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Education/Career Planning Calendar for Seniors

September

* **Schedule your Senior Planning Conference with the Student Services Office**
* Check out the Student Services webpage at [www.barron.k12.wi.us](http://www.barron.k12.wi.us)
* Visit post-secondary campuses
* Obtain post-secondary application forms
* Write all post-secondary application deadlines on a calendar
* Begin or continue to complete applications for admission, housing, and/or financial aid
* Actively search for scholarships
* Register for any necessary tests (ACT, SAT)
* Check that academic program meets high school graduation and post-secondary entrance requirements
* Attend post-secondary information nights or fairs; prepare specific questions for post-secondary schools
* Use XELLO to help you search - found on Student Services page on the BASD website
* Continue collecting items for portfolio

October

* **Apply now if you know where you want to go!**
* **You can start filling out the FAFSA after October 1st.**
* Visit post-secondary campuses
* Update your resume highlighting your academic, extracurricular work, and volunteer activities to give to people writing recommendations
* Spend time choosing recommendation writers and hand them the form from Senior Guide
* Take ACT, SAT Ior II, if necessary
* Continue working on applications
* Start searching for possible scholarships, especially at your post-secondary school
* Continue attending post-secondary and career information sessions
* Use XELLO
* Continue working on portfolio in homeroom

November

* Visit post-secondary campuses
* Take ACT, SAT I or II, if necessary
* Continue applying and searching for scholarships
* Use XELLO
* Continue working on portfolio in homeroom

December

* Applications to post secondary schools are usually due by December 1st.
* Continue applying for scholarships and post-secondary schools
* Register for future admissions tests, if necessary
* Use XELLO
* Continue working on portfolio in homeroom

# January

* Make final visits to post-secondary campuses
* Have all post-secondary applications completed
* Take ACT, SAT I or II, if necessary
* Check that all recommendations, transcripts, and test scores have been sent to post-secondary schools of choice
* Begin completing local scholarships - check Student Services page for up-to-date info
* Finalize portfolio for scholarships

February - - April

* Complete any late deadline application forms
* Take needed tests
* Evaluate offers of admission
* Consider visiting post-secondary campuses before making final decision
* Review your SAR (Student Aid Report) for accuracy
* Begin completing local scholarships
* Set interview for Senior Exposition & practice.

May

* Make final decision, if not made earlier
* Take AP tests, if appropriate
* Thank all those who have helped in the admissions process - Celebrate your SUCCESS!
* Request your final transcript from parchment.com to be sent to your school of choice. **Be sure to select hold for grades so that your final grades will be in your transcript.** Parchment.com is free up until 7/31/20

June

* Parchment.com is free up until 7/31/19 if you need to place another request.
* You will receive a final transcript in the mail from the Student Services Office

*Faces of old and faces of new*

*People we know and people we knew*

*As we say our final good byes,*

*A “keep in touch” a “remember when”*

*“A place in my heart you’ll all stay”*

*this is what we say as we go on our own way*

 *said by Mrs. Mikunda at her commencement in 1980*

#### Post Secondary Options

####  Most careers require at least some education or training beyond high school. One career may require four years of college while another may require a six-month program at a technical school. In most cases, your career goal will determine which of the following options is the most appropriate:

 Four-Year Colleges

 Two-Year Colleges

 Career and Technical Colleges

 Military

 Apprenticeships

 Employment

**Four-Year Colleges/Universities**

 A four-year college education, or bachelor’s degree, is necessary for approximately 20% of today’s careers. A bachelor’s degree can open doors, provide status, and prepare students for financially rewarding careers. All colleges and universities hope to attract bright, well-prepared students. Colleges and universities vary greatly in their majors offered, admission policies, and costs.

 Four-year colleges and universities want students to have both a broad-based education, and education in a specific subject area or major. In order to insure that students receive a well-rounded education, most four-year colleges and universities require that students take 25 to 50% of their classes in general education courses like English, math, science, and history. Since many of the general education courses are taken during freshman year, “undecided” students can use their first year of college to fulfill general education requirements and to decide on a major.

 Entrance requirements vary greatly. Colleges and universities that have an open admission policy will accept most high school graduates who apply. At the other end of the spectrum are colleges and universities that are highly selective. In order to be accepted at a highly selective college or university, a student must usually have high ACT/SAT scores and a high GPA. Regardless of the entrance requirements, all colleges and universities want applicants who have followed a college prep program in high school. This generally includes four years of English, three years of math (including Algebra I, Geometry, and Algebra II), three years of science, three years of social studies, two years of the same world/foreign language, and one year of fine arts. If a student has not taken all of these courses, it does not mean that he/she cannot go to a four-year college or university. Consult with the college admissions counselor for more information.

 The student who has not taken several of the recommended college preparatory courses may want to start at a two-year college, and then transfer to a four-year college after a year or two. Students may also start off at a four-year college or university’s branch campus where the admission requirements are less competitive, classes are smaller, and where there is less academic pressure. Students can attend the branch campus for one or two years, then, if they have high enough grades, transfer to the college’s or university’s main campus. Degrees from a four-year college include a B.A.-Bachelors of Arts or a B.S.— Bachelors of Science. After a bachelors degree, some advanced degrees include: M.A.—Masters of Arts, M.S.—Masters of Science, Ed.D.-Doctor of Education, Ph.D.-Doctor of Philosophy, J.D.-Juris Doctor (lawyer), and M.D.-Medical Doctor.

**Two-Year Colleges**

 Students may start their education at a two-year college, and then transfer to a four-year college to earn a bachelor’s degree. Check out the transferability of credits from one school to the next before transferring. At UW campuses the “Guaranteed Transfer Program” allows a student to transfer to a U.W. four-year post secondary school. Schedule a campus visit to learn more about their programs and facilities.

**Career and Technical Colleges**

 Technical colleges provide affordable, career-oriented programs, which enable students to begin their careers after only one or two (or less) years of college. Typically, class sizes are kept small and instructors have worked, or are working, in a related career field. Career and technical colleges offer students short-term training in a wide variety of career fields. Career and technical colleges may be publicly or privately owned, and the programs they offer vary greatly. Some career and technical college programs last only a few weeks, while others take up to two years to complete. These programs are designed to prepare students for specific careers. Students spend most of their class time in job-related settings where they receive hands-on training from experienced instructors. Check out the website at www.witechcolleges.com.

**Military**

 The military trains young men and women so that they can protect the interests of our country. In order to do this, the military offers qualified high school graduates a good salary and free job training. The military also provides discipline and structure, as well as opportunities for career advancement and travel. The United States military is the nation’s single largest employer. It offers training and employment in over 2,000 job specialties, 75,000of which have civilian counterparts.

 There are four major branches of the military: the Army, Navy, Air Force, and Marines. Opportunities for students also exist in the Coast Guard, the National Guard and the Reserves. College students who take ROTC will enter the military as officers, while academically gifted students will find excellent educational opportunities at the four military academies.

**Apprenticeship**

 Students who prefer a hands-on approach to learning may want to consider an apprenticeship program. Apprentices learn a skilled trade through a combination of classroom instruction and on-the-job training. Apprenticeship programs are considered by many to be the best way to receive training in the skilled trades.

 Apprenticeships are agreements in which employers pay individuals while they are learning their trade or profession. These programs demand hard work and dedication. Contact your career counselor for more information.



**Employment**

 Employment is an appropriate option for some high school graduates. Turn a job into a career. High school graduates with no vocational training will probably find that they have limited career options. In many cases they will find that they are, in reality, not entering a career field as much as they are “getting a job”. In most cases they will also find that they will not be making much more than minimum wage, and opportunities for advancement will be very limited.

 On the other hand, business and industry are always anxious to find employees who are hard working, polite, punctual, well-groomed, willing to learn, and able to get along well with others. Of course, if a student has a particular talent or skill in sales, art, computer, etc., he/she can be very valuable to an employer. Contact your career counselor for more information.

# **College Representative and Military Recruiter Visits**

 Representatives from colleges and the military visit the high school each year. Listen to the announcements; check the counselor’s bulletin board to determine the date and time. You need to pre-register to meet with recruiters or receive an excused absence from your teacher. A college comparison worksheet is included in this booklet to assist you in comparing the data.



*The U.S. Department of Labor estimates that today’s learner will have 10-14 jobs by the age of 38!*

**General Admission Standards For College**

 Colleges will use some, if not all, of the information listed below when determining whether or not to accept an applicant. Individual colleges, however, differ in how they evaluate this information. For example, one college may place a great deal of importance on test scores, while another college may not.

• Grade Point Average (GPA)

• Laude

• Strength of subjects

• ACT and/or SAT scores

• Recommendations

• Activities/awards

• Personal essays

• Interviews

• Volunteer and/or community service

**Grade Point Average (GPA) and Laude**

 Even though individual colleges use their own criteria when evaluating prospective students, virtually all colleges consider a students GPA. Since college applications are generally completed during the fall of the senior year, the GPA at the end of the junior year is very important. Honors and scholarships are determined after the **eleventh trimester (2nd trimester of senior year)**.

Admission standards to Wisconsin four-year universities include the following core curriculum:

 • 4 units of English

• 3 units of mathematics, including Algebra II

 • 3 units of laboratory science

 • 3 units of social studies

1. Foreign Language (it is a requirement for some) Check your college

In addition to the core, post-secondary schools have made it clear that they may deny admission to

applicants with low ACT scores and a low high school grade point average.

**Transcripts – Parchment.com**

 Barron High School has gone paperless. Parents/Guardians and Students have create an account at Parchment.com. From this Website, you will be able to request transcripts to be electronically sent to colleges. You will also be able to view your transcript at this site. Electronic copies are free until July 31st the year you graduate, so register before it is too late!! If you request paper copies to be sent there is a processing fee.

We may start using Career Cruising for transcripts and will notify students and parents of this when it becomes available.



**College Entrance Exams**

 There are two major college exams, the ACT and SAT. Nationally, most schools will accept scores from either the ACT or SAT I. The University of Wisconsin System recommends the ACT.

 ACT (American College Test) is a college entrance examination generally taken during the junior and/or senior year. Students receive scores in English, reading, math, and science reasoning, as well as a composite score. Registration packets are available for your convenience in the counseling department. ACT added a 30-minute Writing test as an optional component to the ACT. If you have already decided on the college or university that you will be attending, be sure to check to see if they require the Writing Test for admissions. You can check at www.actstudent.org/writing/. It is recommended that you apply online which speeds up the process.

 SAT I (Scholastic Assessment Test) is a college entrance examination, generally taken during the junior and/or senior year. The SAT I is a three-hour test, primarily multiple choice, that measures verbal and mathematical reasoning abilities. Students planning to attend a college that prefers the SAT I must also determine if any SAT II subject tests are required. SAT II consists of subject tests, which measure the student’s ability to apply knowledge. Subject Tests are one-hour, primarily a multiple-choice test in specific subjects.

### Reciprocity

 Residents of Wisconsin may qualify for reduced rates at Minnesota Colleges or Universities by complying with procedures of the reciprocal agreement. Reciprocity application forms are available in April online at [***http://heab.state.wi.us/reciprocity/index.html***](http://heab.state.wi.us/reciprocity/index.html) . ***Due to changes in the law, keep current by checking the site.***

##  **College Athletics**

 If you are planning to participate in Division I or II college athletics the NCAA Initial-Eligibility Clearinghouse must certify you. To be certified by the Clearinghouse, you must:

* Graduate from high school
* Earn a grade point average of at least 2.0
* Earn a sum score of at least 68 on the ACT or a combined score of at least 820 on the SAT I

To learn more about NCAA eligibility and to get an application, visit the web site at [***www.ncaaclearinghouse.net***](http://www.ncaaclearinghouse.net)

**Job Shadowing**

 It’s highly recommended that you complete one or more job shadowing experiences in your high school years. Your homeroom teacher will help you with this as is it a requirement for your portfolio.

 Job shadowing is often an important step a student takes in defining a career goal. Once a student has read what he/she can about an occupation, job shadowing allows the student to see the occupation in action and to ask employees important questions. This activity assists the student in deciding to either explore the career further or search for an alternative.

 Students may explore a variety of positions within the community by observing employees perform their duties. This is an actual on-the-job experience where a student is paired with a person who is in a career in which the student has shown interest.

**Class Shadow**

 Students may arrange to attend a class shadow at WITC or CVTC by contacting the Student Services Office or contacting the college directly.

**Selecting a College**

 Here are some things for you to consider when selecting your college - Career Cruising also has an excellent tool for comparisons.

**Location**

• Distance from home

**Academics**

**Size**

 • Enrollment

• Physical size of campus

**Environment**

 • Type of school (2yr., 4 yr.)

 • School setting (urban, rural)

• Location & size of nearest city

• Co-ed, male, female

• Religious affiliation

**Facilities**

• Academic

• Recreational

 **Housing**

• Residence Hall Requirement

• Availability

• Types and sizes

• Food plans

**Admission Requirements**

• Deadline

• Tests required

• Average test scores, GPA, rank

• Special requirements

• Your major offered

• Special requirements

• Accreditation

• Student-faculty ratio

• Typical class size

**College Expenses**

• Tuition, room & board

• Estimated total budget

• Application fee, deposits

**Financial Aid**

• Deadline

• Required forms

• Percent receiving aid

 • Scholarships

**Activities**

• Clubs

• Organizations

• Athletics, intramural

**Campus Visit**

Arrange to visit any colleges to which you plan to apply. Consider these factors before and during your visit:

* Make arrangements with the admissions office for your visit
* Try to visit on a weekday and stay overnight

 • Meet with the college admissions officer

 • Verify admission requirements (tests and high school preparation)

**Writing an Essay**

**DO** start early. Leave plenty of time to revise, record and rewrite. You can improve on your presentation.

**DO** read the directions carefully. You will want to answer the question as directly as possible, and you’ll want to follow word limits exactly. Express yourself as briefly and as clearly as you can.

**DO** tell the truth about yourself. The admission committee is anonymous to you; you are completely unknown to it.

**DO** focus on an aspect of yourself that will show your best side. You might have overcome some adversity, worked through a difficult project, or profited from a specific incident. A narrow focus is more interesting than broad-based generalizations.

**DO** feel comfortable in expressing anxieties. Everybody has them, and it’s good to know that an applicant can see them and face them.

**DO** tie yourself to the college and/or program. Be specific about what this particular school/program can do for you. Your essay can have different slants for different situations.

**DO** speak positively. Negatives tend to turn people off.

**DO** write about your greatest asset and achievements. You should be proud of them.

**DON’T** repeat information given elsewhere on your application. The committee has already seen it and it looks as though you have nothing better to say.

**DON’T** write on general, impersonal topics - - like the nuclear arms race or the importance of good management in business. They want to know about you.

**DON’T** use the personal statement to excuse your shortcomings. It gives them additional attention.

**DON’T** use clichés.

**DON’T** go to extremes: too “witty”, too “opinionated”, or too “intellectual”.

##### **Financial Aid**

**Students can complete the FAFSA as early as October 1st.**

# Start here - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Know the Financial Aid Deadlines at the College You Plan to Attend**

Be aware of scholarship deadlines and deadlines to file the FAFSA at the college you plan to attend.  Filling out the FAFSA is the most essential step in the financial aid process; however, some universities require additional paperwork and have early deadlines.



**Beware of College Financial Aid Scams**

Have you seen or heard ads that promise to find college scholarships or your money back?  Buyer beware!  Some Wisconsin families with college bound youngsters have been misled by questionable scholarship search firms.  Complaints investigated by the Bureau of Consumer Protection state that for fees up to $400, some search firms claim they will find you a scholarship or refund your money.  Students often don't get scholarships or refunds.  For example, a University of Wisconsin student sent $199 for what was advertised in a shopping paper as a scholarship guaranteed to be worth at least $1,700.  All she received was useless information.  "With two different student loans, I couldn't afford to lose that $200", the student said.  The University of Wisconsin-Madison financial aid office says it receives numerous complaints from students who have wasted money this way.  The problem with scholarship search firms is perpetuated by companies making money by licensing new scholarship search firms.  For free accurate scholarship information, check with high school guidance people and college financial aid offices.

**For more information, contact the Division of Consumer Protection at 800-422-7128 or log on to:**  [**www.datcp.state.wi.us**](http://www.datcp.state.wi.us)

**Check our Student Services webpage and look at the information we have about financial aid.** [www.barron.k12.wi.us](http://www.barron.k12.wi.us)

### Ten Great Financial Aid Tips

1. Prioritize your efforts, starting with the federal government. Then turn to the private sector for additional assistance.

2. Learn all you can about the college financial aid process. Be sure to meet with your aid administrator. Attend a Financial Aid meeting either at Barron High School or surrounding school.

3. Submit a FAFSA, even if you don’t think you qualify for aid. Being rejected for federal aid is sometimes a prerequisite for private awards.

4. Apply for aid as soon as possible after October 1. The early bird gets the worm—and sometimes the scholarship!

5. Inform financial aid administrators about atypical expenses. Certain allowances may be made to assist you.

6. Take advantage of tuition prepayment discounts. Some colleges offer up to a 10% discount for early payment.

7. Money from grandparents should be paid in your name directly to the school. This avoids gift tax liability.

8. Investigate company-sponsored tuition plans. Many employers will invest in the education of their employees.

9. Apply! You cannot win awards or receive funds for which you do not apply, so pay attention to deadlines.

1. Use scholarship search engines like fastWEB to help you find the private sector assistance you need!

**Scholarship Listings in School**

 Throughout the year notification of scholarship competitions are received and students are made aware of the scholarships. An active scholarship list is posted in Student Services and is available online at [www.barron.k12.wi.us](http://www.barron.k12.wi.us). Scholarship lists are often emailed to students and homeroom teachers also. Students are encouraged to involve parents in the search for financial aid. Religious groups, fraternal organizations, and employers may also be sources of scholarships. Students are encouraged to inquire into the availability of institutional scholarships at the schools they are considering.

**Scholarship search Via the Internet**

 The fastWEB search on the Internet contains a database of over 275,000 scholarships. You may set up a fastWEB mailbox to receive information on scholarships that match your personal criteria. ([www.fastweb.com](http://www.fastweb.com)).

###### Top Ten Tips for a Winning Scholarship Application

Apply only ifyou are eligible.

Complete the application in full.

Follow directions.

Neatness counts!

Write an essay that makes a strong impression.

Watch all deadlines.

Make sure your application gets where it needs to go.

Keep a back-up file in case anything goes wrong.

Give it a final ‘once-over’.

Ask for help if you need it.

### How to Get Organized for Your Future

Important documents are frequently misplaced or forgotten because a student has not

created an organized plan for keeping records.

# The Necessary Components for Getting Organized

1. A safe and secure location in your home for all records to be kept
2. A metal or wood file cabinet, a plastic file box, an expandable pocket portfolio, or at least a good solid cardboard box (make sure to label the outside so it doesn’t get thrown out!)
3. A yearly calendar or pocket organizer for recording important dates
4. Folders to organize your files

# You Will Need to Create “Basic Files” for the Following

1. Your Social Security number
2. Your high school transcript
3. Your personal resume
4. ACT, SAT, PSAT, or any applicable test scores
5. Letters of recommendation from teachers, counselors, employers, etc...
6. Immunization records
7. Income tax records
8. Medical records
9. Insurance records
10. Your Educational/Career Plan
11. Make hard copies of special documents from WisCareers
12. Portfolio Entries

## Create These Additional Files as the Year Progresses:

For each post-secondary institution or college to which you have applied or visited, create a file for:

1. Your admission status
2. Scholarship information
3. Housing information
4. Meal plans
5. Registration information and dates
6. Campus visits
7. FAFSA application (Available in counseling office in January)
8. Each specific scholarship for which you have applied
9. Summer employment or internship possibilities
10. Student or parent loan documents

Helpful Hints for Good Organization

 • Make copies of everything you fill out

 • Record all important dates and deadlines in your planner

 • Request parent/guardian involvement

**Resources**

 This is only a small sample of the available resources that one can refer to for additional information.

**Websites**

**XELLO -** [**https://auth.xello.world/Google/Student/BE080777-8E0B-4AB3-9236-6428FAD71627**](https://auth.xello.world/Google/Student/BE080777-8E0B-4AB3-9236-6428FAD71627)

**Scholarship Searches**

www.fastweb.com

[www.xap.com](http://www.xap.com)

Use Google to find more scholarships

**Financial Aid**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

www.fin~aid.org

www.eac-easci.org

[www.salliemae.com](http://www.salliemae.com)

[www.wiredscholar.com](http://www.wiredscholar.com)

**College Information**

<https://apply.wisconsin.edu> (Wisconsin colleges application on line)

[www.uwhelp.wisconsin.edu](http://www.uwhelp.wisconsin.edu) (a helpline for Wisconsin public schools)

[www.witechcolleges.com](http://www.witechcolleges.com) (Wisconsin technical college programs)

[www.wisconsin.edu](http://www.wisconsin.edu) (two and four year Wisconsin public colleges)

[www.wisconsinmentor.org](http://www.wisconsinmentor.org) (four-year Wisconsin private colleges

[www.mnscu.edu](http://www.mnscu.edu) (for Minnesota colleges)

[www.collegenet.com](http://www.collegenet.com)

majormania.uwex.edu

**NCAA ( students planning on playing Division I or II college sports must register)**

[www.ncaa.org](http://www.ncaa.org)

[www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) (to register)

**Testing Info**

[www.act.org](http://www.act.org) (for ACT test)

[www.collegeboard.org](http://www.collegeboard.org) (for SAT test)

Check out knowHow2go test link for test prep help

**Job Searching**

[www.badger.state.wi.us](http://www.badger.state.wi.us)

[www.dwd.state.wi.us/jobnet](http://www.dwd.state.wi.us/jobnet)

**Reciprocity**

**http:heab.state.wi.us/mnwiapp.html**

**Human Trafficking - BE AWARE!**

[**Growing Awareness**](https://drive.google.com/file/d/1LG7zJMm0Akndc97zWbZS-FTnKaocMny_/view?ts=5b9fa98c)

[**Safety Planning**](https://drive.google.com/file/d/1o3eRhP6025jLOtbR-9XtHGFup4uU4_iO/view?ts=5b9fa909)

**BARRON HIGH SCHOOL**

**Letters of Recommendation From for Seniors**

**GIVE THIS TO THE PERSON WHO HAS AGREED**

**TO WRITE A LETTER FOR YOU!**

 When requesting a letter of recommendation from a teacher, friend, or employer be sure to:

∙ Think of an individual who knows you well.

∙ Make an appointment to ask the individual to write a letter of recommendation for you.

∙ Plan ahead to meet your timeline and allow **10-14 days** for the completion of the letter.

∙ At the time of the appointment give the letter writer specific dates and directions for the completed recommendation. ***Provide the information as presented below***or provide a copy of your ***resume*** to assure an accurate and complete recommendation.

∙ Be sure the letter writer understands the requirements for the recommendation.

∙ If appropriate, provide addressed, stamped envelopes if the letter needs to be mailed.

∙ DO NOT assume the letter will be completed if you leave the request in his/her mailbox or drop it off on a desk; make sure you make personal contact with the individual.

∙ Write a thank you note to the person who wrote your letter of recommendation.

**Student name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**Resume attached**\_\_\_\_\_\_\_\_\_\_

Need the letter back by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cumulative GPA:\_\_\_\_\_\_\_\_\_\_\_

 My future goals:

Plans for college or other post-high school education or training:

Special interests, hobbies, talents and how you have pursued them:

Describe yourself and provide relevant information that will be of benefit to the writer:

List any special awards or recognition you’ve received: