

Senior Checklist Guide

1st quarter check-in

Prep work - if you can prepare before you meet with a senior do so. If you are unable to 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	
If student is doing well	If student is not doing well
<ul style="list-style-type: none"> If you have access to Powerschool and to the Graduation Progress tab, make sure the student is on track to graduate by meeting credit requirements. If a student is doing well in their classes encourage more challenging classes, such as CE or AP. <ul style="list-style-type: none"> Assist the student with connecting with the CTE advisor in the school. Is the student an athlete and wants to play in college. Ensure they have enough credits to meet NCAA. NCAA Eligibility Rules & Academic Requirements (ncsasports.org) 	<ul style="list-style-type: none"> If you have access to PowerSchool and to the Graduation Progress tab, make sure the student is on track to graduate by meeting credit requirements. 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? https://utahonline.org/ Does student want/need to complete packets? Work out a plan with them on how to accomplish this as soon as possible. Create a tutoring plan with the student, there are many options. Along with the student, check in with their school counselor to ensure that everything has been discussed with the student to ensure they graduate.
GPA	
If student is doing well	If student is not doing well
<ul style="list-style-type: none"> If their GPA is above a 3.0, encourage them to increase it a little every quarter. Although students GPA is in a good place, talk to them on how they can improve their GPA. This can include tutoring. <ul style="list-style-type: none"> Math labs Kahn Academy Shmoop UVU online tutoring 	<ul style="list-style-type: none"> If their GPA is below 3.0, work on a plan to help them increase their GPA. Does the student have an IEP/LEP, what resources can help them? <ul style="list-style-type: none"> Connect with the 504 coordinator or Special Ed tech. Learn what type of learner they are. What subject(s) is the student struggling with, do they need tutoring? <ul style="list-style-type: none"> Tutoring that the high school can assist with Tutoring offered by GEAR UP <ul style="list-style-type: none"> UVU online tutoring
Attendance <i>(review the school districts attendance policy)</i>	
If student is doing well	If student is not doing well

<ul style="list-style-type: none"> If a student has less than 10 absences per school year, they are in good shape. Encourage them to continue with attending their classes and being on time. 	<ul style="list-style-type: none"> If student has 10 or more absence, explain the impact this can have on their graduation based on the school attendance policy. 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.
ACT/SAT Score	
If student is doing well	
<ul style="list-style-type: none"> 19 or above you can go into college level classes. Once you know what college(s) the student is interested in, assist the student with seeing if their scores meet what the college requires. 	<ul style="list-style-type: none"> 18 or below they may want to retake the ACT. Once you know what college(s) the student is interested in, assist the student with seeing if their scores meet what the college requires.

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

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

What colleges are you interested in?	
<p>Provide colleges.</p> <ul style="list-style-type: none"> • • • • • <p>Share this with the student, it is for most schools in Utah, it shows...</p> <ul style="list-style-type: none"> • college applications fee • 2023-2024 tuition fee's • Admission requirements • Fall deadlines • Financial aid deadlines <p>https://ushe.edu/wp-content/uploads/pdf/k-12/ucaw/Facts-at-a-Glance.pdf</p>	<p>None, why?</p> <p>Financial</p> <ul style="list-style-type: none"> • Let the student know about FAFSA. • Loans subsidized and unsubsidized. • Investigate scholarships that they can apply for. <ul style="list-style-type: none"> ○ Scholarships that are attached to colleges. • Work study <p>Additional websites for financial aid options</p> <ul style="list-style-type: none"> - https://my529.org/ - https://dream.utah.edu/ <p>Medical (<i>this is sensitive topic if student divulges medical reason be sensitive when assisting them</i>)</p> <ul style="list-style-type: none"> • Is there a way we can assist them in attending college. <ul style="list-style-type: none"> ○ Looking into accessibility services ○ Perhaps doing online course would be a better fit, than in person classes <p>Military</p> <ul style="list-style-type: none"> • Ask “why are you interested in the military?” <ul style="list-style-type: none"> ○ If student says it is due to financial reason, review the financial options for them. <p>Religious Mission</p> <ul style="list-style-type: none"> • 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"> ○ 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"> ▪ Mission paperwork can be delayed to medical and dental assessments. ○ 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. ○ ACT scores are good for up to two years <p>Not Interested/GAP year</p> <ul style="list-style-type: none"> • What are they interested in doing after high school

	<ul style="list-style-type: none"> • Taking a GAP year, you may lose out on opportunities such as scholarships only for freshmen
	<p>Other</p> <ul style="list-style-type: none"> • Why do they feel college is not for them? • If student mentions they are undocumented, you then can provide them information, such as. <ul style="list-style-type: none"> ○ HB144 ○ Dream Center at the U https://dream.utah.edu/

Are you familiar with the Pell Grant/FAFSA?	
<p>Yes</p> <ul style="list-style-type: none"> • Inform them of when the PELL application opens. <p>Additional sites that student can use to get comfortable with PELL/FAFSA</p> <ul style="list-style-type: none"> - https://studentaid.gov/sites/default/files/2023-24-fafsa.pdf - https://studentaid.gov/sites/default/files/2023-24-fafsa-spanish.pdf - https://studentaid.gov/resources - https://studentaid.gov/aid-estimator/ 	<p>No</p> <ul style="list-style-type: none"> • Review was Pell/FAFSA is with the student

Are you interested in applying for scholarships	
<p>Yes,</p> <ul style="list-style-type: none"> • • • <p>Additional scholarship websites</p> <ul style="list-style-type: none"> - HOME Keys to Success (ktsutah.org) - https://www.scholarships.com/financial-aid/college-scholarships/scholarship-directory/residence-state/utah - https://studentaid.gov/understand-aid/types/scholarships 	<p>No</p> <ul style="list-style-type: none"> • Ask how they will be paying for college

Update student information, ask if they have the same physical address, phone number, and review their email address.

If they have a non-school email address

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If they do not have a non-school email address

- Let the student know once they graduate from high school, they will no longer have access to this email/emails.
- Discuss with them that start to apply to colleges and scholarships they will want to have a personal email address.

Follow Up – as you are speaking with the student write down what the student is how and what the student is going to do to graduate and enroll into college. Make a copy for the student, enter information into tracker, and email the parent on what was discussed.