EFC).
- La solicitud gratuita para ayuda estudiantil federal estará disponible el primero de octubre. Su estudiante

probablemente necesitara su ayuda en obtener todos los documentos que necesitan para llenar la FAFSA. Esto incluye números de seguro social, declaraciones de impuestos, y otra información financiera. Para mas información visite: [studentaid.ed.gov/fafsa](http://studentaid.ed.gov/fafsa).

## 5 Inscribirte para tomar los SAT o ACT.

- Si su estudiante no ha tomando el examen o lo que quiere tomar de nuevo, asegúrese que su hijo se inscriba a tiempo para el examen.

## 6 Pon atención a circunstancias especiales.

- Si su estudiante esta interesado en las artes, los deportes o el militar asegúrese de que sepan cualquier requisito especial y las fechas limites.
- Si su estudiante es indocumentado, podría ser elegible para pagar matrícula estatal en un colegio comunitario o universidad publica al igual que podría ser elegible para recibir ayuda financiera estatal.
- Si su estudiante es varón asegúrese de que se registre con el servicio selectivo del gobierno dentro de 30 días (antes o después) de que cumpla los 18 años de edad. Si no se registra, no será elegible para la ayuda financiera federal.
- Si su estudiante tiene una circunstancia especial (como cuidado de crianza, desamparados, padres adolescentes o discapacidades), exploré recursos específicos y servicios de apoyo.

### TEMAS DE CONVERSACIÓN

¿Qué te imaginas haciendo en 10 años? ¿Cómo llegarás a hacer eso?

¿Qué has aprendido sobre el costo del colegio/universidad?

## SEPTEMBER TEXT MESSAGES

Use a free text messaging service like [remind.com](https://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	Welcome back! Time to think about your plan for after high school - register at <a href="https://BigFuture.com">BigFuture</a> to start your college search.	School's in session! Seniors need a plan for after high school. You can help - remind them to register at <a href="https://BigFuture.com">BigFuture</a> to start their college search.	¡Clases ya están en sesión! Estudiantes necesitan un plan después graduación. Usted puede ayudar- recuérdeseles que se registren en <a href="https://BigFuture.com">BigFuture</a> para empezar su búsqueda universitaria.
2	Are you on track to graduate and get on with your plan? See your counselor to check your transcripts.	Is your child on track to graduate? Now's the time to check in with counselors so they can plan for the future.	¿Sabe si su estudiante esta listo para graduarse? Ahora es el momento de conversar con los consejeros para planificar el futuro.
3	Beware of cyberspace! Lock down your privacy settings on social media accounts and create a professional e-mail just for applications.	The internet never forgets. Your child needs to control privacy settings on social media and create a professional e-mail account for applications.	El ciberespacio nunca olvida. Su hijo debe de ajustar las configuraciones de privacidad en sus cuentas de redes sociales y crea un correo electrónico profesional para sus aplicaciones.
4	Get ready to collect your free money for college! Register for your FSA ID now to be ready to file your FAFSA next month. <a href="https://fsaid.ed.gov/">https://fsaid.ed.gov/</a>	The first step in paying for college is getting an FSA ID for financial aid applications. You and your child can do that now at <a href="https://fsaid.ed.gov/">https://fsaid.ed.gov/</a>	El primer paso para pagar la Universidad es crear una credencial FSA ID. Es necesario para poder llenar la solicitud de ayuda financiera. Usted y su estudiante pueden hacerlo ahora en <a href="https://fsaid.ed.gov/">https://fsaid.ed.gov/</a>

## SEPTEMBER 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	Welcome back to school! Now's the time for seniors to start thinking about their plan for after high school. Come by the college/career office to find out how you can begin your college search.
2	Your classes matter! This is a great time to make sure you're taking the right ones and are on track for graduation. Everyone should make an appointment with your counselor to review your four-year plan and transcripts.
3	It's time to clean up your online act! You don't want a silly thing like a <a href="mailto:hotsexymama@collegeismyplan.com">hotsexymama@collegeismyplan.com</a> e-mail address to come between you and college! Get a professional e-mail account for all of your applications, and make sure all your privacy settings on social media accounts are as strict as possible.
4	Want free money for college? You'll want to apply for financial aid as soon after October 1 as possible. To do that, make sure you and your parents have an FSA ID now. Then, help your parents gather all the information you'll need to complete the FAFSA.

# SENIOR TO DO

SEPTMBER

**Make a post-  
high school  
plan.**

**Make a list of careers you are interested in, the education or training you will need, and the colleges that serve your needs.**

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



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# SENIOR TO DO

SEPTEMBER

## Stay on track.

Review your transcript and your senior year class schedule with your counselor to make sure you have the classes you need to graduate and apply to college.

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# SENIOR TO DO

SEPTEMBER

**Clean up your  
online act.**

**Create a professional e-mail and set privacy settings  
on social media accounts.**

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# SENIOR TO DO

— **SEPTEMBER** —

## Explore how to pay for college.

Explore financial aid and scholarships, make a list of deadline information and get all of the information you will need in order to be able to apply to FAFSA when it opens October 1.

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# SENIOR TO DO

— **SEPTEMBER** —

**Take the SAT or  
ACT.**

Sign up for the ACT or SAT if you haven't taken it or want to re-take it.

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# SENIOR TO DO

SEPTEMBER

**Are you a jock?  
An artist? A  
future military  
officer?**

Make sure you know deadlines and special requirements in order to play sports in college, go to art school or join the military or ROTC program.

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# SENIOR TO DO

SEPTMBER

## Undocumented?

**You can still go to college. Undocumented students in Oregon may be eligible for in-state tuition at public community colleges and universities as well as state financial aid.**

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