



# CROOKSTON PUBLIC SCHOOLS

*Please use this Checklist as the main tool and a guide for your Senior year*

## ALL YEAR

- **Keep on top of Google Classroom**
- **Scholarship/Grant Applications** - all scholarships be posted online at the Crookston Schools webpage, under CHS counseling, then under scholarship tab. National ones come out monthly, local ones will start coming out in January. I will try to get this updated, but will also have a folder in Google Classroom.
- **Job Shadow** - research and job shadow careers you are interested in
- **MCIS - Minnesota Career Information System.** <https://portal.mncis.intocareers.org/>  
Our user name is **chspirates** and the password is **Crookston1** You can use this site to search careers, colleges, colleges with your career/major, interest inventories, scholarships. Make your own account and portfolio!
- **PARCHMENT for your High School transcript** - You will need to create an account in Parchment in order to get your high school transcript. Emails have been sent to your school email on how to do this. When applying to colleges, they need your high school transcript. Log into Parchment and request where to have it sent. Even if you are not applying for colleges, you will need an account. Several employers ask to have a transcript sent.

## CHECKLIST FOR HIGH SCHOOL GRADUATION

- **Jostens** - Order your Cap and Gown from Jostens. Meeting TBD
- **Check your credits for graduation on Skyward via Grad Requirements** - Tara will be checking your credits as well, and sending a letter home to those of you behind in credits. You need 24 credits to graduate (4c English, 4c Social Studies, 3c Math, 3c Science, 1c Art, .5c PE, .5c Health, 8c Electives)
- **Transcripts** - Sign up for an account on Parchment. This is how you will request your HIGH SCHOOL transcripts sent to colleges. August 1st you will be an alumni and Transcript orders will cost \$5 per transcript.
- **FINAL High School transcript** - You will need to log into Parchment the week of graduation and request an official transcript be sent to the college you are planning to attend.
- **CIHS/PSEO students** - request a transcript from your attending college (typically UMC or NCTC). Request transcripts online at UMC or NCTC college website.
- **CHS email address** - Your school email address will be disconnected July 1, after graduation. Please change your email on any account you have attached to that email.

## CHECKLIST FOR COLLEGE ADMISSIONS:

- **College Reps** come to the High School during lunch!- Pay attention to the announcements 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, or go to their website and schedule a visit)
- **Apply!** Once you have chosen a college go to their website and click Apply!
- **October is Minnesota College Knowledge Month** - A lot of MN colleges waive their application fees during the month of October. I will email you more information on that beginning in October.
- **Create a folder** in your email for each college you are applying to - put all emails in that folder to keep them together
- **Keep ALL College Logins and FAFSA Logins ON YOUR PHONE IN YOUR NOTES**
- Once you have applied - login to your account from that college and complete the rest of the application items
- **Transcripts** - Order your HS transcript to be sent to colleges from CHS through Parchment on the High School website. For PSEO/CIHS students you will not need your official college transcripts sent to other colleges until after graduation, unless the college specifically requests them.
- **ACT Scores** - Send your score to the college- login to your myACT 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. It will typically take 2-4 weeks to hear back.
- **Review college acceptances and compare financial aid offers-** contact the school's financial aid office for questions. Many colleges DO NOT give you your financial aid package until February - April sometime. You may need to make a college decision without full financial aid information. Some colleges send you financial aid package offers, and some will have you check your college account under the financial aid tab.
- **Compare the costs of colleges** on the specific college website. All colleges are required to list the Cost of Attendance. If you want an idea on a financial aid package, fill out the FAFSA. You will get an idea on federal aid. State aid and college scholarship possibilities you will need to talk to the financial aid office at the colleges you've narrowed it down to.
- **Notify** the school you are accepting, usually by May 1 (check the date with each school)
- **Housing** - Fill out housing applications and forms. This can start as early as December BEFORE you plan on attending college.
- **Check your college of choice scholarship opportunities!!** - Some colleges automatically offer scholarships, some have you apply for scholarships for that college, and some do both. Do a search for scholarships on that college webpage.
- **CONGRATS!** - Once you've made your college decision, be prepared to sign up for an **orientation session and class registration session** in late May, June or early July the summer before you attend.

## 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 Tara in the SSC 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.
- **Make a budget for expenses** - Rent, Car Payment, Utilities, Cell Phone, Car Insurance, Internet, Gas, Food, Entertainment, Clothes, Miscellaneous and Surprise Expenses

## CHECKLIST FOR MILITARY

- Military Recruiters
- ASVAB
- Talk to Tara and I'll connect you with our recruiters.
- Check the military website of branches you are interested in

## Senior End of Year Dates

<b>Senior Class Meeting</b> .....	(Graduation & End of year info given out).....	<b>TBA</b>
<b>Individual graduation discussions for those in jeopardy</b> .....		4/01/2027
<b>Final Graduation Status Decision Day</b> .....		5/19/2027
<b>Senior Cap and Gown handout</b> .....		early April
<b>AAA Banquet</b> (senior banquet for Arts, Athletics, Academics).....		Monday after prom @ 6:00 pm

## Senior Final Week - TBD

**Monday and Tuesday, May 24th and 25th 2027**

**Wednesday, May 26th 2027 Senior Check-out Day and Fun Day**

**Thursday, May 27th 2027**

**Friday, May 28th 2027**

- 7:40am — Senior/Faculty breakfast in the CHS Commons
- 8:00am — Load busses for “Senior Walk” at Cathedral and Highland Schools –  
  - \*\* Bring caps and gowns! PLEASE steam your gown before this date.
- 8:40am — Senior walk through CHS
- 8:50am — Senior group picture on bleachers
- 9:00am — Graduation rehearsal in the CHS Gymnasium
- 6:30pm — Report to CHS to line up for processional
- 7:00pm — Commencement begins promptly in CHS gymnasium.