

# Academic Planning Checklist



## 12th grade (Fall Semester)

*Throughout the year, send your School Counselor proof of every scholarship offer, acceptance, full-time job offer, military enlistment, and FASFA completion!*

### August-October

- ☐ Continue to stay connected with your School Counselor and the College and Career Access Hub for updates on events, resources, and opportunities. Be sure to subscribe to the newsletter today!
- ☐ Continue to explore service opportunities on Xello. Track and keep copies of your volunteer service hours and paid work hours using the log form (check website and main office for a copy). Check for due dates!
- ☐ Share your goals (in Xello) with your School Counselor to help get you in the right courses for your future. Enroll in rigorous courses aligned with your post-secondary goals and be sure you are on track to graduate AND qualify for Bright Futures.
- ☐ If you have already, create a professional, personal email to use for just Common App, FASFA, college applications, employment applications, your College Board and ACT accounts, FFAA, and other career- related tasks.
- ☐ Be sure you know how to write a professional email.
- ☐ Learn how to scan an item as a PDF on your phone, save it, and email it as an attachment.
- ☐ Check with your school counselor to see if you are eligible for ACT, SAT, and college application fee waivers.
- ☐ Complete the google form (when available) for your cap and gown.
- ☐ Be sure you know the timeline for the path you want to pursue after high school
  - ☐ Planning to Enroll? Check out the 4 year and 2 year college application checklists to be sure you're not missing important deadlines!
  - ☐ Planning to Enlist or Employ? Be sure to check out the senior checklists to make sure you're on track to accomplish your goals!
- ☐ Create your FSA ID and complete the Free Application for Federal Student Aid (FASFA) which opens October 1st. Need assistance? Check out upcoming events for support workshops.
- ☐ Create your Florida Financial Aid Application (FFAA) which opens October 1st.

### November-December

- ☐ The deadline to test for Bright Futures is June (SAT) and July (ACT). Continue to work toward the score you need to qualify for the Bright Futures scholarship! Check out Khan Academy and Varsity Tutors for Test Prep support.

# Academic Planning Checklist



## 12th grade (Spring Semester)

*Throughout the year, send your School Counselor proof of every scholarship offer, acceptance, full-time job offer, military enlistment, and FASFA completion!*

### January-March

- ☐ Continue to stay connected with your School Counselor and the College and Career Access Hub for updates on events, resources, and opportunities. Be sure to subscribe to the newsletter today!
- ☐ Update resume and review it with your School Counselor.
- ☐ Create a LinkedIn profile. Review it with your School Counselor.
- ☐ Clean up your social media accounts. (Private does not mean no one will see it!)

### March-May

- ☐ Complete the End of Year Senior Survey (mandatory for all seniors).
  - ☐ Your final transcript will automatically be sent to any school you put as your final plan as long as your School Counselor has proof of acceptance!
    - ☐ Final transcripts are sent in June.
  - ☐ You will not earn an invitation to Decision Day if you have not yet shown proof of your final post-secondary plan
  - ☐ Failure to report proof of acceptance to your School Counselor may result in missing awards during your Senior Award Ceremony.
  - ☐ Your PKY gmail and drive will be gone after graduation.
    - ☐ Copy anything you have saved in Google Drive to a personal account or device.
    - ☐ Change any accounts using your school email to your personal email.
- ☐ Participation in graduation rehearsal.
- ☐ Graduation!



Personalized  
Education Plan  
for Each Student