

SENIOR YEAR CHECKLIST

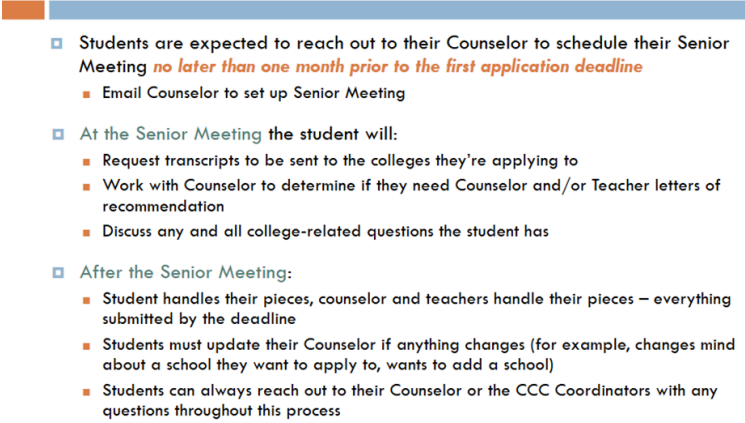
2025-2026 SY



SOUTHWEST
HIGH SCHOOL

Seniors, this is your final year and you are almost there. The information below will help you to finish strong. Remember to check your school email and Google Classroom everyday for any additional updates.

First Week of School	<p>12th Grade Information Assembly</p> <p>The seniors will meet in the auditorium during the school day to go over important info for the year, what to expect, and resources that are available.</p> <p>PSEO Students: Check Google Classroom to see what day you should come to Southwest to attend the assembly.</p>
September	<p>My Life Plan presentation for seniors in their classes</p> <p>PSEO Students: Check Google Classroom to see what day you should come to Southwest to attend MLP.</p>
September 24 @ 6 pm	<p>Senior Family Night, for Students and Guardians</p> <p>Learn more about what to expect your senior year for college and career paths.</p> <p>Click here for the 2025-2026 Senior Family Night Presentation</p> <p>Click here for more information on 12th Grade Level College Information</p>
Throughout the year	<p>Senior Obligations</p> <p>Start to check with your student to see if they have any outstanding obligations. They can clear these at any point during the school year. See "Senior Obligations Check List" below for more details.</p>

<p>Throughout the year</p>	<p>Senior Meetings</p> <p>All seniors will be doing a final meeting with their counselor. The students will schedule their own meeting based on college deadlines. The meeting needs to be scheduled one month prior to the first college application deadline. To find where to schedule their appointment with their counselor, Click Here.</p> <p>Below is a slide from the Senior Family Night Presentation on Senior Meetings</p> <div style="text-align: center;"> <h3>The Senior Meeting</h3>  <ul style="list-style-type: none"> ❑ Students are expected to reach out to their Counselor to schedule their Senior Meeting <i>no later than one month prior to the first application deadline</i> <ul style="list-style-type: none"> ■ Email Counselor to set up Senior Meeting ❑ At the Senior Meeting the student will: <ul style="list-style-type: none"> ■ Request transcripts to be sent to the colleges they're applying to ■ Work with Counselor to determine if they need Counselor and/or Teacher letters of recommendation ■ Discuss any and all college-related questions the student has ❑ After the Senior Meeting: <ul style="list-style-type: none"> ■ Student handles their pieces, counselor and teachers handle their pieces – everything submitted by the deadline ■ Students must update their Counselor if anything changes (for example, changes mind about a school they want to apply to, wants to add a school) ■ Students can always reach out to their Counselor or the CCC Coordinators with any questions throughout this process </div>
<p>Throughout the year</p>	<p>Transcripts</p> <p>Transcripts are an important part of your senior year. Unofficial transcripts for self-reporting grades in college applications are found in both Student and Parent Portal.</p> <p>If you need an official transcript for your college application, this is done through Xello and the counselors. More information on transcripts in the Senior Family Night Presentation. Click Here.</p>
<p>September</p>	<p>Missing Credits/Not on track to graduate</p> <p>Starting at the beginning of the school year, the school counselors will continue to work with seniors that are missing classes or not on track to graduate. Southwest has various programs and opportunities for seniors to get on track. Parents, make sure your home address and email is up to date to receive this information along with your student.</p>

October	<p>Senior Photo Submission for the Yearbook</p> <p>Around the beginning of October, the form is available students to submit their senior photo to the yearbook. Deadline is usually the end of October. Submission forms are rolled out in their classes, hung around school, in the school newsletter to parents, and in Laker Time.</p>
October	<p>Senior Class Photo</p> <p>In early to mid October, the seniors will be asked to go the stadium for the senior class photo. It will be during the school day. For PSEO students, check with your Assistant Principal as to which day the photo will be so you can arrange to be at Southwest that day for it.</p>
November	<p>Cap/Gown & Diploma Form</p> <p>Around the beginning of November, a QR Code will be available for the students to submit their sizes for their cap and gown. The form will also have options for their middle name on their diploma. The form needs to be filled out by all students by the end of November. The QR Code is rolled out in their classes, hung around school, and in Laker Time.</p>
Before Spring Break	<p>Senior Letter</p> <p>Right before spring break, a letter will be mailed home with important graduation details. This letter is important to receive because it will have information on ADA guest seating, how many tickets each graduate will receive, and other graduation ceremony details. Please make sure your home address is up to date with the front office.</p>
April 15 @ 11 am	<p>Senior Class Meeting, students only-SWHS Auditorium</p> <p>You will be given more information on what you need to do to finish the year strong, expectations, the schedule for the remainder of the year, and more graduation information.</p> <p>Note: This session will be recorded and sent out through Google Classroom for full time PSEO. You are welcome to attend in-person but it is not a requirement.</p>
April 16 @ 5:30 pm	<p>IB Celebration and Dinner in the Commons for senior IB Program students and their families.</p>

<p>May 12 @ 6:30 pm</p>	<p>Senior Awards Night</p> <p>All seniors are welcome to attend. If you are receiving an award, you will receive an invitation in the mail two weeks prior to invite you and your family to attend.</p>
<p>One week in May</p>	<p>Senior Obligations Check List</p> <p>All Seniors will come to the CCC by class to pick up and start completing their Senior Obligations Check List card. All seniors MUST be cleared of their obligations in order to walk at graduation.</p> <p>Obligations Check List Includes:</p> <ul style="list-style-type: none"> ● Athletics - Turned in uniforms/equipment and have no unpaid fees ● Lunch room - \$0 balance ● Media center - Turned in Chromebook/checked out materials and books, no unpaid fees ● CCC - My Life Plan is complete ● Counseling - Complete Senior Exit Survey and confirm where final transcript will be sent (if applicable) <p>Notes:</p> <ul style="list-style-type: none"> ● If you are full-time PSEO, please attend one of the days of your choosing. ● Lunch balances can be paid ahead of time at SchoolCafe. ● The State of MN does have free lunch this school year. However, it is just for one lunch. Some students choose to get a second lunch or other a la carte items. These items are not free. ● If your student will continue on to finish a class over the summer, they should communicate this with Ms. Lohse in the Media Center to make an arrangement to keep your Chromebook until finished. ● If you have a 504 or IEP, check with your Case Manager on final transition paperwork.
<p>TBD</p>	<p>Finals for seniors</p>
<p>May 29</p>	<p>Last day for seniors!</p>
<p>May 29</p>	<p>Senior Picnic at Pershing Park</p>

May 29	Senior Overnight Party - Party is from 9:30 pm - 4:30 am
June 2 @ 9 am	<p>Graduation Rehearsal (Mandatory), Southwest West Gym</p> <p>This is for seniors only, not parents/care givers. Bring your COMPLETED Senior Obligation Check List and exchange it for your cap/gown, ceremony tickets, and name announcement card. Location, West Gym</p> <p>Note: Full time PSEO, MPS Online, and MPS Contract Alternative students are required to attend.</p>
June 6 @ 7 pm	<p>Graduation at Royalston Square in Minneapolis</p> <p>See the graduation PDF for more information.</p>