OHS SENIOR CHECKLIST

from your Counselor & Career Coach



-Fall Semester Guide-

We hope this checklist helps demystify some of the stressful steps of senior year. We are here to help, so let us know how we can assist you pave a successful path ahead! Have a wonderful semester!

FOR ALL STUDENTS:

☐ **Be informed:**
- Get in the habit of checking your school email often.
- Know how to get in touch with your School Counselor, Mrs. Megan Hastings: Email—mhastings@ocsredskins.com Appointments—calendly.com/hastingshelps
- Know how to get in touch with your Career Coach, Mrs. Nicole Tolbert: Email—ntolbert@ocsredskins. Appointments—calendly.com/tolbertcareercoach
- Follow us, **your College and Career Team, on social media**: On Instagram, @oneonta.college.career and *Oneonta College and Career Team* on Facebook.
- Download the PowerSchool and ParentSquare/StudentSquare App to receive updates and info.

☐ **Connect:** Visit College Recruiters/Armed Forces/Business Professionals when they come to your campus. We announce their visits via email and with flyers posted throughout the school.

☐ **Be involved:** Continue to be involved on campus and in quality volunteer and community service activities. These look GREAT on a resume and more importantly, they will enhance your high school experience! (Run for office, don't be a member in name only, join clubs/get involved, and update your resume at the end of the semester)

☐ **Explore Careers** and try to narrow down your interests and pursuits:
- Take a Career Quiz at **https://www.mynextmove.org/**
- Browse your individualized **YouScience** aptitude and career interest results at **signin.youscience.com** (sign in with your school google account).
- **JOB SHADOW:** Senior students are permitted **TWO** job shadowing experiences per academic year. See Mrs. Tolbert for a **Job Shadow Form.**

☐ **Tap into your Boss Energy**

- Know your GPA. Strive for success in all of your classes. Finish high school strong!
- Prepare a résumé and practice Interview Skills for Scholarships or Jobs. (We can help you with interview coaching, resume development, scholarship applications, and more!).
- Request letters of recommendation from administrators, teachers, coaches, supervisors, club sponsors, and counselors for scholarships. Follow guidelines and ask for letters **well before** deadlines, not the day before (at least three weeks before!).

☐ **Participate in the FAFSA process: This is a GRADUATION REQUIREMENT!**

- "Participating in the FAFSA process" means understanding the FAFSA and submitting the application or completing a waiver. It is best for all students to complete the FAFSA.
- **The FAFSA is set to open on October 1st.** As resources are released, we will inform you!
- Closer to the launch date, we will visit your class to help you create your FSA ID and give you instructions for your parent to create his/her FSA ID if you are a dependent student.
- **FAFSAs for the 2026-2027 school year use your &/or your guardian's 2024 tax returns.**
- Visit studentaid.gov/aid-estimator to see how much financial aid you **MAY** qualify for from FAFSA.

☐ **Check your CCRI: This is also a GRADUATION REQUIREMENT!**

- Every senior should graduate with **at LEAST one College and Career Readiness Indicator (CCRI).** You can obtain a CCRI in one of these ways:
  - **Benchmarking on the ACT** (18 English; 22 Reading; 22 Math; 23 Science)
  - **Enlisting in the Military**
  - **Earning an Industry Credential** (this can be done through many career tech courses and pathways)
  - **Earning Dual Enrollment Credit** (students who earn an 70 or higher in a dual enrollment course)
  - **Earning a Qualifying Score on an AP Exam** (scoring a 3 or higher)
  - **Benchmarking on the ACT WorkKeys** (Scoring a 4 or higher on each of the 3 WorkKeys subtests. We will be administering the WorkKeys Assessment at OHS).
  - **Being a CTE Pathway Completer** (Earn 3 credits with a grade of 70 or higher in career tech courses *from the same pathway*)
  - **Completing a Youth Apprenticeship**

FOR WORKFORCE-BOUND OR MILITARY-BOUND STUDENTS:

☐ **Make contact** with businesses/military recruiters ASAP. Set yourself apart from the rest by being proactive and professional! Reach out and find a mentor in your chosen field.

☐ **Work toward** obtaining necessary training, experience, certifications, and credentials.

☐ Look up **apprenticeships, internships, and job opportunities** for students.

☐ **Research:** Which businesses have **tuition assistance or reimbursement** programs. Does your chosen business/company/field offer **upward mobility?**

☐ If you are military, discuss enlistment with a recruiter; let us know so we can schedule your **ASVAB test.**

FOR COLLEGE-BOUND STUDENTS:

☐ **Set up your account at Parchment.com.** This is the secure platform that OHS uses to send your transcript. Once you have an account, you can order your transcript to be electronically delivered to a certain college/university or to yourself! Either of us can always print your transcript for you at school, but due to FERPA regulations, we cannot simply email it to you or to a college. Parchment allows us to securely, electronically send this document. It is free to order your transcript while you are still at OHS. After graduation, it will cost $4.

- You will need to send your transcript to the colleges to which you are applying at least two times (some require more!):
    1. You will send your transcript to your college(s) when you apply in the fall.
    2. You will send your final transcript to your college of choice on or after June 5.
    3. Some colleges will require a "Mid-Year Report." This is your transcript that includes first semester grades and can be ordered after January 5.

☐ **Visit Colleges**

- You are permitted **TWO** excused college visit days. Check with us for college visitation guidelines and forms. Visit colleges that offer your program of interest and other qualities that are valuable to you. Use the College Comparison Worksheet on the back of this page to help you compare what's most important to consider when choosing the right college.

☐ **Apply for colleges before or during Free College Application Week (usually the first week of October)!** Many college admission fees will be waived this week! We will host several college reps on campus that week and throughout the year.

- Mark your planners/calendar with **deadlines for scholarships, financial aid, and admission** (many schools have early enrollment deadlines in the Fall or Dec).
- Determine if you are eligible for admission and scholarships by GPA and test scores.
- Ensure the school you want to attend actually offers the program(s) you want to study!

☐ **Apply EARLY for scholarships!**

- Don't wait until the last minute!
- Check our Social Media pages and your school email often for scholarships posted! Do not miss out on applying for local scholarships, especially. Use a website like Big Future or Scholarship Owl to tailor your national scholarship search or use AI to help you find scholarships for which you are eligible.
- Write a great general scholarship application essay. Then you can tweak for all scholarship essays. **We can help you with this!**

☐ **Take the ACT (or SAT)** if you have not taken it yet or are dissatisfied with your score.

- If you have not already, create an account at myact.org. From here, you can register for a test, access your score report, and send your scores to colleges!
- Always take the ACT at least twice!
- See one of us for free practice tests and further information about how to improve your score.
- Do you get Free and Reduced Lunch? Talk to us to see if you qualify for an ACT Waiver.

College Comparison Worksheet

COLLEGE NAME			
Location —distance from home			
Size —enrollment —physical size of campus			
Environment —type of school (2- or 4-year) —school setting (urban, rural) —location & size of nearest city —co-ed, male, female —religious affiliation			
Admission Requirements —deadline —tests required —average test scores, GPA, rank —notification			
Academics —your major offered —special requirements —accreditation —student-faculty ratio —typical class size			
College Expenses —tuition, room and board —estimated total budget —application fee, deposits			
Financial Aid —deadline —required forms —percentage receiving aid —scholarships			
Housing —residence hall requirement —food plan			
Facilities —academic —recreational —other			
Activities —clubs, organizations —Greek life —athletics, intramurals —other			
Campus Visits —when —special opportunities			