

SENIOR CHECKLIST: 2 or 4 year College/University

Any institution of higher education that awards a degree or credential post-high school graduation. This includes, but is not limited to, universities, technical colleges, trade schools and more.

Task / Information	Date / Deadline	Complete?
Explore best fit and match (Attend college fair, speak to rep, explore Xello etc)		
Identified where to apply (apply to at least 3 schools)		
Research funding options for college (Work Study, FAFSA, Grants, Loans, Scholarships, Internships etc)		
Take ACT/SAT and/or Accuplacer (If needed, some colleges are no longer requiring college entrance exams. Check your college's website for more information)		
Create Parchment or Xello (Capital and VPM) account (Parchment is used to request and send transcripts)		
FAFSA application opens! Complete ASAP	October	
Secure letters of recommendation (ask at least 2 weeks before they are due)	Fall	
College Application Workshop	Varies - see counselor	
College Goal WI - FAFSA Support Workshop	October see counselor for dates	
Scholarship Applications - Find them in Xello or other websites	September - End of Year	
Finish all college applications	December	
Read and understand your Award Letter		
Commitment Day!!! What will <u>YOU</u> be doing in the fall? (This is the official day that you have to let most colleges know whether you plan to attend or not)	May 1	
Check email often for instructions from your college (you'll receive emails about setting up your college account & other important information)	Ongoing	
Create a financial plan		

(MMSD Financial Plan Template available)		
Graduation: Request final transcript through www.parchment.com or Xello (Memorial and Capital)	June	

SENIOR CHECKLIST: Apprenticeship / Skilled Trades

Apprenticeship is post-secondary education like a college or university but Apprentices learn only a portion of their skills in a traditional classroom. They receive most of their training on-the-job, while working for an employer who pays a good wage. Employment is the primary requirement for an apprenticeship - a job must exist for the apprentice to be trained. The classroom instruction is usually provided through the Wisconsin Technical College system.

Task / Information	Date / Deadline	Complete?
Determine what trade you are interested in if you haven't already	Fall	
Explore Apprenticeships and submit applications to potential apprenticeships		
Create financial plan to support this path	All year	
Connect student to WRTP/Big Step	Fall/Spring	
Get your driver's license! If you already have it, be sure to keep a clean driving record.	ASAP	
Participate in mock interviews	Varies by school	
Secure letters of recommendations from counselors or other trusted adults	First semester	
Provide transcript if requested/needed. Some of the trades require math to get in	As needed	
Complete application to trade you are interested in. Some trades only have open applications and interviews once a year.	Varies by trade	
Interview with trades	Varies by trade	

SENIOR CHECKLIST: Military

Made up of five military branches, each with their own active-duty and part-time components. Each varies in service commitment, location, and how its members contribute to the overall mission of protecting our country, though all are on the same rank-based pay scale.

Task / Information	Date / Deadline	Complete?
Research 5 branches of the military		
Talk to recruiters to learn about different programs / benefits of each branch		
Ask Military representatives about active duty versus the reserves.		
Take the ASVAB.		
Retake ASVAB if needed (can take up to two times)	Check with counselor on dates	
Create financial plan to support this path	Spring	

SENIOR CHECKLIST: Employment

A paid work agreement between an employer and employee. The term applies to a person who is hired for a salary or fee to perform work for an employer.

Task / Information	Date / Deadline	Complete?
Research skills and interests related to career possibilities. Go back into Xello to review some career areas if you are not sure what you're interested in.	Fall	
Connect with the Academic and Career Plan Coordinator or the Experiential Learning point of contact to see what internships are available	Fall/Winter	
Explore jobs	Fall	
Revise and update your resume. Be sure to include volunteer activities, community service, clubs, sports and anything else you might have participated in while in high school.	Winter	
Participate in mock interviews (check with your counselor or ACP coordinator for dates)	Varies by school	
If you participated in a mock interview, write your interviewer a thank you note. (When you go for a real interview, it is important to write a thank you note to the person who interviewed you!)	Varies	
Create financial plan to support this path	Spring	
Secure letters of recommendations from trusted adults	Fall	
Obtain a State ID or Driver's License. Employers will require a proper form of identification	ASAP	

SENIOR CHECKLIST: Gap Year

A semester or year of exploration and/or experiential (hands-on) learning, taken after high school and prior to career or postsecondary education in order to deepen one's practical, professional, and personal awareness.

Task / Information	Date / Deadline	Complete?
Determine timeline for gap year	Fall/spring	
Set goals for future plan after gap year	Spring	
Create financial plan to support this path	All Year	

SENIOR CHECKLIST: Job Training

Programs that may lead to a certification of some sort and are typically aimed at giving a boost to workers' employability and earnings. (i.e Aveda/beauty school)

Task / Information	Date / Deadline	Complete?
Identify industry or area of interest		
Identify a specific job training program		
Engage in a mock interview		
Apply and interview		
Create a financial plan to support this path		

