



Crookston High School

Senior Year Timeline/Checklist

Please use this Checklist as a tool and a guide for your Senior year.

All Year:

- CHECK YOUR SCHOOL EMAIL- DAILY! Scholarships, college preview days, job opportunities, etc. all are sent to your school email.**
- Listen to announcements- ordering cap/gown, graduation, etc.**
- Scholarship/Grant Applications-** (CHS has Scholarship booklets in the Counseling Office and all scholarships are posted on the Counseling Office Website, on the CHS website)
- Job Shadows!!**
- Continue to Work Hard in school and be a Leader in our building**

Checklist for High School Graduation:

- Check your credits for graduation** on Skyward via Grad Requirements- Mrs. Zimmerman will be sending a letter home and meeting with those of you that are behind in credits.
- Transcripts-** Official transcript will be sent in the mail after graduation.
*You will need to request an official transcript, after graduation, to be sent to the college you are planning to attend.
 - CIHS/PSEO-** you will need to request a transcript from the college your credits are coming from. Contact their registrar's office.
 - August 1, after you graduate, you will be an alumni and Transcript orders will cost \$5 per transcript
- School Email will be disconnected July 1, after graduation. Please change your email on any account you have attached to that email.

Scholarship/ College/ Job Search Resources:

- We will be completing the YouScience Career Fit program in class- utilize your results resources: <https://www.youscience.com/>
- www.StudentAid.gov/prepare-for-college/choosing-schools
- Office of Higher Ed MN: www.ohe.state.mn.us
- Searching for job information? www.onetonline.org
- Searching for Colleges in MN? www.minnstate.edu
- Searching for Colleges, Nation Wide? www.collegeboard.org
- CHS Counseling Office Website

Checklist for College Admissions:

- College Reps come to the High School- Pay attention to the announcements/ bulletin board/ school email for when they are here
- Research colleges with the program of study and location you are interested in
- Make a list of colleges you are interested in
- Check on the application deadlines for the colleges you are considering applying for.
- Schedule and go on college visits to narrow down the colleges you are considering applying for. (To do this: call the admissions office and schedule a visit)
- Apply! Once you have chosen a college go to their website and click Apply!



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- ❑ Take the ACT- Taking it in October is best for college applications! (You have access to JBTP) (You can take it in December or February)/ Acuplacer exam is required for some 2-Year schools
- ❑ **FAFSA Night! Do you need to borrow money for school? Come learn about Financial Aid** - Free Application for Federal Student Aid (FAFSA) opens **October 1** or check your school's deadline! (Videos to help you understand: www.youtube.com/FederalStudentAid)
- ❑ Some MN colleges waive their fees during the month of October, Mrs. Zimmerman will give you a list when it is released.
- ❑ Create a folder in your email for each college you are applying to- put all emails in that folder to keep them together
- ❑ Once you have applied- login to your account from that college and complete the rest of the application items
 - ❑ Transcript- Order your HS transcript from CHS through Parchment- on the High School website
 - ❑ ACT Score- Send your score to the college- login to your ACT account online to see if you have already sent your score to that college and/or send your score through your ACT online account
 - ❑ Reference Letters- Ask the individual at least 2 weeks in advance for a reference letter. Give them your resumé or a list of your activities you've been in since 9th grade as well.
- ❑ When you have submitted all the items needed for your application- you wait for a response.
- ❑ Review college acceptances and compare financial aid offers- contact the school's financial aid office for questions
- ❑ Notify the school you are accepting, usually by May 1 (check the date with each school)

Checklist for Workforce

- ❑ Prepare Resume and Cover Letter
- ❑ Research companies you'd like to work for and what jobs you would qualify for
- ❑ Job Shadow- call the company or organization and ask to job shadow someone in the position you are wanting- ask Mrs. Zimmerman in the Counseling Office if you need help
- ❑ Apply! Apply! Apply!
- ❑ References- Ask an individual(s) to be your reference. If you need a letter, give them at least 2 weeks to write a letter for you. Give them your resumé or a list of your activities you've been in since 9th grade as well.

Checklist for Military

- ❑ Check the branch website for more information
- ❑ If you are interested in joining a branch of the military please let Mrs. Zimmerman know. We do have recruiters come to the school to meet with interested students.

Please ask questions!

Mrs. Zimmerman
CHS School Counselor