



# PROVIDENCE SCHOOL

*Boldly Christian. Unquestionably Academic.*

## COLLEGE AND CAREER CHECKLIST

### Introduction

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 four years of high school. 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!

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

### 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.
- 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.
- Get involved at school with extracurricular activities including clubs, athletics, and community service.
  - 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 community service page here: <https://www.prov.org/student-life/community-service>
  - 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). This can be kept electronically in a Word document or on paper as an ongoing list. It will be a very helpful resource when applying for colleges in senior year.
- Consider going to the NACAC Fair at the Jacksonville Prime Osborne Center in October of each year. 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>
- Virtual college fairs are also a great opportunity. Check out NACAC College Fairs for details: <https://www.nacacfairs.org/virtual/>

### Spring

- Look through the PSAT 8/9 (taken in the prior October test day) score report in the College Board account (<https://collegereadiness.collegeboard.org/psat-8-9/scores>). This gives some very valuable feedback on college readiness. Take time to practice your skills using the official SAT Practice set up by Khan Academy <https://www.khanacademy.org/sat>. The practice is personalized based on the student's responses in prior PSAT and SAT exams. The best way is to do a little bit of practice each day.
- Work with your teachers and school counselor to determine the best courses for your 10th 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 10th grade. Consider AP core academic classes and AP electives. Download the most recent course offerings guide on our Providence website Academic page: <https://www.prov.org/academics/high-school/curriculum>.
- 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 Parent Resources

- Read and work through this parent "College Prep Checklist" (<https://studentaid.gov/resources/prepare-for-college/checklists/9th-grade>) which includes very helpful tips to encourage your freshman student in their academic, college, and career pursuits.

- Help 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)
- Explore these free career resources to help them develop understanding of career fields and what may be a good fit for them:
  - My Next Move is a career tool sponsored by the U.S. Department of Labor (<https://www.mynextmove.org/>). It includes a comprehensive search option and interest survey.
  - My Career Shines is a career tool for students in the state of Florida. Their career interest assessment is a great complementary resource along with My Next Move.

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

### Fall

- Continued from 9<sup>th</sup> Grade:
  - Continue to 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.
  - 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.
  - Stay involved at school with extracurricular activities including clubs, athletics, and community service.
    - 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 community service page here: <https://www.prov.org/student-life/community-service>
  - Continue developing your list of "awards, honors, paid and volunteer work, and extracurricular activities. Update it throughout high school." (studentaid.ed.gov)
  - Continue to practice your skills using the official SAT Practice set up by Khan Academy <https://www.khanacademy.org/sat>. The practice is personalized based on your responses in prior PSAT and SAT exams. The best way is to do a little bit of practice each day.
  - Service Hours - You must have 50 hours of community service documented by the end of sophomore year to qualify for National Honor Society when they apply in fall of Junior year.
  - Consider going to the NACAC Fair at the Jacksonville Prime Osborne Center in October each year. 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>
  - Virtual college fairs are also a great opportunity. Check out NACAC College Fairs for details: <https://www.nacacfairs.org/virtual/>

### Spring

- In January, look through the PSAT (taken in the prior October test day) score report in the College Board account (<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/scores>). This gives some very valuable feedback on college readiness. Students should continue to take time to practice their skills using the official SAT Practice set up by Khan Academy <https://www.khanacademy.org/sat>. The practice is personalized based on the student's responses in prior PSAT and SAT exams. The best way is to do a little bit of practice each day.
- 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 11<sup>th</sup> grade. Consider AP core academic classes and AP electives. Download the most recent course offerings guide on our Providence website Academic page: <https://www.prov.org/academics/high-school/curriculum>.
- Set a plan to take the SAT for the first-time summer after Sophomore year. All students should take the SAT right after Sophomore year or at the latest, fall of Junior year. See the dates it is offered and sign up here: <https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>
- Also consider taking the ACT summer after Sophomore year or at the latest, fall of Junior year. Many students find that they like taking the ACT. Please see this link for the dates and registration details: <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>

- 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>

### Summer After Sophomore Year

- Continue to consider possible careers by using the tools from Freshman year (see Freshman Parent Resources)
- Research potential colleges at College Board’s Big Future site and use the “College Search Step-by-Step” interface: <https://bigfuture.collegeboard.org/>
- Once you have identified potential colleges, consider when you might be able to visit. Each college has their own way they set up tours. Contact the colleges directly to set up your tour. Summer of sophomore year is 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>.

### Sophomore Parents Resources

- Read and work through this parent “College Prep Checklist” (<https://studentaid.ed.gov/sa/prepare-for-college/checklists/10th-grade>) which includes very helpful tips to encourage your freshman student in their academic, college, and career pursuits.
- Continue to help your child to think about careers.
- Explore these free career resources to help them develop understanding of career fields and what may be a good fit for them:
  - My Next Move is a career toll sponsored by the U.S. Department of Labor (<https://www.mynextmove.org/>). It includes a comprehensive search option and interest survey.
  - My Career Shines is a career tool for students in the state of Florida. Their career interest assessment is a great complementary resource along with My Next Move.

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

## Fall

- Continued from 9<sup>th</sup> and 10<sup>th</sup> Grade:
  - Continue to 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.
  - 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.
  - Stay involved at school with extracurricular activities including clubs, athletics, and community service.
    - 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 community service page here: <https://www.prov.org/student-life/community-service>
  - Continue developing your list of "awards, honors, paid and volunteer work, and extracurricular activities. Update it throughout high school." (studentaid.ed.gov)
  - Continue to practice your skills using the official SAT Practice set up by Khan Academy <https://www.khanacademy.org/sat>. The practice is personalized based on your responses in prior PSAT and SAT exams. The best way is to do a little bit of practice each day.
  - Service Hours - 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.
  - Consider going to the NACAC Fair at the Jacksonville Prime Osborne Center in October each year. 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>
  - Virtual college fairs are also a great opportunity. Check out NACAC College Fairs for details: <https://www.nacacfairs.org/virtual/>
- Take the SAT for the first-time summer after Sophomore year. All students should take the SAT right after Sophomore year or at the latest, fall of Junior year. See the dates it is offered and sign up here: <https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>
- Also consider taking the ACT summer after Sophomore year or at the latest, fall of Junior year. Many students find that they like taking the ACT. Please see this link for the dates and registration details: <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>. Helpful practice resources for the ACT can be found here: <https://www.act.org/content/act/en/products-and-services/the-act/test-preparation/free-act-test-prep.html>
- After completing your YouScience assessment (<https://www.youscience.com/>) in Bible class, explore the careers with your parent.
- Use your SCOIR account (<https://www.scoir.com/>) to research colleges and universities that may be a good fit.
- Plan out time to visit your top colleges during your 11th 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> and <https://www.academyadmissions.com/admissions/the-application-process/application-steps> Consider taking the ASVAB if you are thinking about going into the military for ROTC or an academy. Applications for the academies and ROTC start spring of Junior year.

## Spring

- In January, look through the PSAT (taken in the prior October test day) score report in the College Board account (<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/scores>). This gives some very valuable feedback on college readiness. Students should continue to take time to practice their skills using the official SAT Practice set up by Khan Academy <https://www.khanacademy.org/sat>. The practice is personalized based on the student's responses in prior PSAT and SAT exams. The best way is to do a little bit of practice each day.
- Take the SAT and/or ACT again. Many students see how they did with the SAT or ACT and then focus in on taking one they did better in again. A good target score is the Bright Future's Levels found here: <https://www.floridastudentfinancialaidsg.org/PDF/FAS-FMS.pdf>. Here is the link for the available dates and registration for the SAT: <https://collegereadiness.collegeboard.org/sat/register/dates-deadlines> Here is the link for the ACT: <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>
- Work with your teachers and school counselor to determine the best courses for your 12th 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 12th 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. Download the most recent course offerings guide on our Providence website Academic page: <https://www.prov.org/academics/high-school/curriculum>
- Student Athletes - If you haven't yet, make sure to register with the NCAA Eligibility Center [www.eligibilitycenter.org](http://www.eligibilitycenter.org) if you plan on competing in college in sports. You will need to send test scores from SAT or ACT. Please see this link for details: <https://www.ncaa.org/student-athletes/future/test-scores> For more information about this process, check out the NCAA Guide for the College Bound Student-Athlete here: <http://on.ncaa.com/CBSA>
- 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>

## Summer Before Senior Year

- Continue your college research process. Apply to colleges as available. UNF's "Apply in July" program offers students an opportunity to apply in the summer and receive an admissions decision. Please see this link for details: <https://www.unf.edu/apply/>
- Visit your top colleges. 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>.
- Continue to take the SAT and/or ACT again. Many students see how they did with the SAT or ACT and then focus in on taking one they did better in again. A good target score is the Bright Future's Levels found here: <https://www.floridastudentfinancialaidsg.org/PDF/FAS-FMS.pdf>. Here is the link for the available dates and

registration for the SAT: <https://collegereadiness.collegeboard.org/sat/register/dates-deadlines> Here is the link for the ACT: <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>

### **Junior Parents Resources**

- Read and work through this parent “College Prep Checklist” (<https://studentaid.ed.gov/sa/prepare-for-college/checklists/11th-grade>) which includes very helpful tips to encourage your freshman student in their academic, college, and career pursuits.
- Continue to help your child to process their thoughts about careers and college majors. Compare the results from the YouScience assessment they took in the fall with the results from My Next Move and My Career Shines (see freshman and sophomore parent resources)

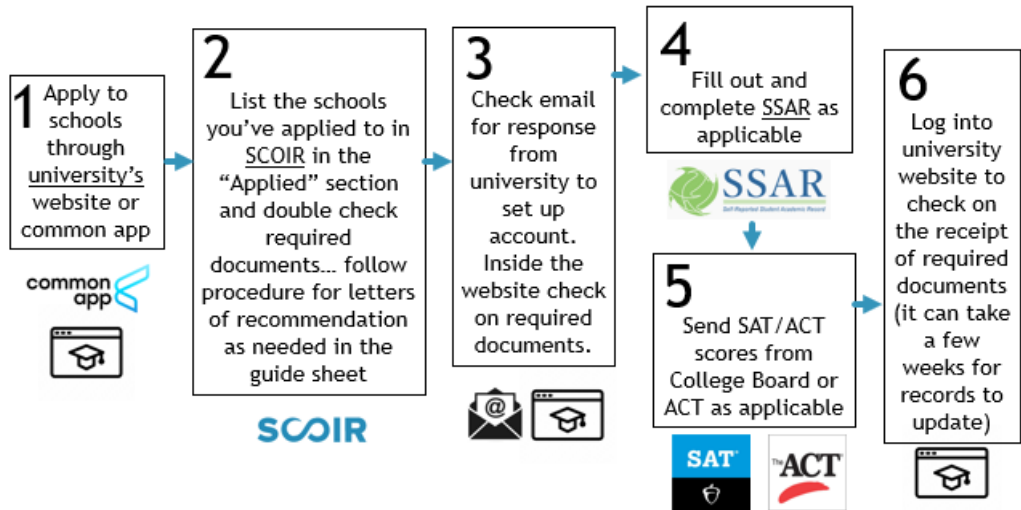


## 12<sup>th</sup> Grade Checklist

### Fall

- Continued from 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> Grade:
  - Continue to stay involved at school with extracurricular activities including clubs, athletics, and or community service. 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 community service page here: <https://www.prov.org/student-life/community-service>
  - Service Hours – All 100 hours must be complete by the end of first semester senior year
  - Continue developing your list of “awards, honors, paid and volunteer work, and extracurricular activities. Update it throughout high school.” (studentaid.ed.gov). See your senior project for details. Use this list when filling out your college applications.
- College Applications
  - Continue taking the SAT and/or ACT during the fall. You should have already taken them a few times, so you can continue to try to reach your desired scores. Continue to use the official SAT practice with Khan Academy (<https://www.khanacademy.org/SAT>) and/or practice with the ACT (<https://www.act.org/content/act/en/products-and-services/the-act/test-preparation/free-act-test-prep.html>)
    - A good target score is the Bright Future’s Levels found here: <https://www.floridastudentfinancialaidsg.org/PDF/FAS-FMS.pdf>.
    - Here is the link for the available dates and registration for the SAT: <https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>
    - Here is the link for the ACT: <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>
    - Qualification for Bright Futures continues through the entire senior year. Continue to take the SAT and/or ACT to qualify up through June following high school graduation.
  - Work hard on your college project as you continue to research your top schools. Use your SCOIR account (<https://www.scoir.com/>) to compare your qualifications with the averages. Try to narrow down to a few schools in each category:
    - Safety Schools – You exceed the average requirement with your GPA and SAT or ACT scores
    - Match Schools – You are close to the average GPA and SAT or ACT scores
    - Reach Schools – You are slightly under the average GPA and SAT or ACT scores
  - Use the results from the YouScience assessment (<https://www.youscience.com/>) taken in junior year to help determine your top possible majors. Compare and contrast this with the My Next Move and My Career Shines feedback (see Freshman through Junior year parent resources)
  - Attend the college representative visits during activity period in the media center
  - Consider going to the NACAC Fair at the Jacksonville Prime Osborne Center in October each year. 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>
  - Virtual college fairs are also a great opportunity. Check out NACAC College Fairs for details: <https://www.nacacfairs.org/virtual/>

- Research the dates and deadlines for your colleges. November 1<sup>st</sup> is usually a key deadline for early action/priority application for most public universities in Florida – it's the best chance for admission and scholarships. Others have rolling admissions, so make sure to apply as early as possible for best chance of admission.
- Follow the college application process outlined in English class. Make sure to follow the directions for each step carefully:



- Financial Aid

- Check out [finaid.org](http://finaid.org) to learn about the entire college financial aid process.
- The top 3 sources of financial aid are Bright Futures, Federal Government Aid (FAFSA), and Scholarships from Universities
  - Bright Futures - You can continue to take the SAT and/or ACT through senior year into June the following year to qualify for Bright Futures. The requirements can be found here: <https://www.floridastudentfinancialaidsg.org/PDF/FAS-FMS.pdf>.
    - Bright Futures can be used in public universities and colleges in the state of florida. Please see these links for the list of schools: <https://www.flbog.edu/universities/> and <https://www.fldoe.org/schools/higher-ed/fl-college-system/colleges/>
    - Here is the link for the available dates and registration for the SAT: <https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>
    - Here is the link for the ACT: <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>
  - FAFSA - "As soon as possible after its October 1st release, complete and submit your FAFSA form at [fafsa.gov](http://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](http://studentaid.ed.gov)) Make sure to list the universities
  - University Scholarships – Most universities will consider students for scholarships as part of their application process. Please see each university's website for details.
  - Smaller 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.

- College Sports – If you haven't yet, make sure to register with the NCAA Eligibility Center [www.eligibilitycenter.org](http://www.eligibilitycenter.org) if you plan on competing in college in sports. You will need to send test scores from SAT or ACT. Please see this link for details: <https://www.ncaa.org/student-athletes/future/test-scores> For more information about this process, check out the NCAA Guide for the College Bound Student-Athlete here: <http://on.ncaa.com/CBSA>

## Spring

- Continue to update SCOIR (<https://www.scoir.com/>) with your admissions results.
- If you have any questions about the financial aid your university has awarded, contact their office.
- Consider taking CLEP (College Level Examination Program) exams by College Board (<https://clep.collegeboard.org/> ([Links to an external site.](#))) to earn college credit for a variety of subject areas.
- Visit the colleges and universities you have been accepted to and evaluate all the options for the best fit including: academic programs and college majors, cost and financial aid, size, location, and ministry/church opportunities
- Most schools require your decision by May 1<sup>st</sup>. Other universities may need a decision earlier, especially for ones where you applied for Early Action. Fill out the information and pay any deposits by the deadlines.
- Check on the orientation process for your school. Registration often begins in spring of senior year.

## Senior Parents Resources

- Read and work through this parent "College Prep Checklist" (<https://studentaid.ed.gov/sa/prepare-for-college/checklists/12th-grade>) which includes very helpful tips to encourage your freshman student in their academic, college, and career pursuits.
- Watch the senior parent night video about the college application process for seniors at Providence: [senior parent night \(September, 2021\)](#)