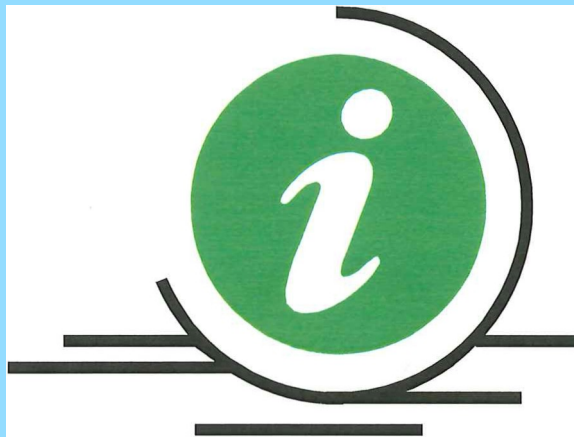


Class of 2021

Junior Handbook



***CTE Career Center
Hazen * Lindbergh * Renton
Tally Sr. High School***

Launching Learning to Last a Lifetime

Renton School District < Career and Technical Education < 300 SW 7th Street, Renton WA 98057 < 425.204.2310 < Fax: 425.204.2327

www.rentonschools.us/cte

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TO: Juniors and Parents - As you begin your junior year, it's time to start planning for your future. It's an exciting time and you have many choices: apprenticeship programs, technical or community college, four year college or university, military service - or a combination of all of these.

What to Do Now!

CHECK YOUR CREDITS. Are you on track to meet graduation requirements? Ask your counselor for a copy of your current transcript.

../ **FOUR YEAR UNIVERSITY OR COLLEGE** requires you to take either the SAT or ACT. Juniors should take one of these tests in the spring. Register for the SAT at www.collegeboard.com or for the ACT at www.act.org. On-line registration is recommended.

../ **COMMUNITY COLLEGES** require a high school diploma. Most WA state community colleges will accept your Smarter Balanced Exam test scores or your high school transcript. Be sure to check what is required on the school's website. They have two basic tracks - an associate transfer degree which will let you complete your first two years of requirements, then transfer to a four year university or an occupational program, which will enable you to go right to work after you complete the program (i.e., nursing, computer programming, and accounting). Many community colleges now offer 4-year degree programs called Bachelor's of Applied Science. Be sure to check out the different degrees on the college's website or by using the catalogs in the Career Center.

TECHNICAL COLLEGES are part of the community college system. They may have waiting lists in many programs, so start NOW to look through catalogs and visit campuses.

APPRENTICESHIP PROGRAMS are great opportunities to earn while you learn. Some apprenticeship programs include construction, plumbing, drywall and aerospace. See your Career Center for more information.

COLLECT INFORMATION about life after high school -what are your choices and opportunities?

DATE	TIME	ACTIVITY	LOCATION
September 18, 2019	6:30PM-8:30PM Presentation	"Money Maze" The Money Maze— finding money for college, is a workshop designed to address the major issues facing students and parents as they pursue all types of need and merit-based financial aid programs. 9th-12th grade families and students encouraged to attend	Renton IPAC Theater
	5:30PM-6:30PM Resource Fair		
October 23, 2019	6 PM - 8 PM	Post-Secondary Fair 9th-12th grade families and students encouraged to attend	Renton Pavilion Event Center
October 29, 2019	2:05 PM - 7:00 PM	College Application & Financial Aid Workshop Seniors are encouraged to attend all College Applications/FAFSA/WASFA workshops	Renton High School TLC— The Learning Complex
November 5, 2019	2:30 PM - 7:00 PM	College Application & Financial Aid Workshop Seniors are encouraged to attend all College Applications/FAFSA/WASFA workshops	Lindbergh High School Library
November 7, 2019	2:30 PM - 7:00 PM	College Application & Financial Aid Workshop Seniors are encouraged to attend all College Applications/FAFSA/WASFA workshops	Hazen High School 2nd Floor Computer Lab & Library

Watch the bulletin for visits from college representatives and attend any sessions you can. If you are interested in the military academies , for example, you need to begin the application process in the spring of your Junior year.

If you are considering an out of state school or a private college, be sure to check specific entrance requirements and application deadlines on the college's website or in a catalog in the Career Center. Some selective colleges or out of state schools (California in particular) may have deadlines as early as November, while others may require additional subject tests, called SAT II tests. Make it your business to find out what your schools require.

NEED AN ACT OR SAT PREP CLASS? Check these online resources:

<https://www.khanacademy.org/test-prep/sat> <https://sat.collegeboard.org/practice>
<http://www.actstudent.org/testprep/>

TO DO BY THE END OF THE JUNIOR YEAR

- ./ **RUNNING START** is a program that enables high school students to take courses at local community colleges and receive both high school and college credit. Required information sessions for Running Start will be held quarterly - see the Counseling Office for dates and times.
- ./ **PLAN FOR SPRING TESTS** - Check test dates and registration deadlines.
- ./ **USE SPRING BREAK AND SUMMER VACATION WISELY** - visit colleges, take tours of programs, enroll in a summer class if you need or want extra credit.
- ./ **CONTINUE TO CHALLENGE YOURSELF** when you plan your schedule for senior year . First semester of senior year is key to many college admission officers.
- ./ **USE THE INFORMATION HIGHWAY!** Here are some valuable websites for both planning and financial aid:

www.careercruising.com

Contact your Career Center Specialist for Username and Password.
Use this site for building an electronic portfolio, listing all of your awards, academic accomplishments, extracurricular activities, tracking community service hours, etc.

Other helpful websites:

www.act.org
www.collegeboard.org
www.collegenet.com
www.fafsa.gov
www.fastweb.com

www.princetonreview.com
www.readysetgrad.org
www.sbctc.edu
www.studentaid.ed.gov
www.thewashboard.org

Remember, good information leads to good decisions. Please talk to your teachers, counselor , or stop by the Career Center today!

Hazen High School
Quan Nguyen
College & Career Specialist
425.204.4254
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Renton High School
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College & Career Specialist
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Nichola.Fulmer@rentonschools.us

Lindbergh High School
Ivery Rhodes
College & Career Specialist
425.204.3225
Ivery.Rhodes@rentonschools.us

Albert Tally Sr. High School
Kellie Cave
College & Career Specialist
425.204.2116
Kellie.Cave@rentonschools.us

Career Center Overview

The Career Center is designed to assist students in the development and achievement of their post high school career and educational goals. It is open Monday through Friday to provide the following services:

- >- Career Pathways Information
- >- Interest Surveys
- >- Employability Skills
- >- Tech Prep Information
- >- Career Exploration
- >- Volunteer Information
- >- Job Search Assistance
- >- Scholarships & Financial Aid Information
- >- Student Portfolios
- >- Technical College Information
- >- Community College Information
- >- Four-Year College Information
- >- Apprenticeship Information
- >- Job Shadowing
- >- Internships/Mentoring
- >- Work Site Learning
- >- Field Trips
- >- College Tours
- >- Guest Speakers
- >- Career Fair
- >- College Fairs
- >- Apprenticeship Fair

Career Center Resources

A wide variety of resources are available in the Career Center to assist students in making informed decisions about their post high school goals. Use these resources to help you decide on next steps:

Computer Software - See your Career Center for your school's password

- >- Career Cruising
(www.careercruising.com)
- >- Career exploration
- >- School-to-work transition
- >- Job search strategies

Printed Materials

- >- College catalogs, applications
- >- Career & educational publications
- >- View books, and schedules
- >- Specific career publications
- >- Educational & occupational handouts
- >- Scholarship & Financial aid guides
- >- SAT/ACT preparations books
- >- Tech Prep information

Individual, Small, and Large Group Presentations on

- >- Career interest areas
- >- Post-secondary education
- >- Scholarships & financial aid
- >- Resume writing
- >- Interviewing skills
- >- Job search strategies

If you would like to use any of the above mentioned resources, feel free to stop by the Career Center during lunch times, before school, after school, or (with teacher permission) during class time (scheduled appointments preferred).



Quick Reference Guide for High School Students 2019-2020

Information about Financial Aid

RSD Financial Aid Book | www.rentonschools.us
Federal Student Aid | www.studentaid.ed.gov
Fin Aid | www.finaid.org
Mapping Your Future | www.mapping-your-future.org
Project Scholarship Scam | www.ftc.gov/scholarshipscams
Sallie May | www.salliemay.com

Career Center Resources

- | | |
|----------------------|------------------------|
| ▪ Scholarships | ▪ Financial Aid Books |
| ▪ Sr. Survival Guide | ▪ Field Trips/Speakers |
| ▪ Jr. Handbook | ▪ Career Planning |
| ▪ Volunteer Guide | ▪ Employment |

Sources of Aid*

RSD Financial Aid Book | www.rentonschools.us
FAFSA (Free Application for Federal Student Aid) | www.fafsa.gov
WASFA (Washington Application for State Financial Aid) | www.readysetgrad.org/wasfa
Federal Student Aid ID | www.fsaaid.ed.gov/npas/index.htm
Federal Student Loans | www.studentaid.ed.gov/sa/types/loans

Calculators

FAFSA4caster | www.fafsa4caster.ed.gov
College Cost Projector | www.finaid.org/calculators
Loan Calculators | www.finaid.org/calculators
Savings/EFC Calculators | www.finaid.org/calculators

College Admissions/Testing

ACT | www.act.org
SAT | www.collegeboard.org

Test Prep

Khan Academy | www.khanacademy.org/sat
Princeton Review | www.princetonreview.com

College Planning

Cappex | www.cappex.com
Career Cruising | www.careercruising.com
CollegeNet | www.collegenet.com
KnowHow2GO | www.knowhow2go.acenet.edu
ReadySetGrad | www.readysetgrad.org
WA State Community & Technical Colleges | www.sbctc.edu

Career Planning

Career Bridge | www.careerbridge.wa.gov
Career Cruising | www.careercruising.com
Occupational Outlook Handbook | www.bls.gov/oco
WA State Employment Security Department | <https://fortress.wa.gov/esd/employmentdata/>

Athletes

NCAA | www.ncaa.org
NAIA | www.naia.org
NJCAA | www.njcaa.org

The SAT

The SAT is a globally recognized college admission test that lets you show colleges what you know and how well you can apply that knowledge. It tests your knowledge of reading, writing and math - subjects that are taught every day in high school classrooms. Most students take the SAT during their junior or senior year of high school, and almost all colleges and universities use the SAT to make admission decisions.

Taking the SAT is the first step in finding the right college for you - the place where you can further develop your skills and pursue your passions. But SAT scores are just one of many factors that colleges consider when making their admission decisions. High school grades are also very important. In fact, the combination of high school grades and SAT scores is the best predictor of your academic success in college.

<https://sat.collegeboard.org/about-tests/sat>

What does the SAT test?

The SAT doesn't test logic or abstract reasoning. It tests the skills you're learning in school: reading, writing and math. Your knowledge and skills in these subjects are important for success in college and throughout your life.

- The **reading** section includes reading passages and sentence completions.
- The **writing & language** section includes multiple-choice questions based on passages with some accompanied by information table and charts.
- The **mathematics** section includes questions on linear equations, algebra, geometry, trigonometry analysis, and probability.
- The optional essay will ask you to explain how the author builds an argument

How can I do my best on the SAT?

The best way to get ready for the SAT is to take challenging courses, study hard, and read and write in and outside of the classroom.

Studies suggest that cramming and short-term prep can't substitute for hard work in school, but it's certainly a good idea for you to become familiar and comfortable with the test format and question types. That's why the best SAT practice is the PSAT/NMSQT®, which covers the same subjects under timed conditions.

You can also take advantage of **free online practice tools**, such as an online or printable practice test, sample questions, The Official SAT Question of the Day™ and more.

What is most important in college admission?

The SAT is just one factor among many that colleges use to get to know you better. It's best to keep the test in perspective and understand that it's only part of a comprehensive admission process that also recognizes other factors, like extracurricular activities and personal recommendations.

Every college and university uses a different combination of criteria for admission. Feel free to reach out to the schools you're interested in to understand their unique admission policies.

Which SAT questions make it onto the exam?

Every SAT question goes through a very careful review process before making it into your exam booklet. Each question that you see has been:

- Reviewed by a team of experts, including math and English teachers, to make sure that it reflects what most college-bound students are learning in school.
- Thoroughly tested to make sure that it is fair for students of all backgrounds and ethnicities.

Questions that don't make it through these steps will never show up on an actual exam.

1. Take the SAT again?

If you plan on **taking the SAT again**, the beginning of senior year is the best time. Research shows that students who take the SAT a second time usually improve their score.

2. Improve your performance

- Use **My SAT Online Score Report** to review your strengths and areas for improvement
- Visit **SAT Skills Insight** to understand the skills needed to take you to the next level
- Visit the **SAT Practice** section and be sure to sign up for **The Official SAT Question of the Day @SAT Question** on Twitter for daily practice.

3. Take SAT Subject Tests™

SAT Subject Tests measure your knowledge of a particular subject. If you continue to study the subject and take the test again, your score should reflect your increased knowledge.

4. Send scores to colleges and scholarship programs

Many colleges and universities have application deadlines in December or January of your senior year. If you haven't sent your scores to any institutions or if you would like to **send more score reports**, now is the time.

Overview: The SAT Test

Below is a chart of the SAT's major features and test components, including test length and timing.

Test Snapshot	
Total Testing Time	3 hours (plus 50 minutes for the essay [optional])
Components	<ol style="list-style-type: none"> 1. Evidence- Based Reading and Writing <ul style="list-style-type: none"> • Reading Test • Writing and Language Test 2. Math 3. Essay (optional)
Important features	<p>Focus on the knowledge skills and understandings that research has identified as most important for college and career readiness and success</p> <p>Greater emphasis on the meaning of words in extended contexts and on how word choice shapes meaning, tone, and impact</p> <p>Rights-only scoring (no penalty for guessing)</p>
Essay	<p>Optional and given at the end of the SAT; postsecondary institutions determine whether they will require the Essay for admission</p> <p>50 minutes to write the essay</p> <p>Tests reading, analysis, and writing skills; students produce a written analysis of a provided source text</p>
Score Reporting	<p>Scale ranging from 400 to 1600</p> <p>Scale ranging from 200 to 800 for Evidence-Based Reading and Writing; 200 to 800 for Math; 2 to 8 on each of three dimensions for Essay</p> <p>Essay results reported separately</p>
Subscore Reporting	Subscores for every test, providing added insight for students, parents, admission officers, educators, and counselors.

Test Length and Timing

Test Length and Timing		
Component	Time Allotted (min.)	Number of Questions
Reading	65	52
Writing and Language	35	44
Essay (optional)	50	1
Math	80	58
Total	180 (230 with Essay)	154 (155 with Essay)

PRACTICE SAT

<https://www.khanacademy.org/sat>

Register for the SAT

- **The test costs \$47.50** - or \$64.50 if you sign up to take the SAT with Essay.
- You'll need to upload a photo when you register.
- Students with disabilities who want to test with accommodations must request them from the College Board at least seven weeks before test day.

<https://collegereadiness.collegeboard.org/sat>

Fee Waivers

SAT fee waivers will continue to be available to students who need them. In addition, every student who takes the SAT with a fee waiver will, as a senior, receive four college application fee waivers directly from the College Board. These seniors will access these waivers through their online College Board account.

More information on the SAT:

<https://collegereadiness.collegeboard.org/sat/inside-the-test>

THE ACT

What is the ACT?

The ACT is a national college admissions examination that consists of subject area tests in:

English

Mathematics

Reading

Science

The ACT Plus Writing includes the four subject area tests plus a 30-minute Writing Test.

All four-year colleges and universities in the US accept ACT results.

The ACT includes 215 multiple-choice questions and takes approximately 3 hours and 30 minutes to complete, including a short break (or just over four hours if you are taking the ACT Plus Writing). Actual testing time is 2 hours and 55 minutes (plus 30 minutes if you are taking the ACT Plus Writing).

The ACT is administered on six test dates within the US, US territories, Puerto Rico, and Canada. In other locations, the ACT is administered on five test dates.

The basic registration fee includes score reports for up to four college choices, if you list valid codes when you register.

Description of the ACT

Test			Content
English	75 questions	45 minutes	Measures standard written English and rhetorical skills.
Mathematics	60 questions	60 minutes	Measures mathematical skills students have typically acquired in courses taken up to the beginning of grade 12.
Reading	40 questions	35 minutes	Measures reading comprehension.
Science	40 questions	35 minutes	Measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural sciences.
Optional Writing Test	1 prompt	40 minutes	Measures writing skills emphasized in high school English classes and in entry-level college composition courses.

ACT Online Prep

<http://www.actstudent.org/onlineprep/>

SAT Dates for 2019-2020

Date of Test	Register by	Late Registration Deadline (with fees)	Get Scores By
August 24, 2019	July 26	August 13, 2019	September 6-11
October 5	September 6	September 24	October 18-23
November 2	October 3	October 22	November 15-20
December 7	November 8	November 26	December 20-25
March 14, 2020	February 14	March 3, 2020	March 26-30
May 2	April 3	April 21	May 15-20
June 6	May 8	May 27	July 15-17

ACT Dates for 2019-2020

Date of Test	Register by	Late Registration (with fees)	Get Scores By
September 14, 2019	August 16	August 17-30, 2019	September 24 -October 8
October 26	September 20	September 26-October 4	November 5-19
December 14	November 8	November 3-19	December 24 -January 7
February 8, 2020	January 10	January 11-17, 2020	February 18 - March 3
April 4	February 28	February 29 - March 13	April 14 - 28
June 13	May 8	May 9-22	June 23 - July 7

****Check with College Board and ACT websites to confirm dates, deadlines, registration procedures and testing locations.***

SAT and ACT Comparison Charts

Test Snapshot		
Features	SAT	ACT
Widely accepted	All U.S. colleges	All U.S. colleges
Measures	What students learn in high school What they need to succeed in college	What students learn in high school
Everyday math formulas provided	Yes	No
Tests the vocabulary you'll use	Yes	Yes
Essay is optional	Yes	Yes
Penalty for guessing	No	No

Free Practice		
Resources	SAT	ACT
Free daily practice questions	Yes, through the free Daily Practice for the SAT mobile app or via Twitter @SATQuestion	Yes
Free comprehensive test practice	Yes, through Khan Academy, with over 4,000 questions and video lessons	No
Multiple free practice tests	Yes, 8 downloadable practice tests with instant scoring	No, only 1 practice test
Mobile app that instantly scores paper test	Yes, Daily Practice for the SAT	No

Flexibility		
Schedule	SAT	ACT
Future test administration dates	3 years	2 years
Regular registration deadline	About 4 weeks before test day. You pay a late fee for registering later.	About 5 weeks before test day. You pay a late fee for registering later.
Late registration closes	About 11 days before test day	20+ days before test
Test days	7 times a year	7 times a year

Fee Waivers		
Benefits and Rules	SAT	ACT
Test fees waived for eligible students	Yes	Yes
Waivers cover late fees	Yes	No
Score reports	Unlimited	4 score reports
Waived application fees at participating colleges	Yes	No
Score services	Yes, either Question-and-Answer Service (QAS) or Student Answer Service (SAS) for SAT administrations	Yes, Test information release for 3 administrations
A fee reduction for multiple-choice score verification or essay score verification	Yes	No
Free applications to apply for financial aid from participating schools	Yes, students can use CSS Profile to apply for financial aid	No
Expiration Date	No	Expire end of August each year

Test Format		
Structure and Timing	SAT	ACT
Testing timing	3 hours + 50-minute essay (optional)	2 hours 55 minutes + 40-minute essay (optional)
Structure	3 tests + optional essay	4 tests + optional writing test
Number of questions	154	215
Time per question	1 minute, 10 seconds	49 seconds
Score range	Composite 400-1600 (SAT Essay: reported in 3 dimensions, each 2-8)	Composite 1-3 (writing domain scores: 2-12)
Test components	<p>Reading Test 65 minutes 52 questions</p> <p>Writing and Language Test 35 minutes 44 questions</p> <p>Math Test 80 minutes 58 questions</p>	<p>Reading Test 35 minutes 40 questions</p> <p>English Test 45 minutes 75 questions</p> <p>Math Test 60 minutes 60 questions</p> <p>Science Test 35 minutes 40 questions</p>

The ASVAB

What is the ASVAB?

The ASVAB is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military.

With the ASVAB Career Exploration Program exam, it allows students to:

- Identify their skill strengths
- Discover work-related interest areas where students are most likely to succeed; and
- Access to a catalog of careers with relevant occupational data to help students develop an action plan

This exam is not only for students who are interested in the military. It is available for students who would like to see what their skill strengths are and to explore different career options. Students have the option to opt out of score release to the military.

This ASVAB exam is available for **10th_12th grade students.**

Students who are interested in the military should contact the military branch recruiter of their interest to further discuss plan.

ASVAB Scoring

- Your scores in four critical areas -- Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension and Mathematics Knowledge -- count towards your Armed Forces Qualifying Test (AFQT) score.
- The AFQT score determines whether you're qualified to enlist in the U.S. military.
- Your scores in the other areas of the ASVAB will determine how qualified you are for certain military occupational specialties and Enlistment Bonuses.
- A high score will improve your chances of getting the specialty/job and signing bonus you want.
- Scoring high on the ASVAB will require study and concentration. Check out these example and practice tests:

<https://www.asvabprogram.com/educators-test> | <http://www.asvabpracticetests.com>

The ASVAB is offered at least once a year at your high school. For test dates and times or questions, visit your College & Career Specialist.



Tech Prep/Dual Credit is a program that allows students to get a head start on college while still in high school.

Tech Prep/Dual Credit provides a great opportunity for students to explore career interests, no matter what their educational goal.

Examples of Tech Prep/Dual Credit certified classes in the Renton School District:

- Culinary Skills
- IT Academy
- Marketing
- Robotics
- Visual Communications

Renton School District
Career & Technical Education

300 SW 7th St
Renton WA 98057

425.204.2310
Fax: 425.204.2327

www.rentonschools.us/cte

Tech Prep/Dual Credit

TECH PREP/DUAL CREDIT

Tech Prep/Dual Credit is a college-preparatory program for technical careers that prepares high school students for success by earning college credit in classes that they take at their high school. In Tech Prep/Dual Credit classes, students have the opportunity to explore career options early, in a hands-on, challenging environment. Students discover their own interests and skills while experiencing practical, real-world ways to pursue their goals in a variety of high-skill, high-wage technical careers.

Tech Prep/Dual Credit provides:

- A head start in a certificate program, two-year associate of applied science degree, or apprenticeship program;
- A solid basis for baccalaureate study; and
- The ability to apply technical skills for immediate entry-level employment after high school while also attending college.

Other benefits of **Tech Prep/Dual Credit** include:

- Save cost of college tuition and books
- Participate in high quality training programs that connect to the business and/or industry of your technical interests
- The opportunity to graduate from college early

Steps to receive Tech Prep/Dual Credit

While in High School:

1. Take a Tech Prep/Dual Credit certified class at your high school (see the high school registration booklet)
2. Earn a "C" (2.0) or better in the class (additional requirements may apply)

After High School Graduation:

1. Register at a participating Community or Technical College (currently includes Green River Community College, Highline College, and Renton Technical College).
2. Bring your high school transcript with you when you register and inform the registrar that you have **Tech Prep/Dual Credit** credits that you want to utilize.
3. The college will analyze your high school transcript (fee may apply) and issue appropriate credit.
4. Please be aware that **Tech Prep/Dual Credit** is not guaranteed. Colleges will make a determination at time of registration and may base their decision on such factors as: the college has discontinued the course, or the college course requirements have changed and no longer match the high school course.

More information

- See a high school counselor or a career specialist in your high school Career Center.

Benefits of Worksite Learning

Worksite Learning (WSL) is a learning experience that connects knowledge and skills obtained in the classroom to those needed in the work environment.

**Hazen High
School**

**Lindbergh High
School**

**Renton High
School**

**Albert Talley Sr.
High School**

**WORKSITE
LEARNING
CONTACT:**

**Terry Derrig
206-940-5750**

Student Benefits

- Provides opportunities to apply academic proficiencies
- Establishes a clear connection between education and work
- Provides opportunities to explore possible careers
- Enhances skill development
- Improves post-graduation job prospects
- Develops workplace responsibility
- Provides opportunities to learn about workplace realities
- Provides opportunities for leadership development
- Establishes professional contacts for future employment and mentoring
- Establishes positive work habits and attitudes
- Excellent entry on academic and work resumes
- Earn high school credit (.5 credit for every 180 hours)

Employer Benefits

- Provides a source of skilled and motivated employees
- Reduces the cost of recruitment and training
- Improves employee retention
- Provides developmental opportunities for current workforce
- Offers opportunities to provide community service
- Encourages involvement in the curriculum development process
- Increases employer visibility in education

School Benefits

- Enhances education's ability to meet the needs of diverse student populations
- Makes education more relevant and valuable for students
- Increases student retention and graduation rates
- Increases interaction between education and the business community

Community Benefits

- Provides an informed, competent, and productive workforce
- Ensures cooperation and understanding between education and community
- Generates opportunities to benefit from the energy and creativity of students
- Provides needed services
- Builds confidence in the educational system
- Encourages respect and tolerance among different groups

Running Start

"Running Start" is a statewide program that provides an opportunity for Juniors and Seniors in high school to enroll in courses, tuition-free, at a Community and/or Technical College as part of their high school coursework.

Students may enroll simultaneously in high school and college classes, or exclusively in college classes. Classes taken at the college as part of the Running Start Program are limited to "college level courses". Community colleges and vocational/technical colleges offer a variety of academic courses and a full range of vocational/technical programs. Students receive both high school and college credit (dual-credit) when classes are completed.

Running students and their families do not pay tuition. However, students are responsible to pay for mandatory fees, books and transportation. The Running Start program is available for Fall, Winter and Spring quarters. Students may enroll in summer classes at their own expense, with permission from their high school.

Graduation requirements are established by each high school, and students must work closely with their high school counselor to ensure that **all** requirements are met. It is important that students verify exactly what high school credits will be earned before enrolling in a college class program.

General Education Courses are transferable to all other Washington State public colleges and universities, according to the guidelines of the receiving institution. Transfer to Washington State private colleges and out-of-state colleges cannot be guaranteed. Students are encouraged to contact those colleges for current transfer policies.

Who Is Eligible For Running Start?

- To be admitted into the Running Start Program, a student must:
- Be a Junior or Senior at a Washington public high school
- Be at least 16 years of age
- Determine eligibility by meeting minimum placement scores on a placement test.
(Placement requirement(s) may differ at each community/technical college. Check college's website to see requirement).

How Do You Get Started?

- **Step 1:** Students will need to complete an online admission application from the college of their choice. The college will process the application and send the student an email about activating their college email account.
- **Step 2:** All potential Running Start students are required to take a college assessment test. Different colleges may require different tests so be sure to check on the college's website to see what assessments and options are available. The test is offered at the community or technical college. Students need to check to see if the test is offered on a walk-in-basis or if an appointment is needed. Allow about two hours to complete the test. To be eligible for Running Start, students' placement test scores must place at college level, which will be determined by the participating college.
- **Step 3:** Make an appointment with your high school counselor to review your placement test results and to discuss how Running Start could work with your educational career plans. Students must have the Running Start "Authorization to Register" form filled out by their counselor, which specifies which classes they are permitted to take at the college.
- **Step 4:** Make an appointment for an advising, registration and program visitation at the Community and/or Technical College. All students wishing to enroll in a full-time technical program must have a tour of the program prior to enrolling. Students should call for an appointment.

What Should You Consider Before Enrolling?

You and your parents should give careful considerations to the appropriateness of this program before electing to participate. The decision to begin college early is an important one. Student success requires motivated individuals who work independently, take initiative, have good skills and are able to responsibly complete assignments throughout the quarter. It is important to consider each student's maturity level in making choices about educational options.

Online Career & College Resources

Career Cruising / www.careercruising.com

Career Cruising is an interactive resource designed to help you plan your future. The process begins with exceptional assessment tools, which guide you through detailed occupation profiles and comprehensive post-secondary education information.

See your College & Career Specialist in the Career Center for your login username and password.

Career
The Complete Guidance System

Additional Resources

College Admissions/Testing

ACT | www.act.org

SAT | www.collegeboard.org

Test Prep

Khan Academy | www.khanacademy.org/sat

Princeton Review | www.princetonreview.com

College Planning

Cappex | www.cappex.com

Career Cruising | www.careercruising.com

CollegeNet | www.collegenet.com

KnowHow2GO | www.knowhow2go.acenet.edu

ReadySetGrad | www.readysetgrad.org

WA State Community & Technical Colleges | www.sbctc.edu

Career Planning

Career Bridge | www.careerbridge.wa.gov

Career Cruising | www.careercruising.com

Occupational Outlook Handbook | www.bls.gov/oco

WA State Employment Security Department | <https://fortress.wa.gov/esd/employmentdata/>

Financial Aid Information & Scholarships

Fastweb | www.fastweb.com

Free Application for Federal Student Aid | www.fafsa.ed.gov

Federal Student Aid | www.studentaid.gov

FinAid | www.finaid.org

Scholarships | www.scholarships.com

Scholarship Junkies | www.scholarshipjunkies.org

Scholarships 360 | www.scholarships360.org

The WashBoard | www.washboard.org

Washington Application for State Financial Aid | www.readysetgrad.org/wasfa

Financial Aid Estimator - FAFSA4caster

The U.S. Department of Education's office of Federal Student Aid is pleased to announce the release of **FAFSA4caster**, a new Web tool designed to assist high school juniors and their families plan for education beyond high school. Students can receive an estimated Expected Family Contribution (EFC) by entering their information into FAFSA4caster, a simplified version of the *Free Application for Federal Student Aid* (FAFSA). FAFSA4caster also provides guidance on next steps for applying for admission, applying for federal student aid, and paying for education beyond high school.

Background

In September 2005, the Secretary of Education formed the bipartisan Commission on the Future of Higher Education to launch a national dialogue on the vital issues of accessibility, affordability, and accountability in higher education. One of the needs identified in the Commission's final report was to notify students of their federal student aid eligibility earlier in order to help families plan better. We have developed FAFSA4caster to address this need.

FAFSA4caster Benefits

FAFSA4caster is a companion piece to the official FAFSA on the Web. The free FAFSA4caster tool will assist high school students and their families in the following ways:

- Instantly calculate an *estimated* EFC
- Inform the student of potential Federal Pell Grant (Pell Grant) eligibility
- Reduce the time needed to complete the FAFSA
- Giving you an experience similar to FAFSA on the Web
- Allowing you to transfer your data to FAFSA on the Web once you are ready to apply
- Providing you the option to apply for your Federal Student Aid PIN

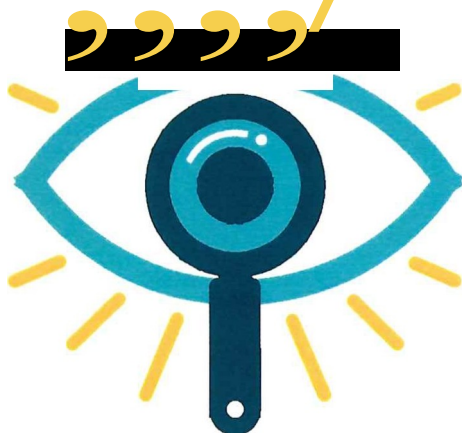
How do you access FAFSA4caster?

Students and families interested in assessing their eligibility for federal student aid can access FAFSA4caster by visiting **www.FAFSA4caster.ed.gov**. Available in English and Spanish.



College & Scholarship Checklist

Maintain Focus



September/October

Meet with your counselor at the beginning of the year to talk about your post high school plan.

Make sure you are taking the right classes to graduate college-ready, including courses in language arts, math, science, world languages or social science. Scan this poster's QR code to link to a printable worksheet to help keep track.

Earn college credits in high school through Advanced Placement (AP), International Baccalaureate (IB), Running Start, College in the High School, and/or tech prep.

Get good grades (mainly As and Bs) and get involved at school and with extracurricular programs, such as TRIO, College Success Foundation Achievers and GEAR UP.

Take the PSAT/NMSQT to practice for the SAT and qualify for scholarships and programs associated with the National Merit Scholarship Program.

November/December

Research your top colleges. Be sure to learn about financial aid, admission requirements, scholarships and deadlines.

Attend college fairs (including the National College Fair in the fall) and college information events. You can also visit colleges during winter break to get a feel for the campus.

Find a SAT/ACT prep course. A free website is number2.com. Register to take spring SAT/ACT exams for college admission. Ask your counselor about getting a fee waiver to reduce the costs of the SAT/ACT.

Register for any other standardized state test required for high school graduation and college admission.

January/February



Ask your counselor to complete a transcript review for your winter quarter.

Create or update your scholarship profile on theWashBoard.org. This will help with your scholarship search and application process during your senior year, and some scholarships are available to juniors!

If you signed up for the College Bound Scholarship, confirm your address with the Washington Student Achievement Council at wsac.wa.gov or 1.888.535.0747.

Attend a local financial aid information night to become familiar with applying for financial aid.

Get an estimate of your eligibility for federal student aid by using FAFSA 4Caster at fafsa4caster.ed.gov.

March/April



Create a resume for job searching this summer and start building your college resume.

Begin to narrow the list of colleges you are considering attending. If you can, schedule visits to help you decide which ones to apply to in the fall.

Participate in enrichment and leadership opportunities. Spring is a big time for events and event-planning opportunities in high school.

May/June



Explore careers using careerbridge.wa.gov and mapyourcareer.org.

Get job skills in high school by considering internships, job shadowing, Junior ROTC or other community service volunteerwork, especially over the summer.

Stay sharp. You can prevent summer learning loss by reading books, reviewing classroom material from the school year and planning for the upcoming school year.

Look for summer academic programs that offer college credit, such as ACAP (Accounting Career Awareness Program), summer school and U-DOC for those interested in healthcare careers.





The College Bound Scholarship program encourages low-income, middle school students to choose a path that will lead to educational success after high school. (Eligible students applied by June 30 of their 8th grade year.)

Now that you are a junior or senior in high school, and as a College Bound Scholarship student, it is important that you understand your commitment along with the financial aid process in order to access the Scholarship.

The College Bound Scholarship program promises annual college tuition (at public institution rates) and a small book allowance. This scholarship is a state-funded program administered by the Washington Student Achievement Council and can be used at a Washington public community or technical college, public four-year institution, an approved independent college or university, or private career school that participates in the Washington State Need Grant program. (Visit website for a current list of participating colleges:

www.wsac.wa.gov)

As a College Bound student, you pledged to:

- Maintain and graduate with a cumulative high school grade point average of 2.0 or higher on a 4.0 scale.
- Be a good citizen in school and in your community, and not be convicted of a felony.
- Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) or the Washington Application for State Financial Aid (WASFA) in a timely manner in your senior year of high school.

What's next?

- Make sure your home address and email address are up to date.
- Complete the Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid online on or after October 1 of your senior year. **The FAFSA or WASFA will determine your income eligibility to receive the College Bound Scholarship.**
- Complete and submit the FAFSA or WASFA **as soon as possible** or by the college's priority deadline, even if you are not sure of your plans. It's FREE to apply.
- If your family has questions, contact the financial aid office of the college you plan to attend.
- College Bound Scholarship Contact Information:
Website: www.wsac.wa.gov
TEL: **1.888.535.0747**
EMAIL: **collegeboundscholars@wsac.wa.gov**

Summary:

- Graduate with at least a 2.0 GPA. For admission to many colleges, you will need a higher GPA.
- Apply for admission to college.
- File the FAFSA/WASFA- as soon on or after October 1 of your senior year. Colleges may have different priority deadlines so be sure to check on their website to see when their financial aid deadlines are.
- Meet all financial aid deadlines and provide all other documents needed by the college.
- After you are accepted to a college, you will receive your Financial Aid Award letter from their financial aid office. If you are eligible for the College Bound Scholarship, it will say be listed on the award letter.
- The College Bound Scholarship will be sent directly to the college who will provide the funds to you.

APPLYING FOR ADMISSION TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Getting started:

- >" Make sure you have taken the required entrance examinations like the ACT, SAT, or SAT Subject Tests.
- >" Check college websites and catalogs or Career Center resources to determine which test is required.
 - o The SAT is required for some scholarship applications.

Apply to:

- >" Two which you know will accept you
- >" Two that interest you, which are not as competitive
- >" Two schools that interest you, but are a long shot

Remember, you might be just what that long shot is looking for!

Get an application:

- >" You can find the freshman college admission application by going on to the university's website.
- >" Some schools have their own separate application while other schools may use the Common Application.

Complete the application form:

- >" Carefully fill out every space on the form completely. If a question does not apply, state that in the space provided.
- >" **Early Decision or Early Action** programs are generally due by October 31 or November 15.
 - o Deadline will vary per school so be sure to check when the application is due.
- >" **Division I or Division II NCAA Athletics**. To be eligible to participate in or receive an athletic scholarship from a Division I or Division II school, you must complete the "NCAA Initial Eligibility Packet". These are available in the Counseling office or online.
- >" **Personal Recommendations** - Not all applications require a personal recommendation. For those that do, follow the guidelines on the handout available in the Career Center. In many cases the person recommending you will mail their statement directly to the school in question. Allow the recommender 2-3 weeks to write the letter.
 - o Consider mentioning to the recommender how many schools you are applying to in case you need multiple copies of their letter of recommendation.
- >" **Personal Essay** - Not all applications require an essay. Closely follow any guidelines provided on the applications. Some schools may require one long essay while others require a few short answers. Visit the Career Center for resource materials.
- >" **Application Fee** - Check your application instructions to determine the correct amount and follow payment instructions.
 - o If you used a fee waiver to take the SAT, you may be eligible to use a fee waiver towards the application fee. See your Counselor or College & Career Specialist for an application fee waiver.
- >" **YOU** are responsible for the accuracy of your application.

Request a transcript from the registrar:

- >" Fill out a transcript request form. Stop by a few days later to pick up your official transcript.
- >" Mail your completed application, fee, transcript, and all required documents to the college(s) of your choice.

REMI ND ER:

Register for all tests in advance and be sure to give yourself time to prepare appropriately! If you have difficulty paying a registration fee, see the College & Career Specialist about a fee waiver.

MINIMUM COLLEGE ADMISSIONS STANDARDS at Washington's Public Four-Year Colleges

**READY
SET
GRAD**



REQUIRED CREDITS

- ☐ 4 credits of English
- ☐ 3 credits of math including Algebra II or Integrated Math III
- ☐ Senior year quantitative math
- ☐ 3 credits of social science
- ☐ 2 credits of science
- ☐ 2 credits of world languages
- ☐ 1 credit of arts



GPA

- ☐ Maintain at least a 2.0 grade point average



SAT and ACT

- ☐ Take the SAT or ACT
- ☐ Have the scores sent directly to the colleges you want to attend

Some colleges have additional requirements.



Explore colleges you're interested in to see if they require more than the minimum.

What if you don't meet these standards?

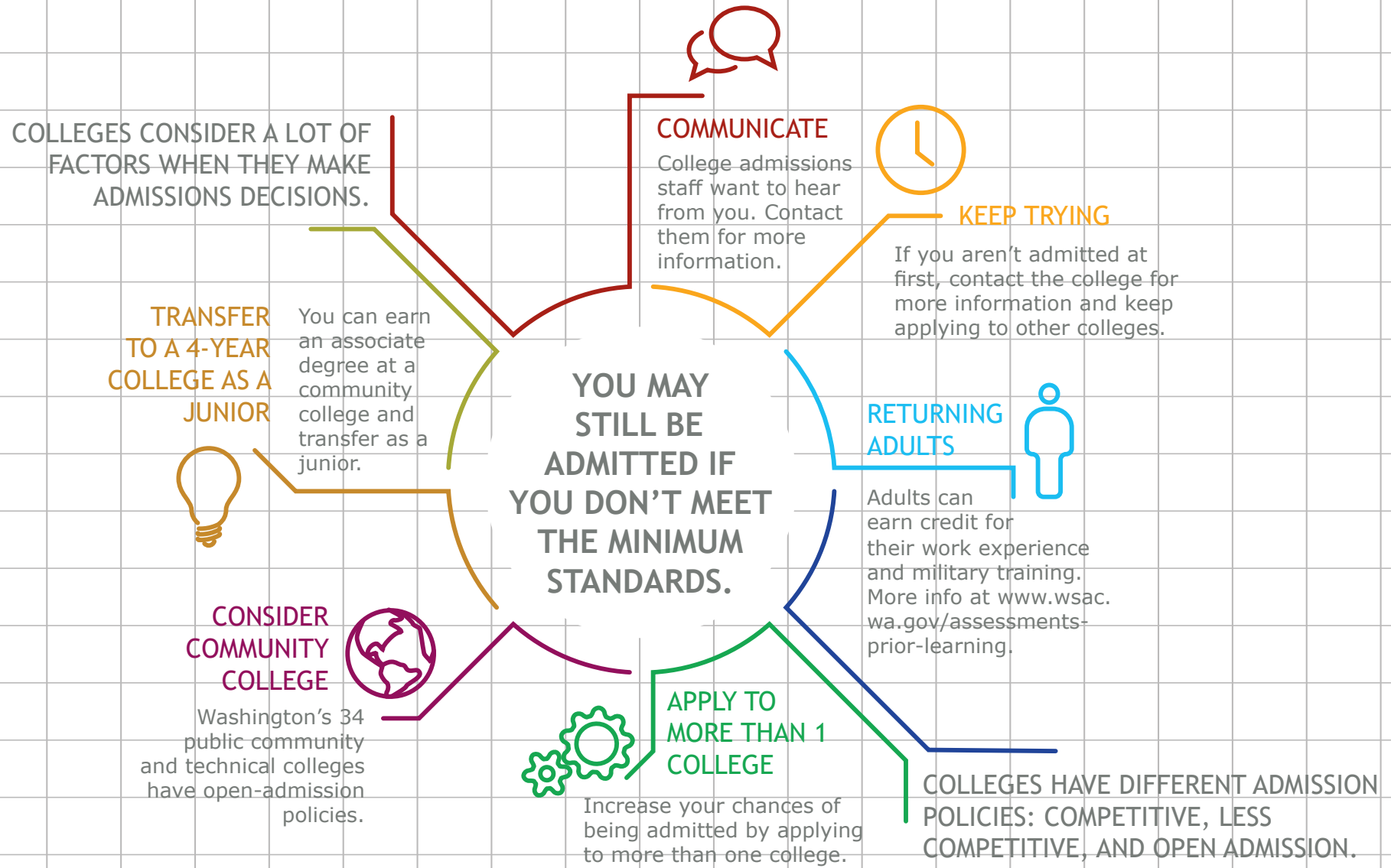
Meeting the minimum college admission standards does not guarantee admission to a public four-year college.

FACT: Continuing your education after high school is a necessity in today's economy. For more on college readiness and financial aid, visit www.readyssetgrad.org, your resource to find, pay for, and complete the educational path that's right for you.

 **WASHINGTON STUDENT
ACHIEVEMENT COUNCIL**
EDUCATION · OPPORTUNITY · RESULTS

You have options.

Even if you don't meet the minimum standards.



Washington State 4-Year Colleges & Universities

Central Washington University	http://www.cwu.edu/
Eastern Washington University	http://www.ewu.edu/
Evergreen State College	http://www.evergreen.edu/
University of Washington-Bothell	http://www.uwb.edu/
University of Washington - Seattle	http://www.washington.edu/
University of Washington - Tacoma	http://www.tacoma.uw.edu/
Washington State University - Pullman	http://www.wsu.edu/
Washington State University- Spokane	http://www.spokane.wsu.edu/
Washington State University - Tri-Cities	http://www.tricities.wsu.edu/
Washington State University - Vancouver	http://www.vancouver.wsu.edu/
Western Washington University	http://www.wvu.edu/

Washington State Independent Colleges & Universities

Antioch University-Seattle	http://www.antiochsea.edu/
Argosy University-Seattle	http://www.argosyu.edu/
Art Institute of Seattle	http://www.artinstitutes.edu/seattle/
Bastyr University	http://www.bastyr.edu/
City University	http://www.cityu.edu/
Columbia College - Marysville	http://www.ccis.edu/
Columbia College - Whidbey Island	http://www.ccis.edu/
Cornish College of the Arts	http://www.cornish.edu/
DeVry University	http://www.devry.edu/
DigiPen Institute of Technology	http://www.digipen.edu/
Embry-Riddle Aeronautical College	http://www.embryriddle.edu/
Faith Evangelical Lutheran Seminary	http://www.faithseminary.edu/
Fuller Theological Seminary	http://www.fuller.edu/
Gonzaga University	http://www.gonzaga.edu/
Heritage University	http://www.heritage.edu/Main.php
International Academy of Design and Technology	http://www.iadtseattle.com/
Northwest University	http://www.northwestu.edu/
Northwest College of Art & Design	http://www.ncad.edu/
Northwest Indian College	http://www.nwic.edu/
Pacific Lutheran University	http://www.plu.edu/
Puget Sound Christian College	http://www.psc.edu/
Saint Martin's University	http://www.stmartin.edu/
Seattle Bible College	http://www.seattlebiblecollege.edu/
Seattle Pacific University	http://www.spu.edu/
Seattle University	http://www.seattleu.edu/
Trinity Lutheran College	http://www.tic.edu/
University of Phoenix	http://www.phoenix.edu/
University of Puget Sound	http://www.ups.edu/
Walla Walla College	http://www.wwc.edu/
Western Reformed Seminary	http://www.wrs.edu/
Whitman College	http://www.whitman.edu/content/
Whitworth College	http://www.whitworth.edu/

Washington State Community Colleges

Bellevue College	http://bellevuecollege.edu/
Big Bend Community College	http://www.bbcc.ctc.edu/
Cascadia College	http://www.cascadia.edu/
Centralia College	http://www.centralia.edu/
Clark College	http://www.clark.edu/
Columbian Basin College	http://www.columbiabasin.edu/
Edmonds Community College	http://www.edcc.edu/
Everett Community College	http://www.everettcc.edu/
Grays Harbor College	http://www.ghc.edu/
Green River College	http://www.greenriver.edu/
Highline College	http://www.highline.edu/
Lower Columbia College	http://www.lowercolumbia.edu/
North Seattle College	http://www.northseattle.edu/
Olympic College	http://www.olympic.edu/
Peninsula College	http://www.pencol.edu/
Pierce College	http://www.pierce.ctc.edu/
Seattle Central College	http://www.seattlecentral.org/
South Seattle College	http://www.southseattle.edu/
Shoreline Community College	http://www.shoreline.edu/
South Puget Sound Community College	http://www.spscc.edu/
Spokane Community College	http://www.scc.spokane.edu/
Spokane Fall Community College	http://www.spokanefalls.edu/
Tacoma Community College	http://www.tacomacc.edu/
Walla Walla Community College	http://www.wwcc.edu/
Wenatchee Valley College	http://www.wvc.edu/
Whatcom Community College	http://www.whatcom.edu/
Yakima Valley Community College	http://www.yvcc.edu/

Washington State Technical Colleges

Bates Technical College	http://www.bates.ctc.edu/
Bellingham Technical College	http://www.btc.edu/
Clover Park Technical College	http://www.cptc.edu/
Lake Washington Institute of Technology	http://www.lwtech.edu/
Renton Technical College	http://www.rtc.edu/
Seattle Vocational Institute	http://www.svi.seattlecolleges.edu/

Top College Sites

Massachusetts Institute of Technology	http://web.mit.edu/
Stanford University	http://www.stanford.edu/
Harvard University	http://www.harvard.edu/
University of California, Berkeley	http://berkeley.edu/
The University of Texas at Austin	http://www.utexas.edu/
Cornell University	http://www.cornell.edu/
University of Michigan	http://www.umich.edu/
University of Pennsylvania	http://www.upenn.edu/
Penn State University	http://www.psu.edu/
Columbia University in the City of New York	http://www.columbia.edu/
University of Wisconsin-Madison	http://www.wisc.edu/
University of Minnesota	http://www1.umn.edu/twincities/index.html
University of California, Los Angeles	http://www.ucla.edu/
Yale University	http://www.yale.edu/
Purdue University	http://www.purdue.edu/
Carnegie Mellon University	http://www.cmu.edu/index.shtml
New York University	http://www.nyu.edu/

NAME_____

SCHOOL_____

TEACHER____

POST-HIGH SCHOOL OPTIONS - COMPARISON WORKSHEET

Select & compare three types of higher education opportunities.	1	2	3
Environment, Location, Size Type (Univ, Comm Col, Tech, Apprentice, Military) Location & nearest city Distance from home Setting (rural, urban) Physical size of campus/training facility Enrollment/graduation rate Co-ed, male, female Religious affiliation			
Admission Requirements Deadline Required tests (ACT, SAT, ASVAB, COMPASS) Average test scores, GPA, rank Acceptance notification			
Academics Majors/program/training offered Special requirements Student-faculty ratio Typical class size Study abroad program			
Expenses Tuition, room and board Estimated total cost Application fee/deposits			
Financial Aid Deadlines Required forms Percentage receiving aid Scholarships Other benefits/incentives			
Housing Type of housing available Food plan Other			
Facilities Academic Recreational Career Center Other			
Activities Clubs, organizations Greek life Athletics, intramurals Other			
Visits/Tours When Overnight accommodations Special opportunities Other			



Campus Visit Checklist

Visiting a college campus helps you get a sense of what a college — and life at that college — is like. This can help you decide whether the college is right for you.

GATHER INFORMATION

Find out what you need to do to apply, and see if the college's class and major offerings are what you want:

- ☐ Take part in a group information session at the admission office.
- ☐ Interview with an admission officer.
- ☐ Pick up financial aid forms.
- ☐ Sit in on a class that interests you. If classes aren't in session, just see what the classrooms are like.
- ☐ Meet a professor who teaches a subject that interests you.
- ☐ Talk to students about what they think of their classes and professors.
- ☐ Get the names and business cards of the people you meet so you can contact them later if you have questions.

EXPLORE THE CAMPUS

Get a feel for student life, and see if this college is a place where you will do well:

- ☐ Take a campus tour.
- ☐ Visit the dining hall, fitness center, library, career center, bookstore, and other campus facilities.
- ☐ Talk to current students about the college and life on campus.
- ☐ Check out the freshman dorms, and stay overnight with a student, if possible.
- ☐ Talk to the coaches of sports that you may want to play.
- ☐ Walk or drive around the community surrounding the campus.

CHECK OUT CAMPUS MEDIA

Tune in to learn what's happening on campus and what's on students' minds:

- ☐ Listen to the college radio station.
- ☐ Read the student newspaper.
- ☐ Scan bulletin boards to see what daily student life is like.
- ☐ Go to the career center and learn what services it offers.
- ☐ Browse the school's website and any campus blogs.
- ☐ Read other student publications, such as department newsletters, alternative newspapers, and literary reviews.

GET THE MOST OUT OF A CAMPUS VISIT IN 6 STEPS

1 DECIDE WHERE AND HOW

See if your school arranges group trips to colleges or if you could get a group of friends together and visit the campus. A family trip is another option and allows you to involve your family in the process.

2 PREPARE FOR YOUR VISIT

Before you set out, get a map of the college campus and pick out places of interest. Call the college's admission office to schedule a guided tour of the campus.

3 TAKE YOUR OWN TOUR

Just wandering around the campus on your own or with friends can be the best way to get a feel for what a college is like.

4 EXPLORE THE FACILITIES

Find the spots on campus where students gather or ask a student where the best place to eat is to get a feel for the character of the college. Visit the library and check out the gym or theater. Ask an admission officer if you can tour a dorm and a class room.

5 MAKE CONNECTIONS

Talk to current students. Ask the students at the next table or sitting nearby what they like best about the college.

6 TAKE NOTES

During your visit, write down some notes about your experience. What did you see that excited you? Are there aspects of the college that you don't like? If so, what are they?

Questions to Ask During Your Visit:

ASK TOUR GUIDES/STUDENTS

- What are the best reasons to go to this college?
- What's it like to go from high school to college?
- What do you do in your free time? On the weekends?
- What do you love about this college?
- What do you wish you could change about this college?
- Why did you choose this college?
- What is it like to live here?
- What does the college do to promote student involvement in campus groups, extracurricular activities, or volunteerism?

ASK PROFESSORS

- What are the best reasons to go to this college?
- Can a student be mentored by professors, graduate students, or upperclassmen?
- How are professors rated by the college? Does the college think mentoring and meetings for project guidance are important?
- How does the college help students have access to professors outside class? Do professors join students for lunch, help with community service groups, or guide student organizations?
- How many students do research or other kinds of projects for a semester or more?

ASK THE FINANCIAL AID OFFICE

- How much has your total college cost for each student risen in the past year?
- How much do your students usually end up owing when they graduate?
- What is the average income of graduates who had the same major that interests me?
- Will my costs go up when your tuition goes up, or can we use the same tuition rate I started with so I'll know the costs for four years?
- How many students usually graduate in the major that interests me? How long do these students usually take to get their degree? In what ways does the college help students graduate in four years?

Writing Application Cover Letters

You may need a cover letter for college and/or scholarship applications.

Make sure the cover letter is representative of your best work.

The cover letter is the first impression of you. It gets read before the resume. A single grammar, punctuation, or spelling mistake could take you out of the running. Always ask at least one person to proofread your cover letter. Use quality paper and sign your letter in black pen.

Who should the cover letter be addressed to?

Always write to a specific individual. You may need to call to find out the correct spelling and title of the person you will be sending your packet to.

Keep your cover letter to one page.

Don't repeat what is in your resume. Use the cover letter to talk about things that don't fit in a resume, like a personal story highlighting an accomplishment. Don't forget to mention activities, honors, and special skills. Schools and scholarship organizations are looking for leadership, organization, critical thinking, teamwork, initiative, and the ability to influence others.

Keep a copy of your cover letter in a safe and easily accessible place.

;;, You may need to refer to what you wrote for other applications. Using old cover letters as templates is a great way to save time.



Letters of Recommendation

Counselors, teachers and staff are happy to be asked to write letters of recommendation for students if you follow these guidelines when asking for letters:

- }> Ask for Letters of Recommendations early: September or October.
- }> Ask the person if they are willing to write a letter for you. Consider asking teachers from last year first as they know you best.
- }> Provide them with your high school resume and a completed "Letter of Recommendation-Student Information Worksheet"
- }> Ask when you should return to pick up the letter or provide the writer with a pre-addressed, stamped envelope.
- }> Expect a 2-3 week turn around time. In the months of November and December you need to allow additional processing time due to school closures for holidays & vacation.
- }> Check back to confirm your letter was sent or call the college to confirm they received it.
- }> Send a written thank you to the person writing your letter and tell them your plans for college by the spring.

Purpose of the High School Resume

High School Resumes are used to highlight your achievements and accomplishments for Letters of Recommendation requests and scholarship applications.

Your resume should include the following:

- GPA & test scores (if available)
- School and community activities
- Honors and awards
- Work and volunteer experience
- Sports/Athletics

Keep your resume to one page (if possible): Use your Career Cruising Activities Resume or use this Resume Organizer.

High School Resume Organizer

Name: _____

Phone: _____

Address: _____

Email: _____

Test Scores (if available):

Critical

SAT: _____ Total _____

Reading _____ Math _____ Writing _____

ACT: _____ Total _____

GPA: _____

School Related Activities

Organization/ Activity	9	10	11	12	Leadership Positions Held	Honors and Awards

Athletics (School and/or Club)

Organization/ Activity	9	10	11	12	Leadership Positions Held	Honors and Awards

Activities (not related to school)

Organization/ Activity	9	10	11	12	Leadership Positions Held	Honors and Awards

Personal: List additional personal interests, honors and awards:

Organization/ Activity	Honors and Awards

Work and Volunteer Experience*

Organization/ Activity	9	10	11	12	Leadership Positions Held	Honors and Awards

***Pick one of these work or volunteer experiences & elaborate.**

WHAT IF I'M NOT GOING DIRECTLY TO A FOUR YEAR COLLEGE?

Community College

There are two tracks to choose from:

1. Transfer track - to take college classes that will transfer to a four-year college. All community colleges offer this type of degree.
2. Occupational/Technical Track - to complete a program that will lead directly to employment. Some examples are Diagnostic Ultra-Sound, Early Childhood Education, Interior Design, Nursing, Media Communication and Technology, and many more.

Not all community colleges offer the same occupational programs. Check in the Career Center for the program you want and find out where it's offered. There is Bellevue College, Green River, Highline, Seattle Central and South Seattle College - all within driving distance.

Technical College

Renton Technical College is closest, but there are others in the area, such as Lake Washington Institute of Technology in Kirkland, Bates Technical and Clover Park Technical Colleges in Tacoma, and Bellingham Technical College.

A few examples of programs include: Auto Body Repair, Automotive Technology, Culinary Arts, Dental Assistant, Surgical Technology, Drafting, Business, Human Services and Manufacturing.

Check in the Career Center for more information on these different programs. You can also check the complete list of programs offered on their website.

Apprenticeship

Apprenticeship combines classroom studies with on-the-job training under the supervision of a journey level craft person or trade professional. Apprenticeship programs are a proven success in Washington State. They offer key benefits not normally found in other education and job training programs.

1. You "earn while you learn" - earning a living wage with health care, retirement and other benefits while learning skills in a trade.
2. Wages increase progressively as your skill level increases by learning the trade both in the classroom and working under the guidance of a journey level worker on the job site.
3. After completing an apprenticeship program, your journey level status provides an additional benefit of nationwide mobility at journey level scale.

Military Service

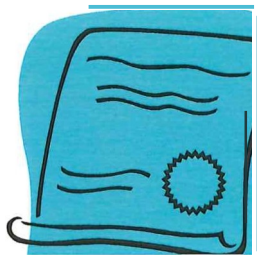
Full time or reserves -Army, Navy, Coast Guard, Marines, Air Force
Recruiters regularly visit schools or check online for recruiting centers close to you.

APPLYING FOR ADMISSION TO A COMMUNITY COLLEGE

Community colleges have a variety of **two-year** degrees and **training** in vocational areas. They can also provide the **first two years of a four-year** university education. There are no entry requirements for a community college other than having a high school diploma or proof of GED completion.

How to apply

1. Complete the online application. Include required application fees. *Note that an ACT or SAT score is not required by community colleges, but an assessment can be scheduled after submitting your application.
2. Apply for financial aid. The FAFSA (Free Application for Federal Student Aid) or WASFA (Washington Application for State Financial Aid) should be completed in by the priority deadline (can be found by checking school's website) and sent to the community college.
3. Meet with an academic advisor to evaluate your options, and learn about resources for college transfer or satisfying your degree requirements.



TRANSFERRING TO A FOUR YEAR UNIVERSITY

Students may spend the first one to two years of their continuing education at a community college and then transfer to a four-year school. Don't wait to start thinking about where you will transfer. You should research potential schools and programs that you might be interested in early on.

Make sure to visit your school's transfer center. All community colleges should have transfer centers on campus. This center will help you to identify schools that admit transfer students, or that have special agreements with your community college.

1. Associate of Arts or Science Degree

Can be earned at a community college and will satisfy the general Education requirements for the first two years at many four-year institutions.

2. Know the Transfer Requirements

Your community college advisor will assist you in selecting the classes you will need to transfer to a four-year institution. It is to your benefit to keep in contact with the admissions office of the college you plan to attend.

APPLYING FOR ADMISSION TO A COMMUNITY COLLEGE continued

Go to <http://www.public.ctc.edu/applicantwebclient/applicant/> and you will see this webpage below:



Main Menu

Welcome to the Web Admissions Center for the Washington State Community and Technical Colleges!

From here you can apply for admission to several of the community and technical colleges in the state of Washington. To get started, simply select from one of the options below.



[If you are having difficulties with the Web Admissions application, click here for a possible solutions.](#)

SBCTC Privacy Notice

All material is [Copyright](#) © 2009 Washington State Board for Community and Technical Colleges (SBCTC).

If you have questions about your Application for Admission or about the college to which you are applying, contact the college directly.

If you encounter a serious application error while using the application, e-mail [SBCTC Customer Support](#).

APPLYING FOR ADMISSION TO A COMMUNITY COLLEGE continued



Washington State Community and Technical Colleges

Main Menu

<http://www.public.ctc.edu/applicant/webclient/applicant/>

Welcome to the Web Admissions Center for the Washington State Community and Technical Colleges!

From here you can apply for admission to several of the community and technical colleges in the state of Washington. To get started, simply select from one of the options below.

- [Quick Start Instructions](#)
- [Set Up My Web Admissions Account](#)
- [Login to the Web Admissions Center](#)

If you are having difficulties with this application (like having a Session variable undefined ...), [click here](#) for a possible solution to the problem.

[SBCTC Privacy Notice](#)

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APPLYING TO A TECHNICAL COLLEGE

Technical colleges are public, state-supported schools which provide **job training, retraining, and upgrading** to individuals 16 years of age or older. There are five technical colleges in the state of Washington - Renton, Bates (Tacoma), Clover Park (Tacoma), Lake Washington (Kirkland), and Bellingham. Information for these schools can be found in the catalogs available from the Career Center or online. Some similar programs can be found at local community colleges.

Full time training programs range from **twelve weeks to two years in length**. The programs cover a range of occupations including dental assistant, mechanic, culinary arts, pre-engineering and more. Many classes are open-entry, allowing students with or without high school credentials to enter any time an opening occurs. Job training is considered complete when the student is considered employable.

Steps to Apply

1. Catalogs for technical colleges are available in the Career Center or online on the school's website.
2. Call the technical college and make an appointment to meet one of the admission counselors.
3. Decide on the program you prefer, obtain an application, indicating the program in which you wish to enroll.
4. Follow the steps outlined on the financial aid checklist; in particular, contact the financial aid person at the school you plan to attend, and submit the Financial Aid Form as indicated.
5. **Pay applicable fees.** If the program is "open enrollment", you will pay the full semester tuition prior to the beginning of the semester. If there is not an opening, you may be required to pay a waiting list fee.
6. Some programs have **assessment test** requirements so check with the college you are considering applying to, to learn about their enrollment requirements.
7. A start date for your program will be assigned unless you are on a waiting list, in which case you will be notified later of your start date.





1 - Bates Technical College
 2 - Bellevue College
 3 - Bellingham Technical College
 4 - Big Bend Community College
 5 - Cascadia College
 6 - Centralia College
 7 - Clark College
 8 - Clover Park Technical College
 9 - Columbia Basin College
 10 - Edmonds Community College
 11 - Everett Community College
 12 - Grays Harbor College

13 - Green River College
 14 - Highline College
 15 - Lake Washington Institute of Technology
 16 - Lower Columbia College
 17 - North Seattle College
 18 - Olympic College
 19 - Peninsula College
 20 - Pierce College Fort Steilacoom
 21 - Pierce College Puyallup
 22 - Renton Technical College
 23 - Seattle Central College
 24 - Shoreline Community College

25 - Skagit Valley College
 26 - South Puget Sound Community College
 27 - South Seattle College
 28 - Spokane Community College
 29 - Spokane Falls Community College
 30 - Tacoma Community College
 31 - Walla Walla Community College
 32 - Wenatchee Valley College
 33 - Whatcom Community College
 34 - Yakima Valley College

The Apprenticeship Advantage

.. .earn while you learn!



What is apprenticeship?

Apprenticeship is a training program where you earn wages while you learn a skilled profession in a specific field, such as construction, health care, or culinary arts.

Apprenticeship combines classroom studies with on-the-job training supervised by a trade professional. Much like a college education, it takes several years to become fully trained in the occupation you choose. Unlike college though, as an apprentice you'll earn while you learn.

At first, you'll make less money than skilled workers, but as you progress, you'll get regular raises. Once you've mastered the craft, you'll receive the same wages as a professional.

Why choose apprenticeship?

Apprenticeship means real skills and real careers

Proven success

Today's carpenters, electricians, plumbers, and sheet metal workers were yesterday's apprentices. And tomorrow's manufacturing technicians, educational assistants, and firefighters may be apprenticeship graduates as well.

You can find apprenticeship opportunities in most construction trades and in many other occupations. Apprenticeships in new occupations are being added all the time.

Proven methods

Whatever your field of interest, you will be taught by experienced professionals. You'll take at least 144 hours of related classes each year. And, you'll have a chance to practice your new skills on the job while you are learning.

Higher wages

Skilled trades pay more than unskilled work. That's why apprenticeships lead to higher wages. According to a survey by the Washington State Workforce Education and Training Coordinating Board, apprenticeship graduates earn an average of \$58,000 per year plus benefits.

Advancement potential

Apprenticeship graduates usually advance more rapidly than other workers, so higher-paying jobs come more quickly. Some apprentices move into supervisory positions within just a few years.

Equal opportunity

Apprenticeship programs must provide equal opportunity to all who are interested. They are eager for qualified women and minority applicants.

Valuable skills credential

When you complete your apprenticeship, you'll receive a graduation certificate valid anywhere in the U.S. that demonstrates you have the knowledge and skills needed for successful performance as a professional in that occupation.

0

Washington State Department of
Labor & Industries
Apprenticeship Services



Here are just a few apprenticeship training programs:

- Bricklayer
- Carpenter
- Cement mason
- Construction craft laborer
- Culinary workers
- Dispensing optician
- Educational assistant (K-12)
- Electrician
- Elevator constructor mechanic
- Equipment operator
- Firefighter
- Health-care worker
- Heating & cooling technician
- Ironworker
- Insurance claims manager
- Manufacturing technician
- Meatcutter
- Painter and decorator
- Plumber
- Power-line worker

And many more!

Why not get started now?

Think about an occupation that makes the most of your special talents, and find out if there's an apprenticeship program in that occupation.

You'll need a high-school diploma, GED or equivalent, and basic reading and writing skills. Some programs require specific math training.

Contact a Department of Labor & Industries (L&I) Apprenticeship Consultant for assistance. They can give you tips to make the search easier and direct you toward an apprenticeship program that you might want to explore further.

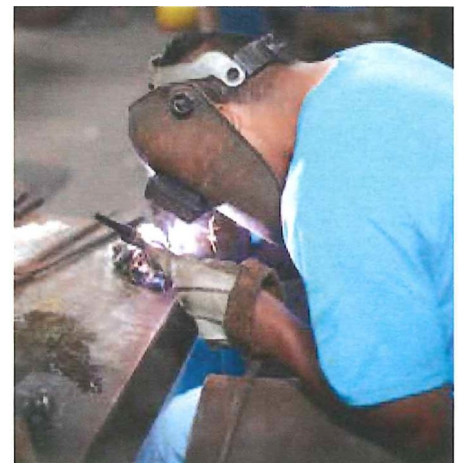
Remember: Apprenticeship is a commitment that prepares you for a lifetime career. It's your career-your choice-your future!

Contact a local apprenticeship consultant

Northwest Washington	360-416-3081
King County	206-515-2842
or	206-835-1028
Pierce County	253-596-3930
or	253-596-3861
Southwest Washington	360-902-6410
or	360-902-6781
Central Washington.....	509-735-0119
Eastern Washington	509-324-2590

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

PUBLICATION F100-022-000 (10-2015]



Department of Labor & Industries
Apprenticeship Services
P. O. Box 44530
Olympia WA 98504-4530

Call 360-902-5320,
email Apprentice@Lni.wa.gov
or visit us online at

www.Lni.wa.gov/Apprenticeship

New! Youth website at
www.ExploreApprenticeship.wa.gov

Comparing Career Pathways



Meet Emily

Ultimate professional goal:

HVAC Business Ownership

Chosen pathway:

Registered Apprenticeship



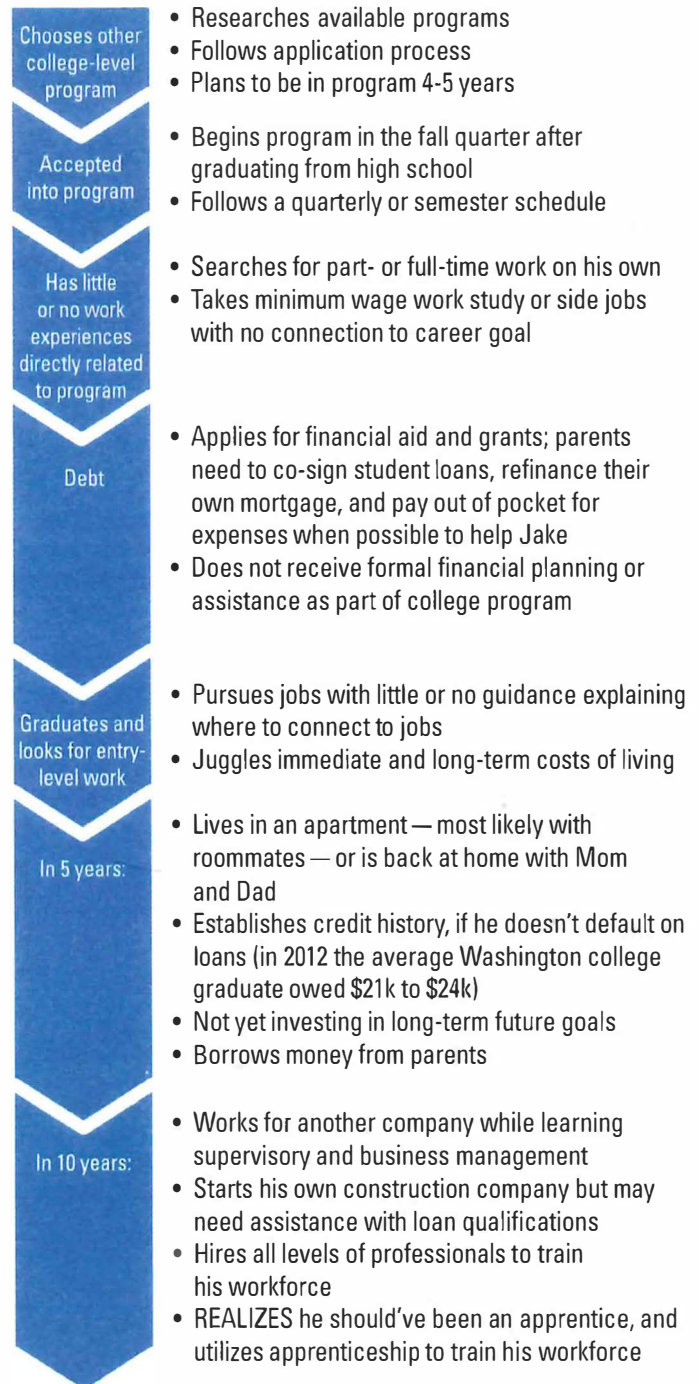
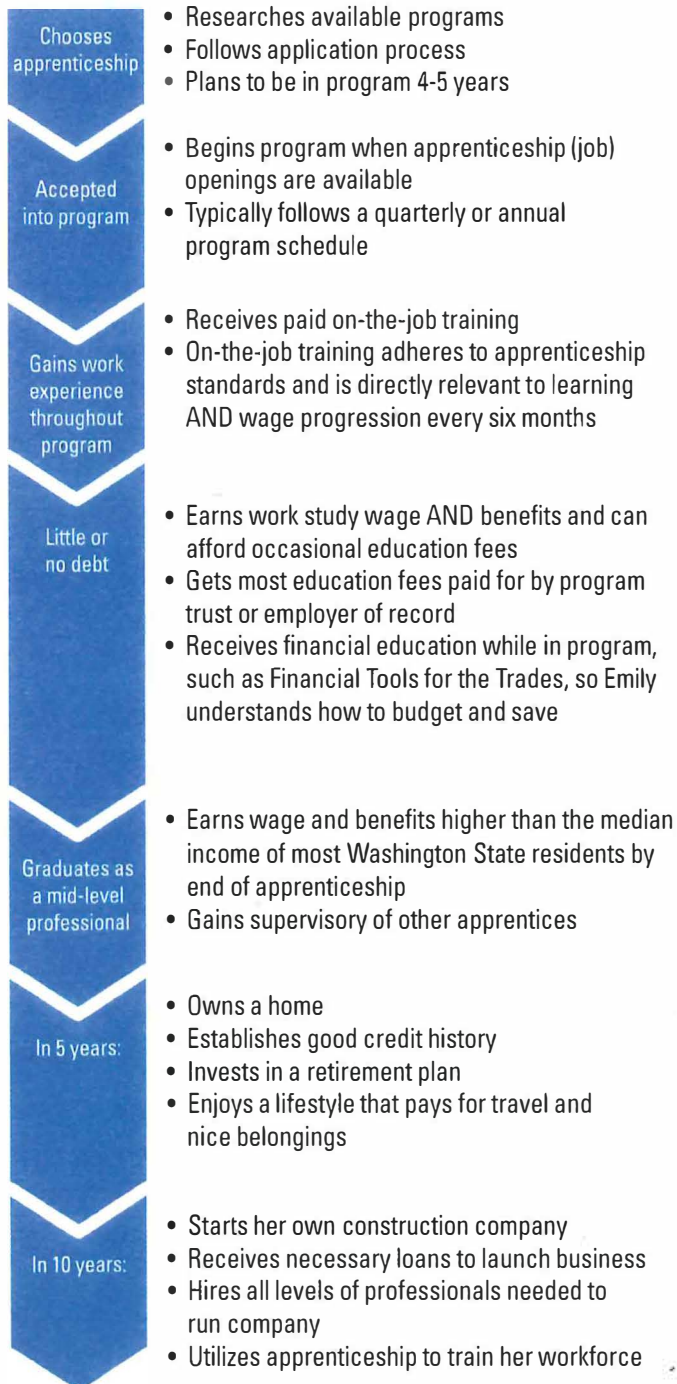
Meet Jake

Ultimate professional goal:

HVAC Business Ownership

Chosen pathway:

University Program





Let's do the math...

	Emily: Apprentice	Jake: College Student
Wages	Starts at \$17.59 per hour plus benefits, based on Washington State's 2012 average apprenticeship wage.	Starts at \$9.04 per hour with no benefits, based on 2012 Washington State minimum wage. Parents paying for health care.
Estimated Annual Education Costs, Itemized	Tuition: Paid by trust, program or employer. <i>Source: www.Lmi.wa.gov.</i> Books and supplies: If not covered through program, \$1,100 average. <i>Source: scholarships.com.</i> If in a union, annual dues may apply. <i>Source: Apprenticeship Opportunities Project, anewaop.org.</i>	In-state tuition at a Washington State university (plus fees): approximately \$11,000 for 2012-13 year. <i>Source: May 5, 2012, Seattle Times.</i> In-state tuition at a Washington community or technical college: approximately \$3,500 for 2012-13 year. <i>Source: sbctc.org.</i> Books and supplies: \$1,100 average. <i>Source: scholarships.com.</i>
Estimated Annual Education Costs, Total	\$1,100	\$12,100 minimum at a university in Washington State; \$4,600 minimum at a community or technical college in Washington State. (Tuition rates vary between institutions.)
Estimated Annual Indirect Costs, Itemized	Apartment: \$9,612 (state average). <i>Source: city-data.com.</i> Utilities: \$480. <i>Source: city-data.com.</i> Groceries & toiletries: \$1,885 average of thrifty monthly meal plan for male/female, age group 19-50, family of one. <i>Source: usda.gov.</i> Phone: \$600. <i>Source: consumerreports.org.</i> Car payment and maintenance: \$8,946. <i>Source: AAAWA.com 2012 "Your Driving Costs" report.</i> Car insurance: \$1,536 annual average, regardless of gender and driving record. <i>Source: carinsurance.com.</i> Health insurance: paid for by apprenticeship program. Entertainment & non-essentials: \$7,464 for 18-24 year olds. <i>Sources: Ohio State University report by Rachel Dwyer; bls.gov; projectionstudentdebt.org.</i>	Apartment: \$9,612 (state average). <i>Source: city-data.com.</i> Utilities: \$480. <i>Source: city-data.com.</i> Groceries & toiletries: \$1,885 average of thrifty monthly meal plan for male/female, age group 19-50, family of one. <i>Source: usda.gov.</i> Phone: \$600. <i>Source: consumerreports.org.</i> Car payment and maintenance: \$8,946. <i>Source: AAAWA.com 2012 "Your Driving Costs" report.</i> Car insurance: \$1,536 annual average, regardless of gender and driving record. <i>Source: carinsurance.com.</i> Health insurance: \$2,985. <i>Source: healthinsurance.about.com.</i> Entertainment & non-essentials: \$7,464 for 18-24 year olds. <i>Sources: Ohio State University report by Rachel Dwyer; bls.gov; projectionstudentdebt.org.</i>
Estimated Annual Indirect Costs, Total	\$30,523	\$33,508 Difference: Jake's parents are paying for his health-care coverage. If Jake lives in a dormitory, food and utility costs could actually be higher.
TOTAL Estimated Annual Costs	\$31,623	\$45,608 to attend a 4-year college or university. \$38,108 to attend a community or technical college.
Who Pays Costs?	Emily earns \$24,615 in her first year of sheet metal apprenticeship (calculated at 1,750 hours; some apprenticeships have time gaps). Often wage includes benefits such as health care and retirement. When Emily completes sheet metal apprenticeship, she will earn \$27.55 per hour.	Jake earns \$9,040 (based on 1,000 hours of typical part-time job or work study). College: If Jake earns a grant or scholarship, some of his costs could be offset.
Pencils Out:	About \$7,008 per year to support Emily.	About \$29,068 to \$36,568 per year to support Jake. Parents: 10% of annual income. Depending on economic bracket, college could be up to 25%-35% of annual income. <i>Sources: psychologytoday.com; University of Michigan/University of Texas research (73% of young people living at home receive financial assistance from parents; 65% of young people not living at home receive financial assistance from parents).</i>



The Renton School District does not sponsor, endorse, or recommend any of the organizations, services or activities described in this information. This information is provided solely for the convenience of our students and parents to assist in their review of the safety and suitability of such organization service and activities.

The Renton School District No. 403 does not discriminate on the basis of race, religion, color, national origin, sex, age, marital status or disability in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990 and any applicable Washington State laws against discrimination.

If you have special needs which require this document to be provided in an alternative format, please contact the school principal (or the program director) or:

ADA/504 Compliance Coordinator
300 SW 7th St.
Renton, WA 98057
(425) 204-2365