

12 2.1: Organizing My Applications

PHASE OVERVIEW

Pairs will work on post-secondary applications. They will understand the resources that exist to help support them with the applications. Every mentee will apply to at least one college and if they are interested in non-college options, to at least one other post-secondary pathway.



LESSON OBJECTIVE

SWBAT identify the required information for their post-secondary applications.

PURPOSE

There are many pieces of information required for post-secondary applications that students may not know. This lesson gives facilitators the chance to walk through these important pieces of information before students begin their applications.

AGENDA

5 min	<i>Do Now: Log Into the Platform</i>
25 min	<i>Learn and Engage: Application Prep</i>
10 min	<i>Mentor Connection</i>



KEY TAKEAWAY

Understanding the steps and resources necessary to complete my post-secondary applications will help make the process easier for me.

FACILITATOR NOTES:

You should go through each part of the lesson's Google Doc, piece by piece, and clarify any questions that students present.

You should speak with your college counselor before this lesson to understand how students will be receiving their cumulative GPA and current grade ranking (if your school ranks). Students will need to know this information for their applications.

You will also need to know the following information and insert it into the presentation, when directed to do so:

- your school's address
- your school's CEEB code
- the expected graduation date for your cohort
- the school counselor's full name
- the school counselor's school email and phone number
- the high school's internal deadline for completing post-secondary applications (if it exists)

MATERIAL: [12.2.1 Presentation](#), [Platform Google Doc](#) (embedded in the Platform lesson)

Do Now: Students will access their “Organizing My Applications” Google Doc embedded on the Platform.		Notes:
Slide 2: 5 min	TALKING POINTS Log into the Platform and access this week’s lesson. Scroll down to the bottom of the page, until you see the Google Doc. Tilt your computer forward so I know you are ready to start class.	

Learn and Engage: Students will fill out their “Organizing My Applications” Guide designed to support them in the application process.		Notes:
Slide 3: 1 min	<i>Have a student read the key takeaway:</i> Understanding the steps and resources necessary to complete my post-secondary applications will help make the process easier for me!	
Slide 4: 2 min	TALKING POINTS Whether you go to college, a vocational program, the military, a service program or the workforce - you will have to meet deadlines! If you stay organized, you will be able to put yourself in a good position. What strategies do you currently use to stay organized?	
Slide 5: 1 min	TALKING POINTS On the phase checklist (where you write your weekly message), you will see application resources. Use these resources as supports in completing your applications. Reach out to your mentor for additional support!	
Slide 6: 6 min	TALKING POINTS Today, we are going to review the important information that you will need in order to complete your post-secondary applications. Regardless of your pathway, the applications you fill out will require certain information that you might not know off the top of your head.	

	This document, which lives on the platform, will help us organize all of the information that we need to know so we can access it when we work on our applications. As we go through this document, there might be information that you are unsure of - that is OK. The point of this activity is to figure out what gaps we have in our knowledge and identify who we should be reaching out to for certain pieces of information. Let's start off with the first section. <i>Note: You should go through each line of the document and give students a chance to fill in the information. Use the quick tips on the PowerPoint slide for support.</i>	
Slide 7: 5 min	TALKING POINTS <i>Note: You should speak with your college counselor before this lesson to understand how students will be receiving their cumulative GPA and current grade ranking (if your school ranks). Students will need to know this information for their applications.</i> <i>Please fill out the following information on this slide before class:</i> - your school's address - your school's CEEB code - the expected graduation date for your cohort - the school counselor's full name - the school counselor's school email and phone number	
Slide 8: 5 min	TALKING POINTS You should include at least 2-3 extracurricular activities on your applications. You will need to provide a brief description of your participation + the following information listed here. Remember, extracurriculars are not just school clubs and sports. You can include: ● any job or internship you have had ● any family obligations (like babysitting or translating) ● special skills (like playing an instrument or art) ● community activities (such as volunteering or religious participation) If you have a resume, you can simply copy/paste the descriptions you wrote on your resume for each activity.	

Slide 9: 5 min	TALKING POINTS For the last section of your document, please take the next five minutes to “Google Search” the deadlines of the post-secondary programs you are applying to - this is very important information! If you miss a deadline, you will miss your shot of possibly being accepted into a program. <i>Note: Your school might have an internal school-based deadline for post-secondary applications. Please make sure to know and share this information if it exists.</i>	
Slide 10: Mentor Connection	Have students write to their mentors. TALKING POINTS <u>At the end of class:</u> Your homework for this week is to fill out any sections that you left blank in class today. You might need to ask your school counselor or guardian(s) for support. Again, you will not be able to complete your post-secondary applications without all of this information, so it is very important that you have it available.	
Slide 11: Extend	TALKING POINTS For each application that you work on, you will need a username and password. Keeping track of this information is important. I am going to give you some time to work on this right now. 1) Think about WHERE you want to store your information (ex: on your google drive, in a notebook). 2) Think about HOW you want to organize your information. 3) Get started! Create your Password Tracker and start to fill it out. <i>Note: You can have students brainstorm step 1 and step 2 in a class discussion before starting their work time.</i>	



Mentor Connection

1. Share your high and low from this week with your mentor.

My high from this week was...

My low from this week was...

2. What is your earliest application deadline (make sure to share the program's name)? How are you feeling about meeting this deadline?

My first application is due on ____ for ____ program/school.

I am feeling ____ about meeting this deadline because...



Mentee Connection

Overview

During this week's lesson, students worked on identifying the information they need to know in order to complete their post-secondary applications. They were instructed to take the questions they lack the answers to and ask their guardian(s)/school counselor for support.

Your Response

1. Share your high point and low point from the week.

2. Check in with your mentee to ensure that they have completed their application information guide. If your mentee has shared that they are confused about how to gather certain information, encourage them to check in with school staff.