



# PROVIDENCE SCHOOL

*Boldly Christian. Unquestionably Academic.*

We are excited about your college and career planning process. Below is a checklist, organized by semester, to help keep you on track towards your postsecondary goals. We encourage you to use this guide as you progress through the next four years of high school. These resources will be updated in Canvas as new information (including scholarship opportunities) becomes available throughout the year. Please don't hesitate to reach out to us anytime with questions or concerns as you progress along this path. We look forward to working with you!

Sincerely,

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## College and Career Checklist by Grade

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## 9<sup>th</sup> Grade

### Fall

- Develop your work ethic and study skills. Take advantage of extra learning opportunities and don't hesitate to reach out to your school counselor for help if you need academic, social/emotional, or college/career assistance.
- Get involved at school with extracurricular activities including clubs, athletics, and volunteering.
  - Check out the club listing here: <https://www.prov.org/campus-life/clubs/>
  - Check out our athletics opportunities here: <https://provschoolathletics.org/>
  - Check out the volunteer listing here: <https://www.prov.org/wp-content/uploads/2017/01/Volunteer-Opportunities.pdf>
  - Remember you need to get a total of 25 hours of community service per year (100 total as a graduation requirement)
- “Start a list of your awards, honors, paid and volunteer work, and extracurricular activities. Update it throughout high school.” (studentaid.ed.gov)
- Continue to develop your reading skills by reading books for enjoyment. Please visit the Upper School Media center to check out books you can enjoy in your free time.
- Consider going to the NACAC Fair at the Jacksonville Prime Osborne Center in October. There are many different kinds of breakout sessions designed for high school students including the chance to talk to representatives from a large variety of schools. Check out this College Fair Checklist as you prepare for the event: <https://bigfuture.collegeboard.org/find-colleges/how-to-find-your-college-fit/college-fair-checklist>

### Fall or Spring

- Take the “Tell Us What You Like to Do” career interest inventory at <https://www.mynextmove.org> to explore career options that may interest you.
- Set up a My Career Shines online account and take the career interest assessment. Compare/contrast these results with My Next Move. <https://mycareershines.kuder.com>
- Schedule a time with your counselor by messaging them through Canvas if you would like to discuss career interests and your results from these assessments.
- “Work with one of your parents to estimate your financial aid using [FAFSA4caster](#) and be sure to save for college.” (studentaid.ed.gov)
- Take a look at these websites for additional resources and insights regarding college and career readiness and planning during your freshman year.
  - Checklist for 9<sup>th</sup> Graders <https://studentaid.ed.gov/sa/prepare-for-college/checklists/9th-grade>
  - Know How 2 Go (college and career preparation website with resources) <http://knowhow2go.acenet.edu/index.html>
  - Money Management for College Students - <https://studentaid.ed.gov/sa/sites/default/files/money-management-checklist.pdf>
  - Comprehensive Financial Aid Information [www.finaid.org](http://www.finaid.org)

## Spring

- Work with your teachers and school counselor to determine the best courses for your 10<sup>th</sup> grade year. It is important to take classes that will be at the right level of rigor for you. Make sure you check the latest student course catalog and evaluate the courses to make informed decisions regarding your selections for 10<sup>th</sup>. Consider AP core academic classes and AP electives. Here is a link to the latest course catalog: <https://www.prov.org/wp-content/uploads/2019/04/2019-2020-Upper-School-Course-Offerings-002-003rev.pdf>
- Research and apply for summer opportunities. “Get involved in school- or community-based activities that interest you or let you explore career interests. Consider working, volunteering, and/or participating in academic enrichment programs, summer workshops, and camps with specialty focuses such as music, arts, or science. Remember—it’s quality (not quantity) that counts.” (studentaid.ed.gov). Check out this great resource from College Board regarding summer learning programs: <https://bigfuture.collegeboard.org/get-started/inside-the-classroom/summer-learning-programs-what-why-and-how>

## Freshman Parents (throughout year)

Check out and work through the Parent checklist found here: <https://studentaid.ed.gov/sa/prepare-for-college/checklists/9th-grade>

"Tell your child to start thinking about careers. Encourage your child to develop a tentative career goal. Of course it will change — often — but it’s the thought process that counts. • Help your child to identify interests — likes and dislikes — not just in academics but in all areas. This will help your child focus on goals. • Encourage your child to discuss career options with others, such as the school counselor, teachers, recent college graduates who are working, professionals in the community, etc." (College Board)

## 10<sup>th</sup> Grade

### Fall

- Continue to develop strong work ethic and study skills. Take advantage of extra learning opportunities and reach out for help if you need academic, social/emotional, or college/career assistance.
- Get involved at school with extracurricular activities including clubs, athletics, and volunteering.
  - Check out the club listing here: <https://www.prov.org/campus-life/clubs/>
  - Check out our athletics opportunities here: <https://provschoolathletics.org/>
  - Check out the volunteer listing here: <https://www.prov.org/wp-content/uploads/2017/01/Volunteer-Opportunities.pdf>
  - Remember you need to get a total of 25 hours of community service per year (100 total as a graduation requirement)
  - Keep in mind that you must have 50 hours of community service documented by early junior year to qualify for National Honor Society.
- Continue developing your list of “awards, honors, paid and volunteer work, and extracurricular activities. Update it throughout high school.” ([studentaid.ed.gov](http://studentaid.ed.gov))
- Sign up for your College Board account <https://collegereadiness.collegeboard.org> and plan on when you are taking your first SAT. The window of opportunity is from the spring of Sophomore year to summer of Junior year. Please see the College Board site for advice on when to take your first SAT. There are many useful resources online for studying for the SAT. Check out the Official SAT Practice set up by Khan Academy <https://www.khanacademy.org/sat>. The best way is to do a little bit each day.
- Sign up for your ACT account <https://www.act.org> and consider when you might take the ACT exam.
- Continue to develop your reading skills by reading books for enjoyment. Please visit the Upper School Media center to check out books you can enjoy in your free time.
- Consider going to the NACAC Fair at the Jacksonville Prime Osborne Center in October. There are many different kinds of breakout sessions designed for high school students including the chance to talk to representatives from a large variety of schools. Check out this College Fair Checklist as you prepare for the event: <https://bigfuture.collegeboard.org/find-colleges/how-to-find-your-college-fit/college-fair-checklist>

### Fall or Spring

- If you haven't done this yet go to [FAFSA4caster](https://fafsa4caster.org) and estimate your financial aid for college. Continue to save for college.
- Learn about the different types of financial aid at <https://studentaid.ed.gov/sa/types>
- Revisit your My Career Shines online account and take the career interest assessment once again or look at last year's results and corresponding career suggestions. Compare/contrast these results with My Next Move's "Tell Us What You Like to Do" career interest inventory. <https://www.mynextmove.org>
- Schedule a time with your counselor by messaging them through Canvas if you would like to discuss career interests and your results from these assessments.
- Create a Florida Shines account and explore different college options for the State of Florida. <https://www.floridashines.org/> If you are looking at out of state schools go to your College Board account and

work through the “College Search Step-by-Step” interface. <https://bigfuture.collegeboard.org/find-colleges/how-to-find-your-college-fit/college-search-step-by-step>

- Once you have identified potential colleges in Florida and/or out of state consider when you might be able to visit the colleges. Each college has their own way they set up tours. Contact the colleges directly to set up your tour. Summer of sophomore year may be a great time to start visiting potential colleges. Use this Campus Visit Checklist as you prepare for your visit: <https://bigfuture.collegeboard.org/find-colleges/campus-visit-guide/campus-visit-checklist>
- If your university requires SAT II (Subject Tests), it is often best to take those just following the completion of that class. Check the admission program requirements for details.
- Take a look at these websites for additional resources and insights regarding college and career readiness and planning
  - Checklist for 10<sup>th</sup> Graders <https://studentaid.ed.gov/sa/prepare-for-college/checklists/10th-grade>
  - Know How 2 Go (college and career preparation website with resources) <http://knowhow2go.acenet.edu/index.html>
  - Money Management for College Students - <https://studentaid.ed.gov/sa/sites/default/files/money-management-checklist.pdf>
  - Comprehensive Financial Aid Information [www.finaid.org](http://www.finaid.org)

## Spring

- January - Review your PSAT results and identify areas for improvement.
- Use the SAT Practice set up by Khan Academy to work on those areas prior to taking the SAT <https://www.khanacademy.org/sat>
- Work with your teachers and school counselor to determine the best courses for your 11<sup>th</sup> grade year. It is important to take classes that will be at the right level of rigor for you. Make sure you check the latest student course catalog and evaluate the courses to make informed decisions regarding your selections for 10<sup>th</sup>. Consider AP core academic classes and AP electives. Here is a link to the latest course catalog: <https://www.prov.org/wp-content/uploads/2019/04/2019-2020-Upper-School-Course-Offerings-002-003rev.pdf>
- Research and apply for summer opportunities. “Get involved in school- or community-based activities that interest you or let you explore career interests. Consider working, volunteering, and/or participating in academic enrichment programs, summer workshops, and camps with specialty focuses such as music, arts, or science. Remember—it’s quality (not quantity) that counts.” (studentaid.ed.gov). Check out this great resource from College Board regarding summer learning programs: <https://bigfuture.collegeboard.org/get-started/inside-the-classroom/summer-learning-programs-what-why-and-how>
- “Plan to use your summer wisely: Work, volunteer, or take a summer course (away or at a local college).” (studentaid.ed.gov)

## Sophomore Parents (throughout year)

Check out and work through the Parent checklist found here: <https://studentaid.ed.gov/sa/prepare-for-college/checklists/10th-grade>

## Summer After Sophomore Year

- "If you are an athlete and wish to play in college, try to attend a summer camp or recruiting showcase." (Groton)

- NCAA Eligibility - With your coach: Write an introductory letter about you and email colleges of your choice • Follow up phone call to colleges of your choice • Register with the NCAA Eligibility Center / Take ACT/SAT in spring of sophomore year or summer before junior year - request scores be sent to the NCAA Eligibility Center Request to send a copy of your transcript to the eligibility center ([www.eligibilitycenter.org](http://www.eligibilitycenter.org))

## 11<sup>th</sup> Grade

### Fall

- Continue to stay involved at school with extracurricular activities including clubs, athletics, and or volunteering. Now that you are an upperclassman look at leadership opportunities as you continue to serve and participate.
  - Check out the club listing here: <https://www.prov.org/campus-life/clubs/>
  - Check out our athletics opportunities here: <https://provschoolathletics.org/>
  - Check out the volunteer listing here: <https://www.prov.org/wp-content/uploads/2017/01/Volunteer-Opportunities.pdf>
  - 75 hours of community service must be completed and submitted to the counseling department **by the last day of school of junior year**. \*The remaining 25 hours must be completed **by the end of the first semester** (Christmas break) of the senior year.
  - \*Students who do not complete and submit 75 community service hours by the deadline will lose senior privileges (i.e. senior lunches, dress down days, etc.) during their senior year.
  - Time management is critical during your junior year. Check out these suggestions from College Board to stay on track: <https://bigfuture.collegeboard.org/get-started/inside-the-classroom/8-ways-to-take-control-of-your-time>
- Continue developing your list of “awards, honors, paid and volunteer work, and extracurricular activities. Update it throughout high school.” (studentaid.ed.gov)
- Continue to develop your reading skills by reading books for enjoyment. Please visit the Upper School Media center to check out books you can enjoy in your free time.
- Complete the YouScience inventory at school and use it to help you plan your career aspirations.
- At this point you should have completed your career assessment in My Career Shines (<https://mycareershines.kuder.com>). If you have not created your account, create it and complete the career assessment. Compare your results to YouScience for more possible careers.
- You are now ready to do additional research on possible careers. Go to the Occupational Outlook Handbook and research careers that interest you. <https://www.bls.gov/ooh/> . Make a list of these careers and note the educational requirements for each one.
- In October, students will be taking the PSAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT). Students who perform well are eligible for the College Board National Recognition Programs. They are "academic honors that can be included on college applications. They're not scholarships, but colleges use them to identify academically exceptional students." Make sure to get good sleep and eat well before taking this test. You can prepare for this just like the SAT at <https://www.khanacademy.org/sat> .
- SAT and ACT – If you haven't taken the SAT yet, plan on taking one this fall. Go to your College Board account <https://collegereadiness.collegeboard.org> and sign up for your SAT. Consider signing up for your ACT as well. Log into your ACT account <https://www.act.org> and consider when you might take the ACT exam. There are many useful resources online for studying for the SAT. Check out the Official SAT Practice set up by Khan Academy <https://www.khanacademy.org/sat>. It's best to study a little bit each day.
- Return to your Florida Shines (<https://www.floridashines.org/>) account and narrow down your search for college options to specific colleges you are interested in. If you are looking at colleges out of state go to your College

Board account and work through the “College Search Step-by-Step” interface.

<https://bigfuture.collegeboard.org/find-colleges/how-to-find-your-college-fit/college-search-step-by-step>

- Another helpful tool you may like to use is the Choosing a School Page found here: <https://studentaid.ed.gov/sa/prepare-for-college/students/choosing-schools> ... It goes through a list of factors when choosing a school including the kind of schooling you need for your particular needs, financial aid considerations, and other factors when considering different schools.
- Plan out time to visit your top colleges during your 11<sup>th</sup> grade year or in the summer. Most colleges have campus tours throughout the year. Sometimes colleges have specific times where they invite students in an open house type format. Go to the websites of the colleges you are interested in to plan your visit. Use this Campus Visit Checklist as you prepare for your visit: <https://bigfuture.collegeboard.org/find-colleges/campus-visit-guide/campus-visit-checklist>
- If you are interested in one of the military academies or ROTC for college contact a recruiter and research the possibilities. Check out this website for details: <https://www.todaymilitary.com/education-training/rotc-programs> / Consider taking the ASVAB if you are thinking about going into the military for ROTC or an academy
- Consider going to the NACAC Fair at the Jacksonville Prime Osborne Center in October. There are many different kinds of breakout sessions designed for high school students including the chance to talk to representatives from a large variety of schools. Check out this College Fair Checklist as you prepare for the event: <https://bigfuture.collegeboard.org/find-colleges/how-to-find-your-college-fit/college-fair-checklist>

## Spring

- January - Review your PSAT results and identify areas for improvement.
- Use the SAT Practice set up by Khan Academy to work on those areas prior to taking the SAT <https://www.khanacademy.org/sat>
- Work with your teachers and school counselor to determine the best courses for your 12<sup>th</sup> grade year. It is important to take classes that will be at the right level of rigor for you. Make sure you check the latest student course catalog and evaluate the courses to make informed decisions regarding your selections for 12<sup>th</sup> grade. Consider AP core academic classes and AP electives. Colleges do look at the rigor of your coursework senior year as they work through the admission process. Here is a link to the latest course catalog: <https://www.prov.org/wp-content/uploads/2019/04/2019-2020-Upper-School-Course-Offerings-002-003rev.pdf>
- The spring and summer will be the last chance to take the SAT and ACT before applying for colleges in the Fall. Go to your College Board account <https://collegereadiness.collegeboard.org> and sign up for your SAT. Consider signing up for your ACT as well. Log into your ACT account <https://www.act.org> and consider when you might take the ACT exam. There are many useful resources online for studying for the SAT. Check out the Official SAT Practice set up by Khan Academy <https://www.khanacademy.org/sat>. It's best to study a little bit each day.
- Research and apply for summer opportunities. “Get involved in school- or community-based activities that interest you or let you explore career interests. Consider working, volunteering, and/or participating in academic enrichment programs, summer workshops, and camps with specialty focuses such as music, arts, or science. Remember—it’s quality (not quantity) that counts.” (studentaid.ed.gov). Check out this great resource from College Board regarding summer learning programs: <https://bigfuture.collegeboard.org/get-started/inside-the-classroom/summer-learning-programs-what-why-and-how>
- “Plan to use your summer wisely: Work, volunteer, or take a summer course (away or at a local college).” (studentaid.ed.gov)



- “Register with the [NCAA](#) if you are planning to compete in Division I or II college sports – request transcripts to be sent at the end of your junior year” (Wilson)
- “If you are interested in attending a military academy (e.g., West Point, Naval Academy, Air Force Academy, Coast Guard), begin your research early” (Wilson). Check out this website for details: <https://www.academyadmissions.com/admissions/the-application-process/application-steps/>
- If you are interested in ROTC in college check out this helpful website for details: <https://www.bestcolleges.com/resources/rotc-programs/>

## Summer Before Senior Year

- Set up times to explore the colleges you are most interested in. Summer can be a good time to visit. Contact the colleges to set up your tour.
- “Contact colleges to request information and applications for admission. Ask about financial aid, admission requirements, and deadlines.” (studentaid.ed.gov)
- “Decide whether you are going to apply for admission under a particular college’s early decision, early action, or regular decision program. Be sure to learn about the program deadlines and requirements.” (studentaid.ed.gov)
- “Find out what government financial aid you can apply for, and how, in [Federal Student Aid at a Glance](#).” (studentaid.ed.gov)
- “Learn how to [avoid scholarship scams and identity theft](#) as you look for financial aid and then attend college.” (studentaid.ed.gov). Check out [www.finaid.org](http://www.finaid.org) for comprehensive financial aid information [www.finaid.org](http://www.finaid.org)
- Start applying for scholarships. Yes, many scholarship applications can be completed as early as Junior year! <https://studentaid.ed.gov/sa/types/scams> / Some helpful scholarship application search sites are: [fastweb.com](http://fastweb.com), [www.cappex.com](http://www.cappex.com), <https://bigfuture.collegeboard.org/scholarship-search>, and [www.unigo.com](http://www.unigo.com)
- Think about teachers who know you the best and might be able to write you a college recommendation letter. Not all university applications require letters. In your senior year you will research the requirements for each school and determine if you need this for your applications.

## Junior Parents (throughout year)

Check out and work through the Parent checklist found here: <https://studentaid.ed.gov/sa/prepare-for-college/checklists/11th-grade>

# 12<sup>th</sup> Grade

## Fall

- General Recommendations
  - **Continue to stay involved at school with extracurricular activities including clubs, athletics, and or volunteering.** Now that you are a senior look at leadership opportunities as you continue to serve and participate.
    - Check out the club listing here: <https://www.prov.org/campus-life/clubs/>
    - Check out athletics opportunities here: <https://provschoolathletics.org/>
    - Check out the volunteer listing here: <https://www.prov.org/wp-content/uploads/2017/01/Volunteer-Opportunities.pdf>
  - Continue **developing your list** of “awards, honors, paid and volunteer work, and extracurricular activities. Update it throughout high school.” (studentaid.ed.gov) / Log into Naviance and continue to develop your resume. See your senior project for details.
  - Make sure to give good effort in your college project that you will complete in your English class. This will be a great help to you as you work through the college application process this fall.
  - Consider going to the NACAC Fair at the Jacksonville Prime Osborne Center - Saturday, October 12, 2019 (9 am to 1 pm). There are many different kinds of breakout sessions designed for high school students including the chance to talk to representatives from a large variety of schools. Check out this College Fair Checklist as you prepare for the event: <https://bigfuture.collegeboard.org/find-colleges/how-to-find-your-college-fit/college-fair-checklist>
- Career Planning – **If you are still unsure about what you would possibly like to do in college and career.**
  - Take the “Tell Us What You Like to Do” career interest inventory at <https://www.mynextmove.org> to explore career options that may interest you.
  - Set up a My Career Shines online account and take the career interest assessment. Compare/contrast these results with My Next Move. <https://mycareershines.kuder.com>
  - Log into [Naviance](#) and click on Careers. Next click on “what are my interests” and then “career interest profiler” to take the assessment. Compare these career clusters with your other results.
  - Schedule a time with your counselor by messaging them through Canvas if you would like to discuss career interests and your results from these assessments.
  - We will be coming by most likely in September to do [YouScience](#) which is another career interest assessment.
- Financial Aid
  - “As soon as possible after its October 1st release, complete and submit your FAFSA form at [fafsa.gov](https://fafsa.gov), along with any other financial aid applications your chosen school(s) may require. You should submit your [FAFSA form](#) by the earliest financial aid deadline of the schools to which you are applying, usually by early February.” (studentaid.ed.gov)

- Also in October complete the CSS Profile. <https://cssprofile.collegeboard.org/> This is used by some universities and colleges for scholarships.
- “After you submit the FAFSA form, you should receive your [Student Aid Report\(SAR\)](#) within three days to three weeks. This document lists your answers to the questions on your FAFSA form and gives you some basic information about your aid eligibility. Quickly [make any necessary corrections](#) and submit them to the FAFSA processor.” (studentaid.ed.gov)
- Complete your Bright Futures application in the month of October. Go to <https://www.floridastudentfinancialaidsg.org>” to get started.
- Continue to take the SAT and/or ACT to try to achieve the Florida Academic or Florida Merit Scholars Scholarships <https://www.floridastudentfinancialaidsg.org/SAPHome/SAPHome?url=home>
- “Learn how to [avoid scholarship scams and identity theft](#) as you look for financial aid and then attend college.” (studentaid.ed.gov). Check out [www.finaid.org](http://www.finaid.org) for comprehensive financial aid Information
- Continue to apply for scholarships. Some helpful scholarship application search sites are: [fastweb.com](http://fastweb.com), [www.cappex.com](http://www.cappex.com), <https://bigfuture.collegeboard.org/scholarship-search>, and [www.unigo.com](http://www.unigo.com)
- Local scholarships are possible as well. Check with your work place, parent’s workplace, and local organizations.
- Other helpful financial aid websites include: [finaid.org](http://finaid.org), [www.studentaid.ed.gov](http://www.studentaid.ed.gov), and [www.nacacnet.org](http://www.nacacnet.org).

## Spring

- “Visit colleges that have invited you to enroll.” (studentaid.ed.gov). Use this Campus Visit Checklist as you prepare for your visit: <https://bigfuture.collegeboard.org/find-colleges/campus-visit-guide/campus-visit-checklist>
- “Review your college acceptances and [compare the colleges’ financial aid offers](#).” (studentaid.ed.gov)
- “Contact a school’s financial aid office if you have questions about the aid that school has offered you. In fact, getting to know your financial aid staff early is a good idea no matter what—they can tell you about deadlines, other aid for which you might wish to apply, and important paperwork you might need to submit.” (studentaid.ed.gov)
- Investigate your university’s scholarship listing and apply.
- “When you decide which school you want to attend, notify that school of your commitment and submit any required financial deposit. Many schools require this notification and deposit by May 1.” (studentaid.ed.gov)

## Summer

- “Prepare for matriculation into your selected college by attending summer orientation programs, applying for student housing, and registering for courses.” (Wilson)
- “Learn about useful resources at your college and the surrounding community, such as the campus police, tutoring centers, mental health centers, clubs, and cultural centers.” (Wilson)

## Senior Parents (throughout year)

- Check out and work through the Parent checklist found here: <https://studentaid.ed.gov/sa/prepare-for-college/checklists/12th-grade>

## ***Additional Resources and References***

Groton School College Planning Calendar

([https://groton.myschoolapp.com/ftpimages/542/download/download\\_1640273.pdf](https://groton.myschoolapp.com/ftpimages/542/download/download_1640273.pdf))

<https://studentaid.ed.gov>

<https://www.wilsonsd.org>

College Board: College Advising Essentials, Volume 2 / College Board - <https://www.collegeboard.org/>