



SENIOR PLANNING CALENDAR 2022-2023

SEPTEMBER

1. Start your senior year by finalizing your list of colleges. Narrow your list of colleges to 5 to 10.
2. If you have not already done so, make college application folders for each school to which you will apply. From your list, research the college website for:
 - Entrance requirements and college costs
 - Open House/Admissions Events
 - Note all deadlines (for admissions, for dorms, for financial aid, etc.)
 - Look for the college application forms. Many are online and most colleges prefer that you submit electronically. Apply Texas is a common application that can be found at <https://goapplytexas.org/>
3. Create a master list or calendar that includes:
 - tests you will take and their fees, dates and registration deadlines
 - college application deadline dates & scholarship deadlines
 - financial aid application forms required and their deadlines
 - other materials you may need (recommendation letters, transcripts, etc.)
4. Register to take or retake SAT or ACT, if necessary.
5. If you are taking Advanced Placement (AP) classes, your down payment for AP exams is due to Dr. Falcon. Due date has yet to be determined. See Dr. Falcon for more info.
6. If you cannot afford application or test fees, check with your counselor to see whether you qualify for a fee waiver.
7. Focus on essay writing for college. **(You can find tips for essay writing in the senior handbook)**
8. Register with NCAA if you plan on playing sports in college.
9. Keep up with information on available scholarships by checking the *Clemens Counselor website*.

OCTOBER

1. Check colleges/universities for early admissions deadlines you will need to meet.
2. Take or retake SAT or ACT, if necessary.
3. Try to finalize your college choices.
4. Check out the financial aid application (**FAFSA**) with your parents. **Then be prepared to complete and submit the form online as soon as possible after Oct. 1, 2022. This is a new date for FAFSA.**
5. Make a college visit. Before your visit be sure to pick up the College Visit form in the Counseling Office. **(You are allowed two College Visits per year and they will be excused absences.)**
6. If you are taking International Baccalaureate (IB) classes, register and pay for IB exams. Mrs. Rollins is your contact.
7. Ask for counselor or teacher recommendations if you need them. Give each teacher or counselor your resume or an outline of your academic record and extracurricular activities. For each recommendation, provide a stamped (if it is to be mailed), addressed envelope, and any college forms required. **PLEASE ALLOW 1-2 WEEKS FOR LETTERS OF RECOMMENDATIONS TO BE COMPLETED BY A COUNSELOR/TEACHER.** Thank these people later with follow-up notes. Check deadlines for campus housing, admission applications, and scholarships. Remember—College Deadlines are really Deadlines!
8. If you are submitting essays, write first drafts and ask teachers and others to read/critique them.

NOVEMBER

1. Take SAT/ACT, if necessary.
2. Complete college applications, especially the ones with December 1st deadlines.
3. Request your transcript be sent to the colleges to which you are applying. Fill out a transcript request form on our website: [transcript](#)
4. Note deadlines for applications to military academies and early college admissions deadlines.
5. Complete any admissions/honors program/university scholarship applications that have December deadlines.
6. Attend **College, Career, Military Night on November 16, 2022 5:30-7:30 at Clemens High School.**
7. **ASVAB** will be given at Clemens on **November 10th**. If you are planning on entering the military after graduation and have not already taken the ASVAB, this a good time to take it. Sign up with Mrs. Gossett using the QR code outside her office A200. Only 11th and 12th graders are eligible to test. Recruiters will be available after the ASVAB results come in.
8. **Provide a copy of all acceptance letters and ALL scholarship offers.** Check the *Clemens Counselors Website* for any scholarship opportunities.

DECEMBER

1. Seniors should have taken SAT/ACT by now (and any other required entrance exams), your transcripts should have been mailed upon your request, your application and essays have been completed and mailed along with your application fee.
2. If your college has a February or later application deadline, keep busy with the application process and other paperwork.
3. Study and take first semester exams.
4. Retake STAAR EOC, if necessary.

5. Many schools will provide you with an account or logon system to check the status of your applications. Be sure to check on your account regularly.

JANUARY

1. Make sure to take the TSI if you are planning to attend an Alamo Community College. Exams are given at the college campus. Check the college website for days, times, and fees for the exam.
2. Increase your efforts to get applications completed by the end of this month, especially if your college/university has a Feb. 1st deadline.
3. If your college requests additional information, be sure to supply it immediately, including an updated transcript with 7th semester grades.
4. **Provide a copy of all acceptance letters and ALL scholarship offers.** Check the *Clemens Counselors Website* for any scholarship opportunities.
5. If you applied for financial aid (with the FAFSA) be on the lookout for your **SAR** (Student Aid Report), make any needed corrections.

FEBRUARY

1. Don't get "senior-itis"! Accepting colleges **do** look at second semester senior grades.
2. Make sure that all items have been sent to each school to which you have applied (application, essay, application fees, letters of recommendation, transcript, required test scores, etc.).
3. Many schools have February deadlines. Make sure you are keeping up with important dates.
4. If you applied for financial aid (with the FAFSA) be on the lookout for your **SAR** (Student Aid Report), make any needed corrections.

MARCH

1. If you have been "wait listed" by a college, the college will want to know what you have accomplished between the time you applied and learned of its decision. If the college requires a high school transcript to be sent following 1st semester of your senior year, please be sure to make that request of the **Registrar, Mrs. Hale**.
2. Continue to send out whatever information is still being requested.
3. If your college requires that you have a physical examination (meningococcal vaccine too) before registering for fall classes, arrange to get one and ask the doctor to complete the medical form, providing him/her with stamped addressed envelopes.
4. Check the *Clemens Counselors Website* for any new scholarship opportunities.

APRIL

1. By the end of the month all applications, letters, test results, and transcripts should be at the colleges to which you have applied. Now you have finished. Concentrate on high school graduation.
2. You should receive acceptance letters and financial aid offers by mid- April. If you have not done so yet, try to visit your final college choice before accepting their offer of admission.
3. Bring copies of your acceptance letters and any letters of scholarship offers to the Counseling Office. **The Counseling office would like copies of all acceptance letters and scholarships offered whether or not you plan to accept them.**
4. Retake STAAR EOC, if necessary.

MAY

1. Write/Email a letter of acceptance to the college which you plan to attend.
2. Notify other schools that offered you acceptance that you will not be attending so that they can offer acceptance to another student instead.
3. Write letter of acceptance and thanks to scholarship committees who have offered you scholarships.
4. Retake STAAR EOC, if necessary.
5. Complete a request for a final transcript (one that shows that you graduated) to be sent to the college you will be attending. Turn the form in to the Registrar in the Counseling Office.
6. Make plans for graduation!! Graduation date is May 26, 2023.

SCHOLARSHIP TIPS

1. Be sure to check the *Clemens Counselors Website* on the Counselors' webpage at www.scuc.txed.net/Clemens -- click on Counselors, and click on the scholarship tab.
2. Develop a resume (see sample resume form below) to give to teachers when you request a letter of recommendation.
3. **Be sure to allow teachers and counselors at least two to three weeks to complete a letter of recommendation.** (TIP: Last minute requests usually do not result in the best recommendation letter).
4. It is very appropriate to write thank you notes to teachers/adults who write recommendation letters for you.
5. Take extra care in completing applications. Neatness counts! Check for spelling and grammar errors. A messy application will often not be considered.
6. If you receive a scholarship, a thank you note to the scholarship committee or organization is certainly in order.
7. Scholarships and financial aid opportunities can come from the college you attend. Be sure to check their websites.
8. Many scholarship applications will ask for an essay. Give some thought to how you approach this type of essay. "To be successful" does not give enough insight into your experiences and hope for your future.

Schools are looking for something unique that makes an individual stand out. They are interested in individual initiative.

HIGH SCHOOL STUDENT RESUME

Youremail@gmail.com

Phone

City, State

LinkedIn URL, Website

Motivated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

EDUCATION

Santa Monica High School, Santa Monica, CA

Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and National Art Education Association
- **Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

MAJOR ACHIEVEMENTS

Yearbook Club

Yearbook Design Team Lead

2015 - Present

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%
- Arrange all club photos and pages to correspond to yearbook theme
- Trained and supervised 2 sophomore students in graphic design

Santa Monica Newspaper

Graphic Designer

2015 - Present

- Procured advertising for school paper, saving organization 25% in costs
- Edited and curated photos used for school paper; increasing readership by 15%
- Custom design page layouts to fit articles, photos, and advertisements into strict format
- Contributed to school's online publication by designing page layouts to accommodate mobile screens

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Macmillan Prize for Illustration in 2016
- Submitted artwork to Ocean Awareness Student Art Contest 2016
- Came in 2nd place in the Applied Arts 2016 Student Awards for submitting graphic design work under the category of Advertising