

**Checklist For
SENIORS GRADUATING IN 2009
Science Hill High School**

- ❑ Attend the College Fair, Financial Aid Night, & College Admissions Night.
- ❑ Mrs. Shorter is the secretary who processes college applications. Be sure all obligations are paid or transcripts cannot be processed.
- ❑ Complete Senior Transcript Release Form and pay \$5 senior fee in the Counseling Office.
- ❑ Take or retake ACT/SAT. Application forms are in the Counseling Office. Extended time testing for those who qualify must be requested 6 weeks prior to regular registration deadlines. Only certain test dates allow extended time.
- ❑ Athletes who wish to play Division I or II sports must complete the NCAA Clearinghouse Form. Forms are found on the Internet at www.ncaaclearinghouse.net . Once completed, bring the forms (Copy 1 and Copy 2) to Mrs. Shorter so your transcript can be forwarded.
- ❑ Make visits to prospective colleges. Request college applications and financial aid packages as soon as possible from colleges.
- ❑ Complete college applications and essays well before the published deadline. If recommendations are required, give the teachers and your counselor at least three weeks to complete these. Bring in your completed application to Mrs. Shorter in the Counseling Office so your application can be logged in and Mrs. Shorter will complete her part and the counselors will complete any part requested and mail it with your transcript. No postage is necessary (paid by your senior fee). Most transcript/applications are completed in a few weeks. See your handbook.
- ❑ Check and recheck graduation requirements with your counselor. You are responsible for making sure you have completed all steps. Remember you cannot walk across the stage at graduation unless you meet all requirements.
- ❑ Listen to the daily announcements, read the senior bulletin board, and check the scholarship file in the Counseling Office.
- ❑ Make an appointment with your counselor ASAP.
- ❑ Complete your Senior Checkout Form at the end of the school year. This tells the Science Hill High School Counseling Office where to send your final transcript.