
SENIOR PLANNER

SEPTEMBER:

- Work hard all year; second-semester grades can affect scholarship eligibility and admission decisions. Stay aware of your personal goals for academic achievement. Evaluate and re-assess frequently to make sure you are working toward your goals.
- Check the schools, organization or university websites where you intend to apply for admissions requirements and deadlines.
- Organize your calendar – map out a plan with timelines.
 - Test dates, fees and deadlines (consider if you're planning early or regular admission deadlines)
 - College application due dates (be sure and plan for the application fees)
 - Asking for letters of recommendations. These are needed for some college applications as well as scholarships.
 - Writing application essays.
 - Required financial aid application and deadlines. Talk with parents about completing tax forms early for your FAFSA Application.
 - Applying for scholarships.
 - Senior Project Deadlines (available on PHS Counseling Webpage)
 - Requesting transcripts at 7th semester and final transcript after graduation
 - Scheduling college visits.
- Work on applications for your top 3-5 colleges. Follow the instructions carefully and **pay close attention to deadlines!**
- Begin requesting and gathering letters of recommendations from teachers and counselors- **give them plenty of time before the deadline.**
- Work on personal essay topics and statements. Get feedback from teachers, counselors, and/or mentors.
- Finalize resume. Set up a file for resumes, college essays and letters of recommendation.
- Develop and organize a scholarship folder. Review scholarship information on PHS Website, create a seeker profile at WashBoard.org, and use other scholarship search engines for your specific interests. Apply for any available scholarships. Some ask for photos, have some senior photos available.
- Consider setting up Excel spreadsheet to track expected costs per college as well as deducting scholarships, awards and financial aid from those totals expenses. This will help you when making the final decision about where to attend.
- Review transcript and/or visit counselor to see if you are on track for graduation and post high school plans.
- Register online for the ACT, SAT I SAT II: Subject Tests you intend to take. These test scores are a requirement for most scholarships and college admission. There is a fee you pay online at the time of registration.
- Schedule college visits and/or look for campus visit events.
- Work on your sr project.

- Update your High School and Beyond Plan. Upload to WOIS.
- If you haven't done Sr. Portraits and want to, DO IT ASAP. Yearbook deadlines for this come early in the next eight weeks.
- Sr Project Proposal deadline Oct 1

OCTOBER:

- Work through your calendar plan.
- Sr Project Contract deadline Oct 15
- Continue working on college applications. Early application deadlines are usually due by November. Follow the instructions carefully and **pay close attention to deadlines!**
- Set up a file for each college or program you apply for admission. Keep copies of materials you submitted as well as all letters you receive from them.
- Remind and/or gather letters of recommendations from teachers and counselors.
- Apply for available scholarships. When you start receiving scholarships, keep a master list in your scholarship file. You will need it for updating your resume at the end of the year.
- Register online for the ACT, SAT I SAT II: Subject Tests you intend to take. These test scores are a requirement for most scholarships and college admission. There is a fee you pay online at the time of registration.
- Review FAFSA website so you know what is expected at the first of the year.
- Schedule college visits and/or look for campus visit events.
- Attend information meetings at PHS with visiting representatives from military, colleges, and technical schools.
- Mail ROTC and military academy applications.

NOVEMBER:

- Work through your calendar plan.
- Read through online information on FAFSA process. Apply for FAFSA Pin number (your parents need to as, well) that is required to access FAFSA in January.
- Complete all college application submissions.
- Remind and/or gather letters of recommendations from teachers and counselors.
- Apply for available scholarships. Update scholarships received list.
- Register online for the ACT, SAT I SAT II: Subject Tests you intend to take. These test scores are a requirement for most scholarships. There is a fee you pay online at the time of registration.
- Schedule college visits and/or look for campus visit events.
- Attend information meetings at PHS with visiting representatives from military, colleges, and technical schools.
- You will start receiving initial acceptance letters. Keep these letters on hand in their files and complete anything specific to that college that is requested.
- Set up school accounts for every college where you are accepted. This is another way to make sure you receive all the information you need through the admission process.

DECEMBER:

- Work through your calendar plan.
- Remind and/or gather letters of recommendations from teachers and counselors.
- Apply for available scholarships. Update scholarships received list.

- Register online for the ACT, SAT I SAT II: Subject Tests you intend to take. These test scores are a requirement for most scholarships and college admission. There is a fee you pay online at the time of registration.
- Schedule college visits and/or look for campus visit events.
- Attend information meetings at PHS with visiting representatives from military, colleges, and technical schools.

JANUARY:

- Complete and submit your [FAFSA](#) as soon after January 1 as possible.** To ensure you receive the maximum funding from all the aid programs for which you are financially eligible, it is ideal to file your FAFSA by early February.
- Students who have signed up and remained eligible for the College Bound Scholarship should note that submission of the FAFSA is a requirement to access scholarship funds.
- Men who are 18 years of age or older must register with Selective Service to receive federal financial aid. This can be processed through the online FAFSA application process.
- Remember to submit any other applications your school may require.
- Work through your calendar plan.
- Remind and/or gather letters of recommendations from teachers and counselors.
- Apply for available scholarships. Update scholarships received list.
- Register online for the ACT, SAT I SAT II: Subject Tests you intend to take. These test scores are a requirement for most scholarships and college admission. There is a fee you pay online at the time of registration.
- Schedule college visits and/or look for campus visit events.
- Attend information meetings at PHS with visiting representatives from military, colleges, and technical schools.
- Upload Sr Project research paper to WOIS by January 31.

FEBRUARY:

- Work through your calendar plan.
- Review your transcript to make sure it is updated and accurate.
- Request your seventh semester transcript is sent to all colleges/organizations that have requested them.
- Apply for available scholarships. Update scholarships received list.
- Register online for the ACT, SAT I SAT II: Subject Tests you intend to take. These test scores are a requirement for most scholarships and college admission. There is a fee you pay online at the time of registration.
- Schedule college visits and/or look for campus visit events.
- Attend information meetings at PHS with visiting representatives from military, colleges, and technical schools.

MARCH:

- Work through your calendar plan.
- Apply for available scholarships. Update scholarships received list.
- Register online for the ACT, SAT I SAT II: Subject Tests you intend to take. These test scores are a requirement for most scholarships and college admission. There is a fee you pay online at the time of registration.

- Schedule college visits and/or look for campus visit events.
- Register for Advanced Placement Exams.

APRIL:

- April 15 Senior Project deadline for graduation ceremony..
- You should get acceptance letters and financial aid offers by mid-April. Refer to the financial aid websites of the colleges you are considering if you have questions. If you can't find the answers, call the financial aid office.
- You must notify every college of your acceptance or rejection of offers of admission or financial aid **by May 1**.
- Send a deposit to the college you choose.
- Reserving housing after your acceptance.
- Work through your calendar plan.
- Apply for available scholarships. Update scholarships received list.
- Register online for the ACT, SAT I SAT II: Subject Tests you intend to take. These test scores are a requirement for most scholarships and college admission. There is a fee you pay online at the time of registration.
- Schedule college visits and/or look for campus visit events.

MAY:

- Take Advanced Placement Exams
- Carefully read **ALL** correspondence (electronic and hard copy) from the college you will be attending. They send important and time sensitive updates throughout late spring and early summer.
- Work through your calendar plan.
- Apply for available scholarships. Update scholarships received list.
- Register online for the ACT, SAT I SAT II: Subject Tests you intend to take. These test scores are a requirement for most scholarships and college admission. There is a fee you pay online at the time of registration.
- Schedule college visits and/or look for campus visit events.
- Study hard for all final exams. Most admissions are contingent on your final grades.
- Register for your college's summer orientation programs.
- Senior Project Presentations

JUNE:

- Request final copy of your official transcript is sent to the college of your choice as well as any other scholarship or award organizations that requested one.
- If you plan on competing in Division I or Division II college sports, have the registrar send your final transcript to the NCAA Initial Eligibility Clearinghouse.
- Remember to thank scholarship donors, teachers and others who have helped you.

SUMMER:

- Attend college summer orientation programs.
- Get required vaccinations for colleges or programs you are starting in the fall.