

Freshman Planning Timeline

FRESHMAN YEAR

When you first begin high school, graduation may seem like a distant goal. However, in a few short years, you may be applying to college(s) or going into the workforce! Freshman year is about building strong academic habits. The grades you earn in freshman year influence your options in your senior year. You do not want to look back on your freshman year grades and wish you had done better. If you find yourself struggling, seek out help early on by asking your teacher for extra help, seeking out tutoring options, or utilizing other free community resources. Do not wait until you are too far behind to catch up!

Make sure you talk to your counselor about the different diploma tracks and courses available to you. If you are working towards or any of the new Optional Seals (class of 2029+), make sure you check out the requirements for these diplomas as they have additional requirements beyond the Indiana Diploma.

When you begin to think about scheduling classes for your sophomore year, keep in mind that colleges look at the classes you choose to take. You should take a rigorous curriculum that includes courses that both interest and challenge you. It is very easy to bring your GPA down, but it is not easy to bring it back up.

Most students change their mind about their career paths at least once or twice during the course of high school, so it's important that you stay knowledgeable about what career you are interested in and which courses would be most beneficial for you to take. If there is a specific career you are interested in, make sure you are checking to see if CPHS offers any courses that may be beneficial.

It may seem early, but you should start developing habits now that will be appreciated by employers. Get to class on time, learn how to manage your time, and email your teacher(s) to communicate any issues, questions or concerns respectfully.

Freshman Year Checklist

August

- Double check your schedule--does it coincide with your post-secondary plans?
- Sign up for extracurricular activities that interest you!

September

- Study hard! Freshman semester grades are included in your final high school GPA!
- Start a resume!
- Attend the CPHS College & Career Fair! Pick up information and speak with college, workforce and military reps to learn about your options.

October

- Explore your career and/or college interests. Talk with your parent/guardian and school counselor so that everyone is on the same page.
- Sign up for extracurricular activities that interest you!

November

- Find a summer program of interest and start the application process next month!

December / January

- Study for final exams!
- Start your 2nd semester out on the right foot!

February

- Work on your 10th grade schedule with your counselor during scheduling
- If you want to play collegiate sports, take the necessary steps to increase your eligibility and market your abilities!

March / April

- Think about job shadowing during Spring Break!
- If any organizations/clubs you are a part of hold elections for next year's leadership, think about running for office!
- If you're interested in attending a military academy after high school graduation, request information to learn about their information requirements.

May

- Study for final exams!
- Take AP Tests.
- Go over your schedule one last time to ensure you're preparing for your post-secondary goals!

June / July

- Be active this summer! Work a job, volunteer, job shadow, or attend a college summer program!

Sophomore Planning Timeline

SOPHOMORE YEAR

In your sophomore year, you should continue to take challenging courses, as well as courses that interest you. If you are not satisfied with your grades from freshman year, it is important to try to improve this year and continue improving in the next two years. Now is not the time to get careless or lazy about your grades. Make sure you work hard to give yourself the best chances for college admissions or employment opportunities.

This year, you will take the PSAT in the fall. In previous years, the state of Indiana has paid for all sophomores to take the PSAT during the school day in October, so take advantage of this opportunity if it is afforded again.

When you begin to think about scheduling classes for your junior year, remember to choose courses that both challenge and interest you. You should generally take as much math, English, science and social studies classes as you can. Continue researching careers that interest you this year, as well, so you can make adjustments to your schedule if necessary. Researching careers can help you decide which classes will be best for you to take. Taking a Career Interest Inventory can help you figure out which careers may be a good match for you, and you can research those careers in Naviance (accessible through your RDS Student Account). You can learn how much education you may need for any given occupation, specialized training, and what a “day in the life” of someone who does that job is like.

Along with college and career goals, you should also keep in mind the diploma you are working towards when planning for junior year. Make sure you are meeting or will meet the requirements for the diploma you want by the end of your high school career when you are scheduling your junior schedule. If you are working towards the Academic Honors Diploma or Technical Honors Diploma, make sure you check out the extra requirements for these diplomas.

Sophomore Year Checklist

August

Double check your schedule--does it coincide with your post-secondary plans?

Update your resume!

September

Focus your extracurricular interests on activities that you are passionate about.

Take a Career Interest Inventory in Naviance

Attend the CPHS College & Career Fair! Pick up information and speak with college, workforce and military reps to learn about your options.

October

Explore your career and/or college interests. Talk with your parent/guardian and school counselor so that everyone is on the same page.

Take the PSAT

November

Find a summer program of interest and start the application process next month!

December / January

Review the results for your PSAT to identify areas of academic strength and weakness.

Start your 2nd semester out on the right foot!

February

Work on your 11th grade schedule with your counselor during scheduling

If you want to play collegiate sports, take the necessary steps to increase your eligibility and market your abilities!

March / April

Think about job shadowing during Spring Break!

If any organizations/clubs you are a part of hold elections for next year's leadership, think about running for office!

If you're interested in attending a military academy after high school graduation, request information to learn about their information requirements.

May

Study for final exams!

Take AP Tests.

Go over your schedule one last time to ensure you're preparing for your post-secondary goals!

June / July

Be active this summer! Work a job, volunteer, job shadow, or attend a college summer program!

Junior Planning Timeline

JUNIOR YEAR

Your junior year will be a challenging one. Make sure you review your courses and activities to give yourself the best chance of getting into your chosen college or ensure you are taking courses that can help in your chosen career path. While your grades from all of four years of high school show up on your transcripts, keep in mind that colleges will also be looking to see what courses you have taken most recently (your junior year grades). You want to make sure your grades are a good representation of the type of student you are.

This year, you will take the PSAT again in the fall, and SAT in the spring. PSAT scores in the fall will determine whether or not you are considered as a National Merit Scholar. All juniors at CPHS will take the SAT in the spring during the school day. Students may also choose to retake the SAT or take the ACT on any of the Saturday national test dates. Students register for these additional exams at www.collegeboard.org/sat and/or www.act.org. When you are signing up for SAT/ACT, you can request your scores be sent up to 4 colleges for free the first time. Any additional requests will incur a fee, and any test scores you send should be sent directly from College Board and/or ACT.

To help yourself do well on the SAT and/or ACT, you may choose to take an outside prep course to help prepare. Utilize free resources offered to prep you for these exams, like those found at www.khanacademy.org. Once you have taken the ACT and/or SAT tests, you will get a score report in the mail that will tell you where your strengths and weaknesses lie. There will be a code on the score report that you can enter onto www.collegeboard.com and/or www.act.org that will give you an idea of areas you can work to improve upon.

College representatives come to visit with any interested students during the school year. Sign up for these visits in Naviance so that you can meet with representatives and ask any pertinent questions you may have about your transcript, your courses, the college, majors, etc. You may want to take things a step further and go on college visits during your junior year so that you can see the campus, dorms, and get a real “feel” for the college. Complete the necessary steps for a pre-arranged absence with the Attendance office if you sign up to visit a campus during the school day. If you are interested in careers after high school, plan to attend our Career Fair here at CPHS in January during the school day.

You should also keep the diploma you are working towards in mind when selecting your senior schedule. Make sure you are meeting or will meet the requirements for the diploma you want by the end of your high school career. If you are working towards an Academic Honors, Technical Honors Diploma or any of the optional seals, make sure you check out the extra requirements they have! Be sure YOU double and triple check to make sure you have everything you need for your diploma!

Make sure you clean up your social media accounts. Deleting questionable tweets or posts can help save you from a college rejection or issues during the job search process.

Junior Year Checklist

August

- Double check your schedule--does it coincide with your post-secondary plans?
- Search college/universities to apply to next fall!
- Student athletes should make sure they're discussing plans with their coach(es) and school counselor to ensure eligibility.

September

- Don't forget about your community service hours!
- Visit with college/career representatives that come visit at CPHS- REMEMBER!! YOU MUST DO ONE CAREER DISCOVERY MEETING IN JUNIOR YEAR TO GRADUATE!
- Attend the CPHS College & Career Fair! Pick up information and speak with college, workforce and military reps to learn about your options.

October

- Take the PSAT-NMSQT!

November

- Talk to your family about your financial situation and how this pertains to your goals.

December

- Review the results for your PSAT to identify areas of academic strength and weakness.
- Study for finals!

January

- Start your 2nd semester off on the right foot!
- Plan your senior classes with your counselor. Make sure you have researched any college/career opportunities so that we can make sure you're covered here at CPHS!

February

- Visit with college/career representatives that come visit at CPHS- REMEMBER!! YOU MUST DO ONE CAREER DISCOVERY MEETING IN JUNIOR YEAR TO GRADUATE!

March

- Start visiting colleges of interest.
- Narrow down your career choices.
- Take the SAT during the school day.

April

- Visit with college/career representatives that come visit at CPHS- REMEMBER!! YOU MUST DO ONE CAREER DISCOVERY MEETING IN JUNIOR YEAR TO GRADUATE!

May

- Take AP tests
- Sign up for the College App Seminar this summer!
- Start to compile a list of people to ask for a letter of recommendation.
- Study for finals!
- Think about lining up a summer job or internship.
- Clean up questionable info on your social media!

Senior Planning Timeline

SENIOR YEAR

Congratulations! You've made it to your senior year! While this is a time for celebrating that you've come this far, remember that you still have one more year to go before you finish your high school career. Don't make the mistake of thinking, "This is my senior year, give me all the easy classes!" You do not want to ruin all of your hard work in the last semester(s) of high school!

Right before your senior year starts, you are officially a senior and can start sending out college applications (usually around August 1)! Keep in mind that there will most likely be an application fee associated with whichever college(s) you are applying to. Application fees can range from \$25 to upwards of \$100 just to apply. Try to narrow down your school choices to a manageable number and save yourself (and/or your family) some money. After your applications are submitted, make sure to request that your high school transcript is sent to each of those colleges through Naviance. Ideally, you want to have all of your applications sent out by November 1 for maximum scholarship and program consideration.

Students may choose to retake the SAT or take the ACT on any of the Saturday national test dates. Students register for these additional exams at www.collegeboard.org/sat and/or www.act.org. Your test scores should be sent via College Board and/or ACT. When you are signing up for SAT/ACT, you can request your scores be sent up to 4 colleges for free the first time you take a test. If you have already sent scores to a college, the next time you send your scores, there will be a fee incurred.

Worried about paying for college? Make sure you apply for financial aid through FAFSA. The results of the FAFSA will determine your eligibility for grants and low-interest Federal Stafford and/or Parent PLUS loans, provided you meet certain criteria. If you need assistance completing your FAFSA, plan to attend College Goal Sunday in November or February or any of our Financial Aid Nights here at CPHS. In addition to applying for FAFSA, make sure you apply for local community and national scholarships, which are posted in Naviance and are sent out via ParentSquare weekly.

If you are still undecided on where you want to go, college representatives will continue to visit with any interested students at CPHS. Make sure to sign up for these visits in Naviance so that you can meet with the representatives and ask any pertinent questions you may have about your transcript, your courses, the college, majors, etc. You may want to take things a step further and go on college visits during your senior year so that you can see the campus, dorms, and get a real "feel" for the college. Planning to go to the workforce after high school? Plan to attend our Career Fair here at CPHS in January during the school day to talk to many different career representatives and ask any questions you may have. Continue researching schools and careers as your interests change.

Make sure you clean up your social media accounts. Deleting questionable tweets or posts can help save you from a college rejection or issues during the job search process.

Last, but not least, while we want you to be serious about your grades and your studies, we also want you to enjoy your high school experience! Go to the prom, cheer on your classmates at an athletic game, join a club, see one of our theatrical performances.. High school is about getting your study habits down and getting good grades to get into college, but it's also about making memories to last a lifetime!

Senior Year Checklist

August

- Double check your schedule--does it coincide with your post-secondary plans?
- Search college/universities to apply to this fall!
- Student athletes should make sure they're discussing plans with their coach(es) and school counselor to ensure eligibility.
- Narrow down your list of colleges and start applying!
- Complete your college essay!
- If applying for a job, make sure you double check all requirements for the application.

September

- Continue applying to colleges and/or jobs you are interested in.
- Visit with college/career representatives that come visit at CPHS- REMEMBER!! YOU MUST DO ONE CAREER DISCOVERY MEETING IN SENIOR YEAR TO GRADUATE!
- Attend the CPHS College & Career Fair!
- Check out scholarships in Naviance- APPLY!
- Finalize your list of people to ask for letters of recommendation!
- Complete your resume/Brag Sheet
- Don't forget about your community service hours!

October

- Keep your grades up!
- Sign up for SAT and/or ACT again if you need to retake them.
- Finalize Early Action / Early Decision applications, if applicable.

November

- Request your transcripts to be sent to colleges via Naviance
- Submit all college apps and supplemental app forms online- the deadline for many Early Action apps is November 1st!
- Sign up for SAT/ACT if you need to retake!
- Notify Mrs. McCaleb in the guidance office once you have your post-secondary plans solidified. Career, College, or military, we'll add your status to the Wall of Fame!
tmmcaleb@cps.k12.in.us

December / January

- Study for finals!
- Make sure your applications have been received by your colleges. If you haven't received confirmation, CALL EACH ADMISSIONS OFFICE to verify all application materials have been received
- Double check regular admissions deadlines.
- If you're deferred by your top choice, contact the admissions office to see what else you may be able to do.
- Request mid-year transcripts to be sent to schools **only if requested by the college.**
- Additional financial aid and scholarship apps may be required by your school(s). Check with your college/university regarding "institution specific" financial aid.
- Keep your grades up this semester!
- Fill out the FAFSA!

Senior Year Checklist CONTINUED...

February

Make any needed corrections to the FAFSA based on tax returns.

Continue checking Naviance for any new scholarships--APPLY!

Deferred/Waitlisted? Write a brief letter
 highlighting all achievements and activities since your original app was submitted.

Mail all supplemental financial aid documents requested by college(s)- review acceptances and compare financial aid packages.

March

Show up and participate! Good grades & good behavior are important every day!

April

Make sure you're on track for graduation!

If you haven't already, meet with a college or career rep for your Career Discovery Meeting-IT IS A GRADUATION REQUIREMENT TO HAVE ONE DONE IN SENIOR YEAR!!

May

Study for finals!

Accept financial aid awards offered by the college you are going to attend.

Send an email to colleges that you will not be attending to let them know your plans.

Write "Thank You" notes to those who wrote you letters of recommendation!

Keep focused! If your final semester grades drop significantly, your college has the right
 to place you on academic probation or revoke your offer of admission.

Request your final transcripts be sent

Practice interviewing skills if you're interviewing for a job. Dress to impress!!