



Freshman Checklist



- **Study Hard.** Build good study habits to keep your grades up.
- **Save money.** Sign up for a college savings account from Oklahoma's 529 college savings plan (OK4Saving.org) or continue to add money to an existing account.
- **Apply for Oklahoma's Promise.** If you didn't apply during 8th grade, visit okpromise.org for program requirements and to sign up for this scholarship program. Oklahoma's Promise helps qualified Oklahoma students access to higher education.
- **Talk it up.** Discuss your future plans with your guidance counselor, teachers, family members or other trusted adults.
- **Know high school graduation requirements.**
- **Take the right classes.** To be college-bound, your class schedule should contain at least four college-preparatory classes each year. Some schools recommend you take an extra unit in math, an additional unit in lab science and two units in speech or fine arts (music, art, drama).
- **Check it out.** Investigate college entrance requirements at OKcollegestart.org.
- **Track it.** Use the High School Planner found at OKcollegestart.org to keep track of your courses and grades. Invite your counselor to view your online High School Planner to help keep you on track for success.
- **Plan for credit make-up if needed.** Make-up credits through summer school or online credit recovery.
- **File it away.** Create a "my future" file which should contain the following items:
 - Copies of report cards
 - List of awards and honors
 - List of paid or volunteer school, community or extracurricular activities, or other work experience
 - Skill assessment quizzes and results.
- **Volunteer.** Give back to your community by volunteering. In order to be a valedictorian, salutatorian, or honor graduate, a cumulative total of 100 hours is required.
- **Think about it.** Start thinking about the university, college or technology center you'd like to attend. Check out the Explore Colleges section on OKcollegestart.org and plan a campus tour.
- **Take it to the next level.** Investigate honors and AP courses to know what's available and if your' eligible to enroll.
- **Consider taking the PSAT for practice only.** Check with your counselor to inquire about any associated costs.
- **Create a high school plan of study.** Develop a high school plan of study that will help prepare you for a career that fits your interests. Carefully choose your 10th grade courses.

Visit UCanGo2.org for tools to help you plan, prepare and pay for college!

Sophomore Checklist



- **Keep it up.** Build good study habits to maintain good grades.

- **Save money.** Sign up for a college savings account from Oklahoma's 529 college savings plan (OK4Saving.org) or continue to add money to an existing account.

- **Last chance.** Don't miss out on Oklahoma's Promise! If you didn't sign up in the 8th or 9th grade, visit okpromise.org for program requirements and to sign up for this scholarship program.

- **Talk it up.** Discuss your future plans with your guidance counselor, teachers, family members or other trusted adults.

- **Know what you need.** Review what courses you'll need to take to satisfy high school graduation requirements.

- **Take it to the next level.** Investigate honors and AP courses to know what's available and if you're eligible to enroll.

- **File it away.** Create a "my future" file which should contain the following items:

- Copies of report cards
- List of awards and honors
- List of paid or volunteer school, community or extracurricular activities, or other work experience
- Skill assessment quizzes and results

- **Be active.** Continue participating in extracurricular activities and volunteer work. Many admissions officers look for students who actively participate in their school and community. In order to be a valedictorian, salutatorian, or honor graduate a cumulative total of 100 volunteer hours is required.

- **Maintain learning.** Stay involved in academic enrichment programs, summer workshops and camps with a special focus such as music, arts, science, etc. Check out the free Summer Academies offered to 8th-12th grade students, which allow you to spend time at an Oklahoma college or university and learn about aeronautics, engineering, forensic science and much more. Visit OKhighered.org/Summer-Academies or call 800-858-1840 for more information.

- **Hit the books.** Prepare for and take standardized tests like the ACT and SAT. Visit the Test Prep section at OKcollegestart.org for helpful resources. You may also attend preparation classes or workshops.

- **Look into it.** Investigate your concurrent enrollment options. You may be able to enroll in college course as a junior or senior, if you meet certain requirements. Check with your counselor for more information.

- **Jot it down.** Gather information about your post-secondary opportunities such as technology centers, colleges, or the military.

- **Prepare for and take the PSAT.** This test determines eligibility for the National Merit Scholarship Program. Check with your counselor to inquire about any associated fee.

- **Consider career plans.** Review your high school plan of study to ensure it will prepare you for a career that fits your interests. Carefully choose your 11th grade courses.

Junior Checklist (Fall, Spring, Summer)



Junior Fall Checklist

- **Keep talking.** Continue your conversations with your guidance counselor, teachers, family members, or other trusted adults about your plans after high school. Talk with family and friends about their educational choices.
- **Take it to the next level.** Enroll in honors and AP courses, if possible.
- **Enroll now.** Sign up for college credit courses while in high school. Discuss concurrent enrollment with your counselor.
- **See for yourself.** Attend a college fair event in your area. These events offer families a chance to talk with school representatives. Visit UCanGo2.org to find the College Fair Worksheet with great questions to help you at the fair.
- **Add it to your calendar.** Visit UCanGo2.org to find dates for the ACT, SAT, PSAT and AP or other honors-level exams being offered. These exams are important college preparation steps.
- **Do a thorough review.** Ask for a preview of your academic record and profile and evaluate yourself. Look for gaps or low points, and seek advice from your counselor about ways to improve your profile.
- **Choose an exam.** ACT or SAT? Contact the school you plan to attend and ask which test they prefer. Once you decide which exam to take, sign up and make note of the date, time and location.
- **Get it.** Investigate admission requirements for postsecondary training programs at career and technology schools and/or colleges and universities.

- **Psst...remember the PSAT.** Register and take the PSAT exam offered in October. This score is required for several national scholarships, including the National Merit Scholarship. Fee waivers may be available. Check with your counselor.
- **Pare it down.** Narrow your list of schools based on research you've already completed. Your list will probably include three to five schools.
- **Get aid.** Financial aid, that is. Start researching your grant, scholarship and student loan options by checking out the Are You Looking for Money? Booklet in the Resources section at UCanGo2.org
- **Talk taxes.** Find tax tips for you and your parent(s) on the Hope Scholarship Tax Credit and Lifetime Learning Tax Credit at IRS.gov
- **Volunteer.** Give back to your community by volunteering. In order to be a valedictorian, salutatorian, or honor graduate a cumulative total of 100 hours is required.

Junior Spring Checklist

- **Start the process.** You and your parent(s) may want to schedule campus visits during summer vacation so you don't miss school. However, some high schools consider a campus visit an excused absence, so check with your counselor. When scheduling your visit, keep in mind that many campuses close for spring break.
- **Repeat testing.** Register for the spring ACT and/or SAT tests. You may want to take the exam again over the summer and/or in the fall of your senior year to boost your score.

Junior Checklist (Fall, Spring, Summer)



- **Find some money for college.** Continue researching financial options that are the best fit for you and your family.
- **Let it add up.** Continue to contribute to your 529 College Savings Plan (OK4Saving.org) or another savings plan. It's generally best to keep most savings in the parents' name.
- **Keep tabs.** Keep updating your "My future" file, which should contain the following items:
 - Copies of report cards
 - Paid, volunteer, school, community or extracurricular activities, or other work experience
 - Your Tracking My Classes and Achievements worksheet
 - Skill assessment quizzes and results

Junior Summer Checklist

- **Recruit some ambassadors.** Ask teachers or other community members to write letters of recommendation for your college admission and scholarship applications. Think about what you'd like to include in these letters and politely ask those you respect if they'll help.
- **Extend your stay.** You may have already toured some campuses, but use the summer months to visit friends and family currently attending the school(s) you're interested in. Consider sitting in on classes or staying in the dorms with your pals. Also, call ahead for appointments with the financial aid, admission and academic advisers. All these experiences will help you get a feel for the school to see if it's a good fit for you.
- **Be courteous.** If you go on interviews or visits, don't forget to send thank-you notes to those who helped you.

- **Do it again.** You may want to take the ACT and/or SAT test more than one time in an attempt to boost your score.
- **Practice and evaluate.** Complete online admission applications by filling out rough drafts without submitting them. Focus on the essay portions of these applications and decide how you would like to present yourself. Don't forget to mention your activities outside of school. Ask family or friends to review your applications, especially the essays, and provide feedback.
- **Apply early.** If you have a clear "first choice" school, decide if you're going to apply for early decision or early action. Be aware that if you're accepted for early decision, you may be committing yourself to attend that school.
- **Decide what you like.** Explore careers by taking a summer job or internship in your field of interest. Remember to set some money aside from your paycheck to pay future expenses.
- **Check the mail.** Read your college mail and send reply cards to the schools that interest you.
- **Review graduation requirements.** Develop your 12th grade plan of study.
- **Consider taking the ASVAB.**
- **Tuition Free Opportunities.** Ask your counselor for information on the Ticket to Rose scholarship program and OKC GO 2.0.

Senior Checklist (Fall, and Spring)



Senior Fall Checklist

- **Take action now.** Continue to explore opportunities to earn college credit while in high school. Talk to your counselor about concurrent enrollment.
- **Stay on track.** Review courses with your counselor to make sure you're meeting high school graduation and entrance requirements for the schools that interest you.
- **Learn more.** Attend college fairs, college planning sessions, and financial and information sessions for answers to your questions.
- **Get a PIN.** Request a federal Personal Identification Number (PIN) at PIN.ed.gov. This PIN is used throughout the federal aid process, including for completion of the Free Application for Federal Student Aid (FAFSA).
- **Study.** Keep making the effort to maintain your grades. These habits will come in handy during your college coursework.
- **Keep saving.** Continue to plug money into your Oklahoma 529 College Savings Plan (OK4Saving.org) or other savings account. It's generally best to keep most savings in the parent's name.
- **Sign up.** Even if you've already taken the ACT or SAT, register for the fall ACT and/or SAT tests, you might boost your score! Find test locations and dates at UCanGo2.org
- **Narrow your choices.** Many students select three to five schools to apply to, including their dream school, their safety school and two or three other choices.
- **Take a tour.** If you haven't already, visit schools

that are a good match to your abilities and career interests. Use the tools found on UCanGo2.org.

- **Go for free money.** Search and apply for as many grants and scholarships as possible. Check out UCanGo2.org to search for scholarships by deadline or category. Be sure to check with local civic organizations or employers for additional scholarship sources.
- **Research aid.** Check for specific information about college costs and any other financial aid that may be available at UCanGo2.org and in the *Are You Looking for Money?* Booklet.
- **Fill it out.** Decide which college(s) you're interested in attending and submit admission and financial aid applications. Be aware of deadlines.
- **Send it in.** If you haven't already done so, make sure your official test scores are being sent to the school(s) to which you're applying.
- **Consider taking the ASVAB.**
- **Ask your counselor** for information on the Ticket to Rose scholarship program and OKC GO 2.0.
- **Volunteer.** Give back to your community by volunteering. In order to be a valedictorian, salutatorian or honor graduate, a cumulative total of 100 hours is required.

Senior Spring Checklist

- **Talk taxes.** Make sure you and your parent(s) have completed your income tax forms as soon after Jan. 1 as possible in anticipation of completing financial aid applications, some of which have very early deadlines.

Senior Checklist (Fall, and Spring)



- **Check in.** Contact the admission office at the school(s) you may attend to make sure they've received your information.
- **Look for the SAR.** Review the information provided on your Student Aid Report (SAR), which is sent to you after you file the FAFSA, to ensure accuracy. Any inaccurate items need to be corrected and returned for processing.
- **Call to confirm.** Contact the financial aid office at the school(s) you'd like to attend to make sure they've received your information.
- **Take the test.** You've studied hard, so take the exams for any AP subject.
- **Ask for it.** Request that your high school send your final transcript to the school(s) to which you applied.
- **Keep an eye open.** Watch your mailbox or email for FAFSA results and/or financial and award letters. Many colleges email their award letters. You may want to check with the school you plan to attend and ask how this information will be sent.
- **Sign and send.** Promptly accept your financial award letter, if required. You don't have to accept all loan funds offered to you; borrow only what you need!
- **Decisions, decisions.** If you've been accepted to multiple schools, make a decision and notify the school you plan to attend as soon as possible. You may be required to pay a nonrefundable deposit to secure your spot. Most schools need a decision by May 1st.
- **Waiting game.** You may be placed on a waiting list for an opening at the school. If so, contact the school to let them know you're still interested.
- **Pay attention to the MPN.** If you've been offered a federal student loan and you need it to pay for school, complete the Master Promissory Note (MPN) to accept it. If you have questions, contact your educational institution or the Department of Education's Direct Loan Servicing department at 800-848-0979.
- **Continue to update "my future" file.**

A hand is visible on the left side of the frame, holding a wooden signpost. The signpost has a white arrow pointing to the right. The text "HOW PARENTS OR GUARDIANS CAN HELP" is written in blue, bold, uppercase letters on the white arrow.

HOW PARENTS OR GUARDIANS CAN HELP

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Know your student's
teachers and school counselor
and communicate with them
throughout the year.

”

How Parents or Guardians Can Help

Freshman

- Know your student's teachers and school counselor and communicate with them throughout the year.
- Know grading periods and when to expect report cards and progress reports.
- Develop a systematic plan of study that will prepare your student for a career that fits his/her interests.
- Obtain information on Oklahoma's Promise, a scholarship program that helps qualified Oklahoma students gain access to higher education. Apply to Oklahoma's Promise if your student qualifies.
- Review and understand the necessary requirements for high school graduation.
- Assist your student in beginning a file on activities, honors, work experience, and community service.
- Review and approve your student's 10th grade plan of study.
- Know opportunities for career and technical education through technology centers, as well as concurrent enrollment.

Sophomore

- Know your student's teachers and school counselor and communicate with them throughout the year.
- Know grading periods and when to expect report cards and progress reports.
- Review your student's test results and how they relate to his/her plan of study.
- Attend college and career fairs with your student.
- Clarify and reinforce with your student the necessity of making a commitment to post-secondary plans.
- Begin gathering information about career and technology centers, colleges, and the military.
- Know the requirements for post-secondary admissions.
- Review and approve your student's 11th grade plan of study.
- Continue building a file on activities, honors, work experience, and community service.
- Obtain information on Oklahoma's Promise, a scholarship program that helps qualified Oklahoma students gain access higher education. Apply to Oklahoma's Promise before the end of your student's 10th grade year.
- Check out test dates and registration deadlines (PSAT, ACT, SAT, ASVAB).

Junior

- Know your student's teachers and school counselor and communicate with them throughout the year.
- Know grading periods and when to expect report cards and progress reports.
- Check out test dates and registration deadlines (PSAT, ACT, SAT, ASVAB). Register to take the SAT or ACT.
- Discuss long-term career plans.
- Review specific entrance requirements for post-secondary training programs that your student may want to attend.
- Review graduation requirements and be certain the appropriate courses are being taken.
- Research financial aid and scholarship opportunities.
- Review and approve your student's 12th grade plan of study.
- Attend career and college fairs with your student and discuss career options.
- Take your student on college visits.
- Continue building a file on activities, honors, work experience, and community service.

Senior

- Know your student's teachers and school counselor and communicate with them throughout the year.
- Know grading periods and when to expect report cards and progress reports.
- Check out test dates and registration deadlines (PSAT, ACT, SAT, ASVAB). Register to take the SAT or ACT.
- Know college admission application deadlines.
- Check due dates on scholarships and other sources of financial aid.
- Re-check graduation requirements.
- Pick up various forms related to obtaining financial aid (scholarships, grants, student loans).
- Complete all financial aid forms as soon as possible.
- Complete the necessary applications as soon as a decision has been reached about which post-secondary training institution your student will attend.
- Check student's completed applications, resume development, and interviewing skills.
- Attend career and college fairs with your student and discuss career options.
- Learn more about OKC GO 2.0 or Ticket to Rose.