

# Senior Checklist Guide 2<sup>nd</sup> Quarter

**Prep work** - if you can prepare before you meet with a senior do so. If you cannot do so, please have a laptop or desktop next to you so you can review the following information while they are with you.

Grades/Class Credits	
<b>If the student is doing well</b>	<b>If the student is not doing well</b>
<ul style="list-style-type: none"> <li>If you have access to PowerSchool and the Graduation Progress tab, ensure the student is on track to graduate by meeting credit requirements.</li> <li>If a student is doing well, encourage more challenging classes, such as CE or AP.               <ul style="list-style-type: none"> <li>Assist the student with connecting with the CTE advisor in the school.</li> </ul> </li> <li>Is the student an athlete and wants to play in college? Ensure they have enough credits to meet NCAA. <a href="https://ncsasports.org">NCAA Eligibility Rules &amp; Academic Requirements (ncsasports.org)</a></li> </ul>	<ul style="list-style-type: none"> <li>If you have access to PowerSchool and the Graduation Progress tab, ensure the student is on track to graduate by meeting credit requirements.</li> <li>If a student has F grades, work with them to see how they can improve those grades. It is best if they can re-take the class to get a letter grade, this can be done with Utah Online? <a href="https://utahonline.org/">https://utahonline.org/</a></li> <li>Does the student want/need to complete packets? Work out a plan with them on how to accomplish this as soon as possible.</li> <li>Create a tutoring plan with the student, there are many options.</li> <li>Along with the student, check in with their school counselor to ensure that everything has been discussed with the student to ensure they graduate.</li> </ul>
GPA	
<b>If the student is doing well</b>	<b>If the student is not doing well</b>
<ul style="list-style-type: none"> <li>If their GPA is above 3.0, encourage them to increase it a little every quarter.</li> <li>Although students' GPA is in a good place, talk to them about how they can improve their GPA. This can include tutoring.               <ul style="list-style-type: none"> <li>Math labs</li> <li>Khan Academy</li> <li>Shmoop</li> <li>UVU online tutoring</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>If their GPA is below 3.0, work on a plan to help them increase their GPA.</li> <li>Does the student have an IEP/LEP, what resources can help them?               <ul style="list-style-type: none"> <li>Connect with the 504 coordinator or Special Ed tech.</li> <li>Learn what type of learner they are.</li> </ul> </li> <li>What subject(s) is the student struggling with, do they need tutoring?               <ul style="list-style-type: none"> <li>Tutoring that the high school can assist with</li> <li>Tutoring offered by GEAR UP                   <ul style="list-style-type: none"> <li>UVU online tutoring</li> </ul> </li> </ul> </li> </ul>
Attendance <i>(review the school district attendance policy)</i>	
<b>If the student is doing well</b>	<b>If the student is not doing well</b>
<ul style="list-style-type: none"> <li>If a student has less than 10 absences per school year, they are in good shape. Encourage them to continue attending their classes and being on time.</li> </ul>	<ul style="list-style-type: none"> <li>If a student has 10 or more absences, explain the impact this can have on their graduation based on the school attendance policy.</li> <li>Along with the student, check in with the school attendance secretary to review their absences and see how the student can make up their attendance.</li> </ul>
ACT/SAT Score	
<b>If the student is doing well</b>	<b>If the student is not doing well</b>
<ul style="list-style-type: none"> <li>19 or above you can go into college-level classes.</li> <li>Once you know what college(s) the student is interested in, assist the student with seeing if their scores meet what the college requires.</li> </ul>	<ul style="list-style-type: none"> <li>18 or below they may want to retake the ACT.</li> <li>Once you know what college(s) the student is interested in, assist the student with seeing if their scores meet what the college requires.</li> </ul>

**Meeting with the student** - It is now time to meet with the student, direct contact is best. Print or have the Graduation Plan on your screen and have the student complete it as you go through each question.

Are you on track to graduate?	
<p>Yes</p> <ul style="list-style-type: none"> <li>Will you be graduating early? If yes, ask when they expect to graduate. Notify the school counselor that the student has plans on graduating early and they can confirm the student is on track to do so.</li> </ul>	<p>No</p> <ul style="list-style-type: none"> <li>What do they need to work on towards graduation and create a plan with them</li> </ul>

What careers are you interested in?	
<p>If they provide careers</p> <ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<p>If they do not know, suggest the following.</p> <ul style="list-style-type: none"> <li>YOU Science. Contact the person at the school.</li> <li><a href="http://utahmajors.org">Utah Programs and Majors Guide (utahmajors.org)</a></li> <li><a href="https://www.careeronestop.org/ExploreCareers/explore-careers.aspx">https://www.careeronestop.org/ExploreCareers/explore-careers.aspx</a></li> <li><a href="https://www.onetonline.org/">https://www.onetonline.org/</a></li> <li><a href="https://www.bls.gov/k12/students/careers/career-exploration.htm">https://www.bls.gov/k12/students/careers/career-exploration.htm</a></li> </ul>

What colleges have you applied to?	
<p>Provide colleges.</p> <ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul> <p><b><u>If the student has completed a college application</u></b> and has been accepted into the college, ask them if they have checked their college email. That is where colleges will send all school emails.</p> <p><b><u>If the student is still considering applying to college</u></b> Share this with the student, it is for most schools in Utah, and it shows...</p> <ul style="list-style-type: none"> <li>college application fee</li> <li>2023-2024 tuition fees</li> <li>Admission requirements</li> <li>Fall deadlines</li> <li>Financial aid deadlines</li> <li><a href="https://ushe.edu/wp-content/uploads/pdf/k-12/ucaw/Facts-at-a-Glance.pdf">https://ushe.edu/wp-content/uploads/pdf/k-12/ucaw/Facts-at-a-Glance.pdf</a></li> <li>UCAW: College Application Fee Waivers: <a href="https://ushe.edu/wp-content/uploads/pdf/k-12/ucaw/2023/2023_UCAW_Application_Fee_Waiver_Info.pdf">https://ushe.edu/wp-content/uploads/pdf/k-12/ucaw/2023/2023_UCAW_Application_Fee_Waiver_Info.pdf</a></li> <li>I've Applied, Now What (USHE): <a href="https://ushe.edu/wp-content/uploads/pdf/k-12/ucaw/2023/I've_Applied_2023.pdf">https://ushe.edu/wp-content/uploads/pdf/k-12/ucaw/2023/I've_Applied_2023.pdf</a></li> </ul>	<p>No, why?</p> <p><b><u>Financial</u></b></p> <ul style="list-style-type: none"> <li>Let the student know about FAFSA.</li> <li>Loans subsidized and unsubsidized.</li> <li>Investigate scholarships that they can apply for. <ul style="list-style-type: none"> <li>Scholarships that are attached to colleges.</li> </ul> </li> <li>Work study</li> </ul> <p>Additional websites for financial aid options</p> <ul style="list-style-type: none"> <li>- <a href="https://my529.org/">https://my529.org/</a></li> <li>- <a href="https://dream.utah.edu/">https://dream.utah.edu/</a></li> </ul> <p><b><u>Medical</u></b> <i>(this is a sensitive topic if student divulges medical reason be sensitive when assisting them)</i></p> <ul style="list-style-type: none"> <li>Is there a way we can assist them in attending college? <ul style="list-style-type: none"> <li>Looking into accessibility services</li> <li>Perhaps doing an online course would be a better fit, than in-person classes</li> </ul> </li> </ul> <p><b><u>Military</u></b></p> <ul style="list-style-type: none"> <li>Ask "Why are you interested in the military?" If the student says it is due to financial reasons, review the financial options for them.</li> </ul>

<ul style="list-style-type: none"> <li>• Transcripts USHE: <a href="https://ushe.edu/wp-content/uploads/pdf/k-12/ucaw/2023/2023_instructional-transcript-sheet.pdf">https://ushe.edu/wp-content/uploads/pdf/k-12/ucaw/2023/2023_instructional-transcript-sheet.pdf</a></li> <li>• ACT: <a href="https://www.act.org/">https://www.act.org/</a></li> <li>• Waivers: <a href="https://www.act.org/content/dam/act/unsecured/documents/FeeWaiver.pdf">https://www.act.org/content/dam/act/unsecured/documents/FeeWaiver.pdf</a></li> </ul>	<p><b><u>Religious Mission</u></b></p> <ul style="list-style-type: none"> <li>• Encourage students to apply to colleges even if they say they are going on a mission right after college. <ul style="list-style-type: none"> <li>○ Plans may change and it is best to be enrolled in case the student cannot serve a mission immediately. <ul style="list-style-type: none"> <li>▪ Mission paperwork can be delayed to medical and dental assessments.</li> </ul> </li> <li>○ If a student has received a scholarship(s), they will need to be enrolled in a college so their scholarship can be held for them.</li> <li>○ ACT scores are good for up to two years</li> </ul> </li> </ul> <p><b><u>Not Interested/GAP year</u></b></p> <ul style="list-style-type: none"> <li>• What are they interested in doing after high school?</li> <li>• Taking a GAP year, you may lose out on opportunities such as scholarships only for freshmen</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• Why do they feel college is not for them?</li> <li>• If a student mentions they are undocumented, you then can provide them information, such as. <ul style="list-style-type: none"> <li>○ HB144</li> <li>○ Dream Center at the U <a href="https://dream.utah.edu/">https://dream.utah.edu/</a></li> </ul> </li> </ul>
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Have you applied or will you apply for Pell Grant/FAFSA?	
<p>Yes</p> <ul style="list-style-type: none"> <li>• Inform them that the PELL application opens on December 31<sup>st</sup>, 2023.</li> </ul> <p>Additional sites that students can use to get comfortable with PELL/FAFSA</p> <ul style="list-style-type: none"> <li>- <a href="https://studentaid.gov/sites/default/files/2023-24-fafsa.pdf">https://studentaid.gov/sites/default/files/2023-24-fafsa.pdf</a></li> <li>- <a href="https://studentaid.gov/sites/default/files/2023-24-fafsa-spanish.pdf">https://studentaid.gov/sites/default/files/2023-24-fafsa-spanish.pdf</a></li> <li>- <a href="https://studentaid.gov/resources">https://studentaid.gov/resources</a></li> <li>- <a href="https://studentaid.gov/aid-estimator/">https://studentaid.gov/aid-estimator/</a></li> </ul>	<p>No, why not?</p> <p><b><u>No time to</u></b></p> <ul style="list-style-type: none"> <li>• What days and times do you have open, we can work on what is best for you and your parents.</li> <li>• It takes about an hour to complete, and you may receive up to \$7000, I think that is worth an hour of your time.</li> </ul> <p><b><u>Not sure how</u></b></p> <ul style="list-style-type: none"> <li>• Don't worry I can show you how and go over it step by step.</li> </ul> <p><b><u>Not interested/time</u></b></p> <ul style="list-style-type: none"> <li>• How do you plan on paying for college?</li> <li>• It takes about an hour, and you can earn, and you may receive up to \$7000, I think that is worth an hour of your time.</li> <li>• State/school scholarships require you to complete the PELL</li> </ul> <p><b><u>Not eligible</u></b></p> <ul style="list-style-type: none"> <li>• If a student implies that their parents make more money, they may not qualify. <ul style="list-style-type: none"> <li>○ We recommend you apply; the requirements have changed, and any amount of PELL can help you, even if it only pays for your books.</li> </ul> </li> <li>• If a student mentions they are undocumented, you then can provide them information, such as. <ul style="list-style-type: none"> <li>○ HB144</li> </ul> </li> </ul>

Have you applied for any scholarships?	
<p>Yes,</p> <p>Ask what scholarship they applied for and if they know the possible amount.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p>If they have not heard back...</p> <p>Have them follow up and see if anything else needs to be completed.</p> <p>Additional scholarship websites</p> <ul style="list-style-type: none"> <li>- <a href="http://HOME   Keys to Success (ktsutah.org)">HOME   Keys to Success (ktsutah.org)</a></li> <li>- <a href="https://www.scholarships.com/financial-aid/college-scholarships/scholarship-directory/residence-state/utah">https://www.scholarships.com/financial-aid/college-scholarships/scholarship-directory/residence-state/utah</a></li> <li>- <a href="https://studentaid.gov/understand-aid/types/scholarships">https://studentaid.gov/understand-aid/types/scholarships</a></li> </ul>	<p>No, why not?</p> <p><b>No time to</b></p> <ul style="list-style-type: none"> <li>• What days and times do you have open, I can help you with scholarship applications.</li> <li>• They do not take very long to complete and in the end if you get a scholarship that is worth your time.</li> </ul>
	<p><b>Not sure how</b></p> <ul style="list-style-type: none"> <li>• Don't worry, I can show you how and go over it step by step.</li> <li>• Check with the college you are interested in attending, they each should have a master college scholarship site.</li> </ul>
	<p><b>Not interested/time</b></p> <ul style="list-style-type: none"> <li>• How do you plan on paying for college?</li> <li>• They do not take very long to complete and in the end if you get a scholarship that is worth your time.</li> </ul>
	<p><b>Not eligible</b></p> <ul style="list-style-type: none"> <li>• Not all scholarships are needs-based.</li> <li>• If a student mentions they are undocumented, <ul style="list-style-type: none"> <li>○ Some schools have scholarships you can apply for.</li> </ul> </li> </ul>

Update student information, ask if they have the same physical address, and phone number, and review their email address.	
<p>If they have a non-school email address</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>If they do not have a non-school email address</p> <ul style="list-style-type: none"> <li>• Let the students know once they graduate from high school, they will no longer have access to this email/emails.</li> <li>• Discuss with them that start to apply to colleges and scholarships they will want to have a personal email address.</li> </ul>

**Follow-Up** – as you are speaking with the student have the student take notes on their graduation plan. Make a copy for the student, enter information into the tracker, and email the parent about what was discussed.