

Junior



Handbook

**Faribault Public School District
Faribault High School Counseling Office
2020-2021**

FHS GRADUATION REQUIREMENTS

Content Area	Credits	Course Name
English	1 credit	English 9
	1 credit	English 10
	2 credits	English Electives
Mathematics	1 credit	Intermediate Algebra
	1 credit	Geometry
	1 credit	Algebra 2
Science	1 credit	Physical Science 9
	1 credit	Biology
	1 credit	Chemistry or Physics
Social Studies	1 credit	World History
	1 credit	US History
	.5 credit	American Government
	.5 credit	Economics
	.5 credit	Social Studies Elective
Physical Education/Health	.5 credit	PE 9/Weight Lifting I
	.5 credit	PE 10/Weight Lifting II
	.5 credit	Health 10
Electives	7 credits (2021-2022) 8 credits (2022-2023) 8 credits (2023-2024)	Elective Courses
Total	22 credits (2021-2022) 23 credits (2022-2023) 23 credits (2023-2024)	

****Each student must attend Faribault High School as a full-time student for at least one full semester of her/his senior year before graduation.**

JUNIOR YEAR TIMELINE

Your junior year in high school is very important. The decisions you make your junior year can have an impact – positive or negative – for years to come. Here is a guide to help you as you prepare for life after high school.

FEBRUARY/MARCH

- Look ahead to the spring and summer and begin mapping out the dates for your standardized tests: ACT, SAT.
- Stay focused on grades.
- Continue your research on potential colleges and careers.
- Consider asking to job shadow one or more people you know to learn more about those careers first hand. Brian Coleman can assist in coordinating these job shadow experiences.
- Visit with college and/or military representatives who visit FHS in the Career Center.
- Consider registering for an ACT prep class or doing other ACT prep work.
- Collect college materials in a folder and begin identifying accomplishments and achievements you will list on your college or scholarship applications (develop a “resume”).
- Begin to focus on the key colleges that are a good fit (based on your academics and career choice).
- Plan visits to colleges that you’re interested in.
- Take the ACT (March 30th) or Accuplacer (April 8th)

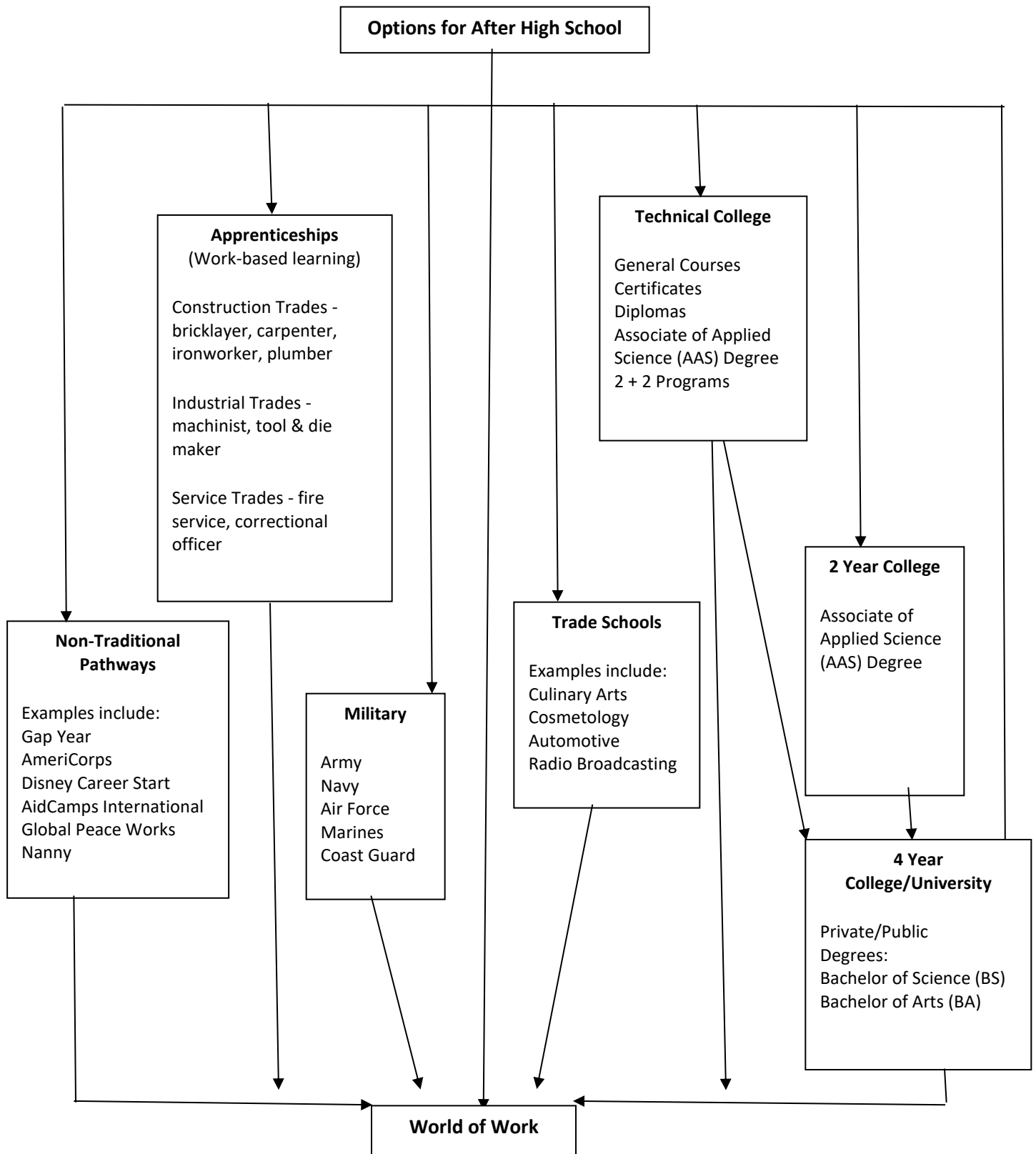
APRIL/MAY

- Begin to identify teachers who may be willing to write letters of recommendation for you.
- Firm up your summer plans, including visits to the colleges on your list.
- Push yourself hard to end the year with solid grades.
- ACT available April 17th- Register by March 12th.

JUNE/SUMMER

- Continue contemplating various careers and colleges.
- Visit colleges if you were not able to during the school year.
- ACT available June 12th- Register by May 7th.
- ACT available July 17th- Register by June 18th.

Post-Secondary Choices



Four-Year Colleges

FOUR-YEAR COLLEGES/UNIVERSITIES

A bachelor's degree can open doors, provide status, and prepare students for financially rewarding careers. All colleges and universities hope to attract bright, well-prepared students. Colleges and universities vary greatly in their majors offered, admission policies and costs.

Four-year colleges and universities want students to have both a broad-based education, and education in a specific subject area or major. In order to ensure that students receive a well-rounded education, most four-year colleges and universities require that students take 25-50% of their classes in general education courses like English and History. Since many of the general education courses are taken during freshman year, "undecided" students can use their first year of college to fulfill general education requirements and to decide on a major. Entrance requirements vary greatly. Community colleges typically have an open admission policy and will accept most high school graduates who apply. At the other end of the spectrum are colleges and universities that are selective or highly selective. In order to be accepted at a highly selective college or university, a student must usually have a high ACT/SAT score and a high GPA.

College admissions are looking for the following categories including:

- ACT/SAT score
- GPA
- Class Rank
- Co-curricular activities
- Attendance
- Well written essay
- High School Class Rigor

The student who has not taken several of the recommended college preparatory courses may want to start at a two-year college or university's branch campus where the admission requirements are less competitive, classes are smaller, cost is generally lower, and where there is less academic pressure. Students can attend the campus for one year or two years, then, if they have high enough grades, transfer to the colleges or universities main campus.

Degrees from a four-year college include:

B.A. – Bachelors of Arts
B.S. – Bachelor of Science

After a Bachelor's Degree, some advanced degrees include:

M.A. – Masters of Arts
M.S. – Masters of Science
Ed.D. – Doctor of Education
Ph.D. – Doctor of Philosophy
J.D. – Juris Doctor (lawyer)
M.D. – Medical Doctor

For more information on:

- Minnesota Universities
- Minnesota Private Colleges & Universities
- University of Minnesota System

<https://www.minnstate.edu/>
www.mnprivatecolleges.org
<https://twin-cities.umn.edu/>

Four-Year Colleges Continued

GENERAL ADMISSION STANDARDS

Colleges will use some, if not all, of the information listed below when determining whether or not to accept an applicant. Individual colleges, however, differ in how they evaluate this information. For example, one college may place a great deal of importance on test scores, while another college may not. Most colleges give primary consideration to academics, class rank and ACT scores, but do not look at other factors as well to determine admissions.

- Grade Point Average (GPA)
- Class Rank
- Strength of Subjects (rigor)
- ACT and/or SAT scores
- Recommendations
- Activities/awards
- Personal Essays
- Interviews
- Volunteerism

MINNESOTA STATE COLLEGE ADMISSION STANDARDS

Admission standards to Minnesota four-year institutions and 2-year colleges include the following core curriculum:

- A minimum of **4 years of English**
- A minimum of **3 years of Mathematics, including Algebra II (4 years at the U of M)**
- A minimum of **3 years of Science**
- A minimum of **3 years of Social Studies**

(Some four-year schools require a minimum of 2 years of a foreign language)

In addition to the core curriculum requirements, schools may deny admission to applicants with low ACT scores and/or a low class rank.

RECIPROCITY

Minnesota has ongoing reciprocity agreements with Wisconsin, North Dakota, South Dakota, one institution in Iowa, and the Canadian province of Manitoba. The agreements reduce non-resident tuition prices and eliminate non-resident admissions barriers for residents of each state who attend a public institution in the other state.

<https://www.ohe.state.mn.us/mPg.cfm?pageID=813>

Two-Year Colleges

TWO-YEAR COLLEGES

Two-year colleges provide affordable, career oriented programs, which enable students to begin their careers after only one or two years of college. Typically, class sizes are kept small and professors have worked, or are working, in a related career field. Students completing one-year programs receive Certificates or Diplomas, and students completing two-year programs earn Associate's Degrees. Degrees that may be obtained include A.A.-Associates of Arts, A.S.-Associates of Science, and A.A.A.-Associates of Applied Science.

Students may also start their education at a two-year college, and then transfer to a four-year college to earn a bachelor's degree. Check out the transferability of credits from one school to the next before transferring. Schedule a campus visit to learn more about their programs and facilities.

Career and Technical Colleges

CAREER AND TECHNICAL COLLEGES

Career and technical colleges offer student short-term training in a wide variety of career fields. Career and technical colleges may be privately owned and the programs they offer vary greatly. Some career and technical college programs last only weeks, while others take up to two years to complete. These programs are designed to prepare students for specific careers. Students therefore spend most of the class time in job-related settings where they receive hands-on training from experienced instructors.

Degrees that may be obtained include Technical Diplomas, Certificates and Associate's Degrees.

Trade Schools

Vocational or trade schools focus on providing graduates with marketable skills. Common examples of trade schools include:

- Cosmetology/Esthetician
- Culinary
- Automotive
- Medical technician
- Truck Driving

After graduating from a trade school, an individual will be able to immediately enter the job market with his or her skills and be able to receive a high rate of compensation.

Because a trade school is less costly to attend than many four-year universities and provides graduates with immediately useful skills and sometimes job placement services, going to a trade school is an option that many high school graduates consider in alternative to a college or university. Many trade school programs are equivalent to college programs. In a well-run trade school, students will learn the basics of their trade and be able to practice it. After graduating, a student will be certified, and eligible to take any state administered tests which may pertain to his or her trade. In some parts of the world, trade schools are associated with minimal education, but this is a misconception. While graduates of trade schools do not have the background that a liberal arts education provides, they are highly trained and skilled individuals who often receive well-grounded education in addition to their technical training.

Useful Website:

- www.trade-schools.net/

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

There are many things to prepare for and to organize before getting involved with one of the five branches of the military: the Army, Navy, Air Force, Coast Guard or Marines. Opportunities for students also exist in the National Guard and the Reserves. College students who enter the Reserves Officers' Training Corps (ROTC) will enter the military as officers, while academically gifted students will find excellent opportunities at the four military academies.

THINGS TO THINK ABOUT WHEN JOINING THE MILITARY:

Learn about the military and ways to join.

Find out military basics: what they do, where they go, and who they are.

What does ROTC mean?

ROTC (Reserve Officers' Training Corps) is one of the best leadership courses in the country and is part of your college curriculum. ROTC is an elective curriculum you take along with your required college classes. It prepares you with the tools, training and experiences that will help you succeed in any competitive environment. Along with great leadership training, ROTC can pay for your college tuition, too. You will have a normal college student experience like everyone else on campus, but when you graduate, you will have service obligation.

What are the ways of joining the military?

There are several ways of joining the military. One can become a full-time member in active duty or a part-time member which is considered a reservist. One can also be considered an officer by way of the ROTC program, Officer Candidate School, direct appointment of becoming an officer, being a Direct Commissions Officer, or any of the military academics.

Can I still go to a school in the military?

For those interested in an academy approach, there are schools allocated for the different branches. These consist of the U.S. Naval Academy at Annapolis, U.S. Coast Guard Academy at New London, U.S. Military Academy at West Point, U.S. Merchant Marine Academy in Kingspoint, New York, and U.S. Air Force Academy at Colorado Springs.

Military Continued

Meet the recruiter

Meet with Military recruiters in the Career Center.

ASVAB

If you will be enlisting, you need to take the ASVAB (Armed Service Vocational Aptitude Battery) test. The ASVAB test will help you determine which job fits you best. Check out www.military.com for study guides.

Military Websites

www.defenselink.mil

www.airforce.com

www.goarmy.com

<http://www.todaymilitary.com/training/service-academies-and-military-colleges>

www.marines.com

www.navy.com

<https://www.nationalguard.com/>

Apprenticeship

Students who prefer a hands-on approach to learning may want to consider an apprenticeship program. Apprentices learn a skilled trade through a combination of classroom instruction and on-the-job training. Apprenticeship programs are considered by many to be the best way to receive training in the skilled trades. After successfully completing the prescribed hours of related classroom instruction and training, the graduate will become a highly skilled “journey worker.”

Why choose Apprenticeship?

People are able to earn money while they learn a trade. They are able to provide the knowledge to perform and learn a skilled trade while earning a wage and having a sense of job security. Apprenticeships often serve as an entry into a career that would otherwise be closed to an individual due to lack of experience. The skills received provide a person with lifetime skills and comprehensive knowledge about specific trades. Skills learned through an apprenticeship are transferable from one employer to another generally from one area of the country to another.

How does one become an apprentice?

Completion of a vocational or technical program may increase the chances of being hired as an apprentice. Math, Physical science and English are important to many apprentices.

- In order to first become an apprentice, it is important to choose a trade that interests you and find out about basic information that trade entails.
- Find a possible employer to hire you as an apprentice in the trade you are interested in and would like to apply to.
- Review the standard for the program you want to apply for so you know what is required of you.
- Once you have decided on a program, contact the program advisor and find out if they are taking applications.
- If you get accepted into your registered apprenticeship program you can fill out the paperwork and start your hands-on training.

Some apprenticeship types

- Construction trade examples: bricklayer, cabinetmaker, and carpenter.
- Food processing and preparation trade examples: baker, cook, meat cutter.
- Graphic arts or mass communication trade examples: bookbinder, lithographer, press operator.
- Metalworking trade examples: machinist, tool-and-die maker.
- Transportation trade examples: cutter and auto glazier, automobile mechanic.
- Utilities trade examples: Power Company.

<http://www.dol.gov/apprenticeship/>

World of Work

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

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

Useful Websites:

Indeed

www.indeed.com

Simply Hired

<http://www.simplyhired.com/>

Monster

<https://www.monster.com/jobs/search/>

Non-traditional Pathways

For students who are indecisive/undecided about what lies ahead, there are corporations and programs that prepare people for real life situations while getting community and volunteer experience. Some nontraditional pathways may be targeted towards definitive programs for people to make sure they are making the right decision or to find themselves. These programs help to find out strengths and weaknesses and many times people will enter college programs based upon what they have found out. Other times, people may find lifelong careers within these experiences to help others who had similar experiences. Either way, there are many options to consider when thinking about nontraditional pathways.

College Entrance Exams

There are two major college exams, the ACT and the SAT. All Minnesota two and four-year schools accept the ACT. Nationally, most schools will accept scores from either the ACT or SAT. Juniors will take the ACT in the spring of their junior year, if interested.

Many colleges have made it optional to require standardized test scores (ACT/SAT scores) as a part of their admission process. It is your responsibility to look at the admission page of the schools you are interested in to see what their testing requirements are for fall 2022 admission.

This list includes 4-year colleges and universities that will not require high school graduates to submit ACT or SAT scores to be eligible for **fall 2022 admission**: <https://fairtest.org/university/optional>

HOW TO PREPARE FOR THE ACT?

- Taking a solid high school curriculum
- Take practice tests
- Attend an ACT prep class or workshop
- Online Resources
 - www.actstudent.org
 - www.collegeboard.com
 - The Real ACT Prep Guide
 - MCIS (Minnesota Career Information Systems)
 - Must create an account
- Community Education Course

HOW TO REGISTER FOR THE ACT

- www.act.org
 - Find out immediately if the test center has space for you to test
 - You can also print your admission ticket right away

PLACEMENT ASSESSMENT FOR 2-YEAR COLLEGES: ACCUPLACER

- The Accuplacer is a placement assessment for students entering 2-year technical or community colleges. It determines which courses are appropriate for students and whether college readiness classes are needed. It is composed of un-timed, computer adaptive, and multiple choice assessments.
- Resources for the Accuplacer:
 - <https://accuplacer.collegeboard.org/student/practice>
 - <https://accuplacerpractice.collegeboard.org/login> (study App)

WHAT IS THE DIFFERENCE BETWEEN THE ACT AND SAT?

	SAT	ACT
Why Take it?	Colleges use SAT scores for admissions and merit-based scholarships	Colleges use ACT scores for admissions and merit-based scholarships
Test Structure	Reading Writing & Language Math Essay (optional)	English Math Reading Science Reasoning Essay (optional)
Length	3 hours (without essay) 3 hours, 50 minutes (with essay)	2 hours, 55 minutes (without essay) 3 hours, 40 minutes (with essay)
Reading	5 reading passages	4 reading passages
Science	None	1 science section testing your critical thinking skills (not your specific science knowledge)
Math	Covers: Arithmetic Algebra I & II Geometry, Trigonometry and Data Analysis	Covers: Arithmetic Algebra I & II Geometry & Trigonometry
Calculator Policy	Some math questions don't allow you to use a calculator.	You can use a calculator on all math questions.
Essays	Optional. The essay will test your comprehension of a source text.	Optional. The essay will test how well you evaluate and analyze complex issues.
How It's Scored	Scored on a scale of 400-1600	Scored on a scale of 1-36

*Students who plan to attend a college that prefers the SAT I must also determine if any SAT II subject tests are required. SAT II consists of subject tests, which measure the student's ability to apply knowledge. Subject Tests are one-hour, primarily a multiple-choice test in specific subjects.

WHAT HAPPENS AFTER YOU TAKE THE ACT?

- Most scores are available for online viewing within 2 weeks after each national or international test date.
- Score reports are released within 3 to 8 weeks after each test date.
- Create your ACT web account at https://services.actstudent.org/OA_HTML/actibeCAcdLogin.jsp to have your ACT scores sent to other colleges (you will need your ACT ID from your score report and the month/year when you took the test).
- ACT scores will not be added to the high school transcript.

COLLEGE ATHLETICS

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

- Graduate from high school on time
- Complete a minimum of 16 core courses
- Secure a minimum grade-point average (GPA) in core courses

- Achieve a qualifying test score on either ACT or SAT test

More information on regarding NCAA eligibility can be found at: <https://web3.ncaa.org/ecwr3/>

College Search Process and Questions to Ask

COLLEGE SEARCH

When beginning your college search, look at the characteristics that are most important to you and rank order them. This should help you locate schools that will meet your individual needs.

Some characteristics to consider in the college search are:

- | | | |
|---|-----------------------------|---------------------------------|
| ● Academic programs of study | ● Academic standards | ● Special programs and services |
| ● Location | ● Competitiveness | ● Athletic programs |
| ● Type of institution-private or public | ● Size | ● Campus Life |
| ● Student population | ● Diversity of student body | ● Housing |
| | ● Cost | |
| | ● Financial Aid | |

CAMPUS VISITS *(See List of Questions to ask while on your visit on next page)*

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

- Make arrangements with the admissions office for your visit. Sign up on college website.
- Try to visit on a weekday or stay overnight
- Meet with the college admissions officer
- Verify admission requirements (test and high school preparation)
- Discuss your chances for success
- Obtain the college calendar and catalog
- Determine college costs
- Ask about financial aid opportunities, as well as deadlines, forms required, and other needed information
- Meet with faculty in the academic area of interest to you
- Ask questions about academic requirements/offerings, the average class size and academic advising
- Attend a class to get an idea of typical size, teaching style, academic atmosphere
- Check the percentage of entering freshmen who graduate in four years
- Ask about the placement record of graduates in the field you are considering for major study
- Identify career planning services for undergraduates
- Tour the campus. Check out dorms, dining hall, library, bookstore, computer labs and other areas key to your needs
- Talk to students about the general academic environment and the study commitment necessary for success
- Find out what student activities (clubs, organizations, intramurals, etc.) are available

QUESTIONS YOU SHOULD ASK WHEN VISITING A COLLEGE:

1. How many students attend? Is it a diverse group?
2. Do professors teach undergraduate courses, or do you use teaching assistants?
3. What is the average class size, and what is the student-to-faculty ratio?
4. Will I graduate in four year? (Will I have to take summer school to get there?)
5. Who will be my academic adviser? What can I expect of that person?
6. Are faculty members easy to reach outside of class?
7. How many students participate in foreign exchange programs, and where do they go?
8. How many students do an internship?
9. What computer and other specialized facilities are available for student use?
10. What do students do for fun?
11. Do students stay on campus during the weekends? Is it a “suitcase campus”?
12. What are admissions’ requirements and important deadlines?
13. What types of housing are available?
14. Do you have the extra-curricular activities that I am interested in?
15. Do you offer the academic majors or programs that interest me?
16. How much does it cost?
17. Do you have a textbook rental program?
18. What types of scholarships and financial aid are available?
19. Do you accept my Youth Options, Youth Apprenticeship classes?
20. What percentages of your students attend graduate or professional school?
21. How do you help with job placement? What are the job placements rates?

COLLEGE COMPARISON WORKSHEET

	College Name	College Name	College Name
Location -Distance from home			
Size -Enrollment -Physical size of campus			
Environment -Type of school (2 yr/4 yr) -School setting (urban, rural) -Location & size of nearest city -Co-ed, male, female -Religious affiliation			
Admission Requirements -Deadline -Tests Required -Average test scores, GPA, rank -Special requirements -Notification			
Academics -Your major offered -Special requirements -Accreditation -Student-faculty ratio -Typical class size			
College Expenses -Tuition, room & board -Estimated total budget -Application fee, deposits			
Financial Aid -Deadline -Required forms -Percent receiving aid -Scholarships			
Housing -Residence hall requirement -Availability -Types and sizes -Food plan			
Facilities -Academic -Recreational -Other			
Activities -Clubs, organizations -Fraternities/Sororities -Athletic, intramural			
Campus Visits -When -Special opportunities			

WHEN YOU WRITE YOUR ESSAY....

DO start early. Plan plenty of time to revise, record and rewrite. Try not to write when you are tired or under pressure, or just feeling down. Your attitude and stress could show in your writing.

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

DO tell the truth about yourself. Be interesting but more importantly, be yourself. Convey your true and genuine thoughts and feelings. Don't try to portray yourself as someone with interests, ideas, opinions that aren't really yours.

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

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

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

DO speak positively. Negatives tend to turn people off.

DO write about your greatest assets and achievements. You should be proud of them!

BUT...

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

DON'T write on general, impersonal topics—like nuclear arm race or the importance of good management in business. They want to know about you.

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

DON'T use clichés.

DON'T go to extremes: too witty, too opinionated, or too "intellectual."

Not all colleges require an essay or personal statement. Remember to check the admissions requirements at each school as the requirements vary from school to school.

Resume Sample

Falcon Student

Graduation Date: June 2022

SAMPLE

Scholarship Name

Education

Faribault High School, Faribault, MN

- Class Rank: 17 of 241
- ACT Score: 25
- Cumulative GPA: 3.79

Academic Achievements

Student of the Month, November 2020

Honor Roll, 3 years

Advanced Placement Courses, 2 years

- Chemistry, Literature, Psychology

National Honor Society, 2 years

Co-curricular Activities

Varsity Fastpitch, 4 years

- Captain, 2 years; Most Valuable Player, June 2021

Basketball, 4 years

- Varsity, 3 years; Varsity Reserve, 1 year

High School Band, 4 years

- District Solo Ensemble, 4 years
- State Solo Ensemble, 2 years; First Place, 1 year
- Jazz and Concert Band, 4 years; Lettered, 3 years
- Marching Band, 4 years
- Most Improved Musician, Band, Freshmen Year

Project Design, 4 years

DECA, Marketing Organization, 3 years

Rotary STRIVE, School and Community Service Organization, 2 years

Yearbook, 3 years

- Editor, 2 years

Student Council, 4 years

- President, 1 year; Secretary, 1 year

Community Involvement & Volunteer Experience

Church Choir, 4 years (meets once a week)

Sunday School Teacher, 2 years; Assistant, 2 years (meets once a week)

Salvation Army Bell Ringer, 4 years (one time each year)

Youth Works Mission Trip, Meeker, Colorado; September, 2020 (2 weeks)

- Music Leader and Coordinator and worked with organization to promote urban development

Red Cross Blood Drive, Volunteer, 3 years (4 times each year)

Work Experience

Server, The Depot, Faribault, MN, August 2019 – July 2021

Letters of Recommendation

YOU WILL NEED LETTERS OF RECOMMENDATIONS FOR:

1. **Some college applications** – check requirements to see if the college you are applying to needs one or more letters of recommendation. Make sure to follow all instructions and give recommenders at least two weeks' notice to write the letter for you. Give them a copy of your activities resume and the "Personal Data Sheet".
****Do not send letters of recommendation if they are not required.
2. **Letters of appeal** – if you are denied admission or placed on a waitlist, letters of recommendation will be helpful when you try to appeal this decision. Get at least two letters of recommendation from teachers who have seen you perform academically (those who have witnessed the characteristics needed to be successful – asking questions, getting help outside of class, etc.)
3. **Scholarships** – many scholarships require letters of recommendation. Give recommenders at least two weeks to write the letter for you and give them a copy of your activities resume and the "Personal Data Sheet".

IMPORTANT THINGS TO KEEP IN MIND WHEN GETTING LETTERS OF RECOMMENDATION:

Letters of Recommendation can play a significant role in the college admissions process and may be required to specific scholarships or a job application. Not all colleges require a letter of recommendation, but in some cases, letters can be a helpful addition to your application. If you are not sure if you should include a letter, check the admissions requirements and/or discuss your individual situation with your school counselor.

Utilize these tips to get the best recommendations as possible:

- **Choose the best references.** You want to choose people who know you well enough to write recommendations that will make a lasting impression with the reader. Choose teachers, coaches, employers, etc. who you interact with often and who can write about your talents and abilities. Recommendation letters should not come from parents or relatives!
- **Ask the letter writer in person.** DO NOT assume the letter will be completed if you leave the request in his/her mailbox or drop it off on a desk; make sure you make personal contact with the individual. When you approach someone for a recommendation, remember to be polite and tactful. If there is any hesitation, you may want to consider asking someone else.
- **Plan Ahead.** It is a good idea to indicate the date you will need the letter completed. Two weeks prior to a deadline is a good rule to follow. As the date you need your letter approaches, a gentle reminder is often a good bet.
- **Help the writer help you.** Give the writer more information about you by completing and providing a copy of the "Personal Data Sheet", or provide a copy of your resume to assure an accurate and complete recommendation. Give the letter writer specific dates and directions for the completed recommendation. For example: What is the letter for? Should the letter include any specific information? Should the letter writer give the letter directly to you or should they mail it? If it's to be mailed, you should provide a stamped, addressed envelope.
- **Be appreciative.** Don't forget to send thank-you notes to all of your references. They are taking time out of their busy schedules to help you out. A sincere thank you opens the door for you to ask assistance again in the future, should you need it.

Teachers who know your ability in the area you are going into (core subject teachers) are excellent references.

FINANCIAL AID

The FAFSA (Free Application for Federal Student Aid) is the federal form that the U.S. Department of Education uses to determine how much federal student aid you qualify for. The FAFSA application is FREE and is available online at: www.fafsa.ed.gov

TEN GREAT FINANCIAL AID TIPS

1. Prioritize your efforts, starting with the federal government. Then turn to the private sector for additional assistance.
2. Complete the FAFSA4caster which provides students with an early estimate of their eligibility for federal student financial assistance. Students considering furthering their education beyond high school can use this FREE tool to calculate your eligibility for federal financial aid, including grants. It will also reduce the time it will take to complete the FAFSA. To access FAFSA4caster, visit <https://studentaid.ed.gov/sa/fafsa/estimate>
3. Prepare materials ahead of time prior to completing the FAFSA. You will need the students and parents' income, as well as bank statements, tax records, etc. You can find a list of everything you will need at www.fafsa.ed.gov
4. Submit a FAFSA, even if you don't think you will qualify for aid.
5. Apply for aid as soon as possible after October 1st. Each school has a priority deadline, make sure you meet your school's deadline.
6. Inform financial aid administrators about atypical expenses or special circumstances (i.e. medical expenses, loss of income due to death, loss of a job, separation/divorce, parent's college tuition, or sibling tuition at a private elementary or secondary school).
7. Investigate company-sponsored tuition plans. Many employers will invest in the education expenses of their employees.
8. Apply! This is the only way to receive financial aid.
9. Search scholarships on Naviance Student by clicking on the "Scholarships" tab, then clicking "National Scholarship Search."
10. Use scholarship search engines like fastweb (www.fastweb.com) to help you find the private sector assistance you need!

*Don't forget to check directly with the Financial Aid Office of all schools/colleges you are applying at.
They may have scholarships available.*

By the fall of your senior year in high school, you should have:

- Chosen the colleges to which you'll apply, and
- Determine their cost of attendance

Now you are ready to take the next steps.

For some students, having made their college choices and having determined, based on the total cost of attendance, that their families will not be eligible for financial aid based on demonstrated financial need, the next step is either to check out payment plans and/or non-need-based merit scholarships offered by colleges, to look into a non-need-based loan, or consult a free scholarship search.

For those who are eligible for need-based financial aid, the steps below will help you apply for financial aid.

1. Find out and comply with each college's admission and financial aid application deadlines.
2. Review available scholarship, gather and complete the necessary forms; meet the deadlines.
3. Complete the Free Application for Federal Student Aid (FAFSA) in order to qualify for aid through the federal government as soon after October 1 as possible.
4. If your college choices require copies of parent income tax forms, be sure to submit them as soon after October 1st as they are completed.
5. If required by your college choices, complete the College Board PROFILE application for financial aid.
6. Complete any additional college-specific financial aid forms that may be required. Ask!
7. Review the Student Aid Report (SAR) for accuracy. This is based on your completed FAFSA. You should receive it approximately four week after you've filed the FAFSA.
8. Review the CSS Acknowledgement you'll receive once your PROFILE application has been processed.
9. Review financial aid award packages.

FARIBAULT HIGH SCHOOL SCHOLARSHIPS

All seniors who plan to attend any school following graduation should apply for local scholarships. Applications are typically available in early January and have various due dates throughout the spring. Some scholarship donors look for students with high GPA while others require a low or average GPA. Some take into consideration students who are planning to study a particular major or career area while some consider community services. There are many possibilities so all students should apply.

Seniors must be enrolled as a full-time student for both semesters in order to be eligible to apply for the Falcon Trust scholarships.

SCHOLARSHIP LISTINGS AT SCHOOL

Throughout the year, FHS receives scholarship information and/or applications from various organizations and businesses. These are located in the College/Career Center and posted on Naviance Student and Schoology. Keep checking regularly because new scholarships arrive weekly.

SCHOLARSHIP SEARCH VIA THE INTERNET

The fastWEB search on the Internet (www.fastweb.com) contains a database of over 1.5 million scholarships. You may set up a fastWEB mailbox to receive information on scholarships which match your personal criteria.

Students may search for scholarships on Naviance Student by clicking on the “Scholarships” tab, then clicking “National Scholarship Search.”

OTHER SCHOLARSHIP OPPORTUNITIES

Brainstorm lists of sources such as clubs, insurance companies, businesses, religious groups, fraternal organizations, unions, employers, and other organizations which may also be sources for scholarships.

Students are encouraged to inquire into the availability of institutional scholarships at the colleges they are considering. Check directly with the Financial Aid office of all the schools/colleges you're applying at.

Looking on-line for scholarships? Check out these websites:

- www.fastweb.com
- www.salliemae.com/college-planning/
- <https://www.raise.me/>
- <https://scholarshipamerica.org/>

Glossary of Terms

ADVANCED PLACEMENT (AP) – A test given to high school students, usually at the end of their junior year or senior year, after they have completed certain AP courses. Many colleges give advanced standing and/or credit for these College Entrance Examination Board (CEEB) sponsored tests.

BACHELORS DEGREE – The Bachelor of Arts, Bachelor of Science or any other Bachelor's degree granted by a college/university for a program that typically requires for years of full-time study.

COLLEGE – A school of higher learning, offering an academic degree, may be public or private and can be a two year or a four year school.

COLLEGE WORK STUDY – An award of part-time employment for students that demonstrate financial need.

COMMON APPLICATION FORM – A single application form which is accepted by more than 890 institutions.

COMMUNITY COLLEGE – A two-year institution of higher learning which provides academic courses that lead either into the work world or on to a four-year college program.

CORE CURRICULUM/GENERAL EDUCATION REQUIREMENTS – A group of courses, in varied areas of the arts and sciences, designated by a college as one of the requirements for a degree.

CREDIT HOUR – The system of assigning a given number of credits to a particular college course, usually based on the standard principle of one credit per hour per week per term or class meeting time (e.g. English meets three hours/week for a semester for three credit hours).

DEFERRED ADMISSION – Deferred Admission is a plan which permits a student, once accepted, to postpone enrollment for one year in order to pursue other plans.

EARLY ADMISSION – An exceptional student would terminate his or her high school after the junior year and enroll in college. Early Admission is generally highly selective.

EARLY DECISION – Early decision, a plan offered by a select number of colleges, allows a student to apply to only one school for an early admission judgment between November and mid-January. If accepted, the student is obligated to attend. The student may submit other applications during the period, but only one can be Early Decision.

FINANCIAL NEED – Is determined between the difference between the cost of attending a post-secondary institution and the family's ability to pay.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) – The form that must be completed by all students and parents who apply for federal student aid.

GRADUATE SCHOOL – Program enrolled in after graduation from a four-year college program, usually for concentrated preparation in a field of study.

GRANT – An outright award to the student, based on academic excellence or financial need. The student does not have to repay this money.

Glossary of Terms cont.

LOAN – A form of assistance that requires repayment after graduation at a low rate of interest.

MAJOR – A particular subject or area in which a student specializes in college.

MINOR – Is similar to a major, but requiring fewer credits.

NATIONAL MERIT SCHOLARSHIP – The National Merit Scholarship is a private scholarship program for undergraduate study offering college money to several thousand of the nation's most outstanding student each year. Students qualify for the scholarship by taking the PSAT/NMSQT in October of their junior year. Only the students who represent the upper one half of the top one percent of high school graduates in their state are selected as semi-finalists and thereby become eligible to continue in the competition for scholarship opportunities.

OPEN ADMISSIONS – Students are accepted upon application in Open Admissions. Some programs in these same schools may have more selective admissions.

RECIPROCITY – Students attending any public higher education institution in the neighboring states pay approximately the average tuition that they would have paid at a comparable school in their home state. Minnesota has reciprocity with Wisconsin, North Dakota, and South Dakota.

RESUME – A resume is a short advertisement of one's skills in outline form. Its purpose is to present oneself to prospective schools and employers in a clear, concise manner with sufficient, accurate information.

ROLLING ADMISSIONS – An admissions decision made by a college as soon as possible after an application is received. An application deadline may be specific, but students are strongly encouraged to submit their applications before winter break.

SCHOLARSHIP – An award to students based on any or all of the following: academic achievement, community involvement, athletic participation, extra-curricular activities and/or financial need. Non need-based scholarships are also available. The student does not have to repay this money.

STUDENT AID REPORT (SAR) – A document received 4-6 weeks after the Free Application for Federal Student Aid is completed. It contains a Student Aid Index number which determines eligibility for federal Student Financial Assistance Programs and your expected family contribution.

TECHNICAL/VOCATIONAL COLLEGE – An institution which offers intense, focused programs intended to prepare students for immediate employment in various occupations.

TEST BLIND - Test Blind means students are not required to submit any standardized test scores and they will not be used.

TEST OPTIONAL - A test-optional college lets students decide whether they want to submit test scores with their application. Most test-optional schools will consider SAT and ACT scores if they are submitted, but focus on other factors they believe are stronger predictors of a student's potential to succeed in college.

TRANSCRIPT (OFFICIAL) – Part of a student’s permanent record. It includes a list of the courses a student has completed, the grade and credits earned, the current GPA and class rank. Transcripts may be requested (online) through Naviance Student.

UNDERGRADUATE – A student who is attending college, but who has not yet received a degree.

UNIVERSITY – An academic organization which grants undergraduate and graduate degrees in a variety of fields. It is composed of a number of “schools” or “colleges” each of which emphasizes a particular field of study.