

DOINGWHATWORKS



SAMPLE MATERIAL

High School Planning Calendar

Chattanooga School for the Arts and Sciences, Tennessee

Topic: Helping Students Navigate the Path to College

Practice: Assist With College Entry

At Chattanooga School for the Arts and Sciences (CSAS), planning for college is a continuous process that begins in ninth grade. Guided by these Planning Calendars, students learn to maximize their high school career by meeting specific goals for each year.

While ninth-graders focus on a general, year-long goal of building a foundation for success in college, students in grades 10-12 receive a month-by-month schedule of tasks to help keep them on track for college success. In tenth grade, students focus on course planning and preparing for college placement tests, while eleventh graders begin exploring colleges of interest and summer programs. By the beginning of twelfth grade, students are well positioned to begin working through the steps of selecting and applying to colleges.

The actions listed for each grade are generalized, and students are encouraged to personalize the calendar to make it relevant to their individual goals.

High School Planning Calendar

The following information is presented as a guide for making the most out of your high school career. The actions listed are generalized so personalize the calendar and make it relevant to your goals.

Freshman Year	
Challenge yourself:	<ul style="list-style-type: none"> Set academic goals Become involved in extracurricular activities; seek leadership roles whenever you can. Select books from the College Bound Reading List Review the list of Enrichment Program activities posted on the Naviance website.
Life in high school and beyond:	<ul style="list-style-type: none"> Set up a binder or file where you can keep all supporting documents for school honors, awards, work and volunteer experiences, athletics, grades. Start gathering information on career fields that interest you. Discuss how to pay for your college with your parents. Volunteer in the community.

Sophomore Year	
August	Consider ways to become more involved at CSAS and in the community.
October	Take the PSAT as a practice for next year's National Merit Qualifying Test. Attend tutoring sessions for your most challenging classes.
November	Take the PLAN test to prepare for next year's ACT test. Apply to attend State of Tennessee Governor's School
December	Look over your PSAT/PLAN test scores and talk with your counselor / advisor / parent about the implications for your remaining courses at CSAS.
February	Talk with your counselor about taking an appropriate SAT Subject Test in academics subjects that you complete this year.
March – April	Begin plans for your Junior Class College Trip.
May	Think about your plans for the summer. Explore ways in which you might pursue an interest, volunteer in the community, or work in a vocational area that suits you.
June	Complete 10 hours of community service prior to July 1.

Junior Year	
August	Realize that this may be your toughest year academically. Commit to excellence in the classroom. Consider attending sessions conducted by College Admission Counselors visiting CSAS. These opportunities will be posted in various places including your Advisory Classroom. Attend regular tutoring sessions for your most challenging classes all year.
September	Continue meeting with College Admission Counselors visiting CSAS. Get ready for the Junior Class College Trips: complete research, prepare a list of questions based on your plans. Attend the Lookout Counseling Association College Fair.
October	Take the PSAT this month. Request to have your name placed on mailing lists for schools that sparked an interest for you on the college trip.
November	Apply to attend State of Tennessee Governor's School
January	Take the SAT Reasoning Test.
February	Apply for the Bridge Program, if qualified. Look for other summer program matching your interests and other factors. Talk with your counselor about taking an appropriate SAT Subject Test in academics subjects that you complete this year Continue to prepare to prepare for the ACT exam: take practice tests on test prep websites, attend tutoring sessions for math and English.
March	Attend the Career Fair at CSAS
April	Attend Chattanooga's Coast-to-Coast College Fair at the Trade Center. Begin to explore the schools on your initial list. Call or email several of your colleges requesting an information and application packet.
May	Plan an interesting summer which might include: college visits, reading, a college summer program, community service, or travel. Begin working on "Making Your Summer Count."
June	Complete 50 hours of community service prior to July 1. Complete the resume portion of your Senior Profile and your writing sample.
July	Complete all remaining activities in "Making Your Summer Count." Look at the essays for the Common Application and your top five schools. Compose a first draft for each essay.

Senior Year	
	Remember that the grades you make this semester will be an important ingredient in the way college admissions committees view your academic seriousness. Your first semester grades will be the last ones they see before deciding whether to admit you to their school.
August	<p>Participate in peer tutoring with another student to finalize your senior profile.</p> <p>Share your first draft copies for your essays with your English teacher</p> <p>Senior Profiles are due on Wednesday, the last week in August. Be Right On Time and start the year off right.</p>
September	<p>Meet with your college counselor for an update on the progress in researching the colleges on your list. If you plan on applying early, doing this right away is a must.</p> <p>Attend the College Nights Program if representatives from schools on your list are visiting campus and speak to them about your specific concerns and questions. Be on the lookout for a "diamond in the rough," a college you haven't looked at that might be a good possibility.</p> <p>Don't forget about the Senior Seminars (two sessions) that will provide information on researching colleges, college visits, application do's and don'ts, and financial aid.</p> <p>Sign up for the SAT Reasoning Test, ACT, and SAT Subject Tests as needed.</p> <p>Contact colleges on your list and ask their admissions office to send you a viewbook and application packet.</p> <p>Continue working on your application essays.</p>
October	<p>Narrow your list of colleges to four or five that you are seriously considering and make plans to visit.</p> <p>Decide how you will actually apply: paper application or online.</p> <p>Keep grades up, as your first semester's work will be an important aspect of your total application process.</p> <p>Reread and revise your application essays; get feedback from others.</p> <p>Request teacher recommendations for the applications that require them.</p> <p>Search the Internet scholarship databases for possibilities. Search for scholarships at your list of top schools. Identify the application process for scholarships for each school.</p>

	<p>Update your College Application Tracker for each of your colleges.</p> <p>Work on your applications. Be aware of the November filing deadlines. Submit your CSAS Application Folder to the Guidance Office in ample time to meet your deadlines.</p>
November	<p>Sign up for and take the SAT or ACT one last time for admission purposes.</p> <p>Check your eligibility for the Tennessee Hope Scholarship. Take the ACT again and again until you qualify ONLY if you continue to attend tutoring sessions and work to improve your scores.</p> <p>Pick up information on FAFSA and Profile (if needed) forms from the CSAS Guidance Office and deliver them to your parents.</p> <p>Work on your applications. Be aware of the December filing deadline. Submit your CSAS Application Folder to the Guidance Office in ample time to meet your deadlines.</p>
December	<p>Listen for announcements about the CSAS Financial Aid Workshop. Make sure your parents attend with you. Apply for your PIN number on www.fafsa.gov and help your parent apply for one too.</p> <p>Make your semester tests count. Your semester grades will be the final marks a college will see before they decide on your application for admission.</p> <p>Finish your final applications. Be aware of the January filing deadlines. Submit your CSAS Application Folder to the Guidance Office in ample time to meet your deadlines.</p>
January	<p>Complete the FAFSA and any financial aid forms from the colleges to which you have applied. Send them in as soon as you can, as aid is distributed on a first come first served basis. Miss the financial aid deadline and you miss your chance for aid next year. Target date: Feb. 1.</p> <p>Attend the One Stop Scholarship Shop program and other financial aid programs announced at school, on the radio or in the newspapers.</p> <p>Make an appointment with the UTC Peer Financial Aid Counselor and verify that you have the information needed to complete the FAFSA process.</p>
February	<p>Verify that your FAFSA is complete. Schedule a meeting with the UTC Peer Financial Aid Counselor to finalize financial aid applications.</p> <p>Check online for your admissions application update. Verify that schools have received all application materials.</p> <p>Expect to receive letters of acceptance or non-acceptance. HOLD ON TO THE LETTERS! Senior Intake Day is Coming!!!</p> <p>Continue applying for scholarships. Send your Student Aid Report (SAR) with scholarship applications that require the report.</p>
March	<p>Visit schools to which you have been accepted if you need one last look</p>

	<p>before you make your final choice.</p> <p>Review all acceptance packages carefully. You still have plenty of time to make a final choice.</p>
April	<p>Meet with your counselor to create strategies if you've been wait-listed by a school.</p> <p>Watch for announcements about Senior Intake Day! It is almost here!</p> <p>Mail a written acceptance to your first-choice university with your deposit, if required.</p> <p>Write a thank you note to those who wrote recommendations.</p> <p>Respond to all financial and scholarship offers.</p> <p>Notify all colleges that accepted you of your final decision.</p>
May	<p>May 1 is the National Candidate Reply Date. Make your decision before this date and send a deposit to the school you want to attend.</p> <p>Complete your Final Transcript Request card and identify the school you will be attending. Watch for the Graduation Banner and Roll Call at Awards Day!</p> <p>Sign up for new student orientation. Remember, if you are the first CSAS student to attend your college, bring home a pennant! Yours will be the first to appear in our hallway at CSAS.</p> <p>ENJOY GRADUATION! YOU HAVE EARNED IT!</p>