



Central High School

Counseling Center

Junior Handbook

http://central.spsk12.org/pages/Central_HS/Departments/Departments_A-K_/Counseling_Center

417-523-9660

IB Full Diploma	Laura Harris	lharris@spsmail.org	523-9661
A-E (10-12)	Jen Shepard	jlshepard@spsmail.org	523-9667
F-N (10-12)	Jenn Sullivan-Cox	jsullivan-cox@spsmail.org	523-9662
O-Z & ELL (10-12)	Les Brown	lesbrown@spsmail.org	523-9663
ALL 9 th Graders	Christine Gazelas	cgazelas@spsmail.org	523-9665
College Advisor	Samantha Barnhart	sbarnhart@spsmail.org	523-9715
Office Coordinator	Barbara Lopez	blopez@spsmail.org	523-9660

We hope you find the following ***Junior Planning Checklist*** helpful.
Please plan to attend SENIOR parent night next year BEFORE
Open House.



Senior Calendar

July - A packet of information will be mailed to you in July – if you've moved this school year be sure your address is correct before leaving for summer. READ your summer letter then update information and view your schedule online. If your schedule has a problem, Blue Schedule Change Forms will be in the hall outside the Counseling Center.

August - First Day of School is August 15. Open House is August 13. The Senior Parent Meeting will begin 30 minutes before Open House. If you are planning to attend college, this meeting is for you & your parents.

September – Senior Meetings with Counselors & College Advisor
First senior meeting during LL
Senior Handbook available
Senior Pictures due to Yearbook Staff
First Scholarship List available
First ACT Test (see us for info on registration, fee waivers, helpful books, etc.)

October – Career Fair at University Plaza
FAFSA available
ACT Super Saturday practice test
ACT Test

November – Jostens Assembly, PLEASE order caps & gowns right away. If that's all you're ordering, you don't have to pay until May. If ordering other things, prepare to pay a \$60 deposit (or half the cost of your order, whichever is less), don't order more than you can afford.

December – Last ACT for college admittance and institutional scholarship consideration

March – CHS, SPS, and CFO Scholarship Lists Available (watch deadline dates)
Seals of Excellence Applications (watch due date to department heads)
Night of Honors Scholarship Letters Deadline

April – Jostens will deliver announcements in the Commons during lunches
Night of Honors
Senior Picnic & Decision Day
Prom (April 26 at Old Glass Place)

May – Caps & Gowns delivered (must complete exit survey, pay off Jostens charge & pay off school fees/fines)
Yearbooks delivered
Senior Breakfast
Baccalaureate
Commencement Practice
Commencement
Project Graduation



Things to do right now

1. Ensure you are scheduled in the appropriate courses this summer and senior year in order to graduate (or meet entrance requirements for a college of interest). See all requirements at:
http://www.springfieldpublicschools.org/pages/SPSMO/About/Services/A-D/CIA/New_Horizons
2. If you are A+ eligible and haven't completed tutoring hours yet, make sure you are scheduled for A+ tutoring
3. Get the Seals of Excellence Requirement Brochure and start making plans
4. Begin developing your resume (see included example)
5. Register online for ACT Tests at www.act.org. Registration deadlines are listed on the website. CHS High School Code is 263-300. Plan to take the July or September ACT. 55% of students increase their score the 2nd time
6. Arrange enriching summer activities early, including volunteering, job shadowing, or an interesting job or internship.
7. Check the Summer Programs list on the Announcement Board or website OR get your own copy in the Counseling Center
8. Develop and maintain a list of 5-10 colleges that interest you using a college search website, such as:
<http://apps.collegeboard.com/search/index.jsp> <https://www.collegegreenlight.com/>
9. Plan college visits this summer. Use the included "College Comparison Worksheet" to help guide questions.
10. If considering a career in the trades or construction, look into training and job opportunities. Learn more here: <https://prezi.com/view/ZGtfI0XQeCGnKGXfBG70/>
11. Check the counseling and college advising webpages for senior info and college info
http://central.spsk12.org/pages/Central_HS/Departments/Departments_A-K/Counseling_Center
http://central.spsk12.org/pages/Central_HS/Departments/Departments_A-K/College_Advising
12. Take care of yourself. Reach out for help from a parent, counselor, or friend if you are struggling.



Need Information?

1. Attend as many Senior Meetings as possible. If you miss a meeting, come to the Counseling Center the next day for an agenda
2. Check the Announcement Board (Old Building, 1st Floor, near Counseling Center) often for Scholarships, College/Military Visit Dates, College Open Houses, Jobs
3. Check the CHS website, including the counseling webpage, at least once a week for Daily Announcements and Senior Information – there is NO EXCUSE to miss an announcement!
4. Look on cork strips in the hall outside the Counseling Center for College Open Houses, Military Information, Miscellaneous Flyers
5. Look on “spin-around” file in Counseling Center for Senior Information, Career Information, and Jobs
6. Look at magazine rack in the hall & in the Counseling Center for various handouts and flyers
7. Look in Counseling Center for specific college handouts and flyers (Missouri colleges in short file cabinet, out of state colleges on bookcase in back office)
8. Check out resource books from the Counseling Center – college and career planning, how-to books, ACT prep books, etc.
9. Sign up to see your Counselor by filling out a pink slip (in the basket) and putting it in your counselor’s folder (taped to the table)
10. See your college adviser
11. Most college and military representatives visit during lunches, so watch for them there. Also listen for announcements of reps who come in at different times
12. See Mrs. Happel in Records (Room 127) for all documents that need the school seal, GPA questions, diplomas, and official transcripts

Need Scholarships?

1. Look at national list in Counseling Center (updated once a month)
2. Watch for CHS, SPS and CFO scholarship lists in February
3. See Ms. Barnhart for scholarship websites
4. If you need an official transcript (with school seal) see Mrs. Happel in Records (room 127), if you need an unofficial transcript see Mrs. Happel or Ms. Lopez (room 135)

What is a Deadline?

The Deadline is the LAST day to submit your paperwork – not the ONLY day! If you have it ready before the Deadline should you turn it in? YES!! Please do! Beat the crowd and put a smile on your counselor or secretary’s face. ☺

Night of Honors

1. Don't wait until the last minute – bring scholarship letters (offers) to Ms. Lopez as you get them to ensure that they will be included in the program. We must have the letter or email (your handwritten list won't work). Be sure that the scholarship amount and whether it is renewable or not are listed on the form. The deadline is 3 weeks before NOH
2. If you get a letter in the mail inviting you to the Night of Honors, but can't make it to the program, come to the Counseling Center the next week to get your awards

Senior Expenses

Plan ahead for Senior events and expenses. Diplomas are held for outstanding fees and items ordered from Jostens are held until paid in full. Be prepared for the cost of:

- Senior pictures (due in Sept. to be in yearbook)
- Prom
- Graduation Announcements
- Senior Picnic & Breakfast
- Cap & Gown
- Project Graduation

Graduation

1. Keep up good attendance and grades
2. Order your cap & gown in DECEMBER, if that's all you're ordering you don't have to pay until May but they MUST be ordered before Winter Break! Order a cap & gown even if you don't think you'll graduate, even if you don't think you'll want to walk, even if you think you can borrow your cousin's. ORDER A CAP & GOWN! You'll have the opportunity to order other items but please don't order more than you are able to pay for
3. If you do not have enough credits to be classified as a Senior in the fall, but work hard and get reclassified as a Senior during the school year, come to the Counseling Center ASAP so we can do a late order for a cap & gown for you. Again, there is no cap & gown fairy – we have to order them way in advance. Please don't ask for the first time in May – it may be too late by then
4. Don't lose your tassel – they aren't attached!
5. Don't iron your gown – it will melt – hang it in the bathroom and let the steam from the shower work out the wrinkles



Plan to go to College?

1. Visit with your College Advisor – Ms. Barnhart, in Room 132
2. Visit Colleges beginning NOW. Narrow your choices to approximately 5-7 safety, target and reach colleges by the end of summer.
3. Prepare a resume. If you have not done a significant amount of volunteering, begin today.
4. If your choice colleges require an essay, begin carefully writing your essay. See Ms. Barnhart for examples. Must be proofread by at least 2 people!
5. Register with the NCAA if you plan to play sports in college. Start the process at www.ncaaclearinghouse.net
6. See Mrs. Cox in Room 114 for A+ information. To qualify for A+, you must complete 50 hours of Peer Tutoring, keep at least 95% attendance and at least a 2.5 GPA.
7. If you are a high-achieving low-income student check out scholarships such as Quest Bridge and the Gates Scholarship. Both have SEPTEMBER deadlines.
8. Attend the SPS College Fair in October.
9. Apply to all colleges of interest EARLY in the fall of your senior year (WATCH DEADLINES!!). Don't forget that the Common App lets you apply to several colleges on one platform.
10. Participate in ACT Super Saturday, a full length practice test, in October and participate in Ms. Barnhart's ACT Prep afterschool, the week before each test.
11. Take the ACT or SAT and SAT II Subject Tests in the fall. Plan to take either test at least twice. You can register for the SAT and SAT II Subject Tests at www.collegeboard.com. You can register for the ACT at www.actstudent.org, our high school code is 263-300. If you are on free or reduced lunch, you get 2 ACT and/or SAT waivers. See Ms. Barnhart or counselors.
12. Beginning in early fall, apply for every scholarship for which you qualify. Check with your colleges of choice for any scholarships they may offer, including departmental scholarships. Check the list in the Counseling Center, on the Announcement Board or website for scholarship applications we receive in the mail. Register with Fast Web, Cappex, and other scholarship databases for free information on scholarships customized to your individual student profile. Many scholarships require letters of recommendation. Ask writers at least 2 weeks before the due date so they have ample time to write a quality letter.
13. Tell your parents that you can begin working on your FAFSA as early as October 1, using PPY (prior prior year) taxes. For 2019 graduates, that will be information from the 2017 tax forms. The priority deadline to file your FAFSA is February 1st for state based aid.
14. Prepare a calendar of key dates, application deadlines, financial aid deadlines, etc.



College Comparison Worksheet

COLLEGE NAME			
Location —distance from home			
Size —enrollment —physical size of campus			
Environment —type of school (2- or 4-year) —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 —notification			
Academics —your major offered —special requirements —accreditation —student-faculty ratio —typical class size			
College Expenses —tuition, room and board —estimated total budget —application fee, deposits			
Financial Aid —deadline —required forms —percentage receiving aid —scholarships			
Housing —residence hall requirement —food plan			
Facilities —academic —recreational —other			
Activities —clubs, organizations —Greek life —athletics, intramurals —other			
Campus Visits —when —special opportunities			

FIRST AND LAST NAME

YOUR ADDRESS
YOUR PHONE NUMBER
YOUR E-MAIL ADDRESS

EDUCATION

2015-2019

Central High School, 423 E. Central St., Springfield, MO 65802

Cumulative weighted GPA:

Cumulative weighted GPA:

Class Rank:

Undertook Honors level coursework etc.

(If you have attended other high schools also list them with dates you attended.)

ACTIVITIES, HONORS & AWARDS

Cabinet, Student Counsel

2016-2018

Secretary (2018), Elected Member (2017)

- Assisted staff by leading freshmen orientation
- Helped raised thousands of dollars for Springfield Outreach

Club/Activity Name

Year-Year

Leadership position (if applicable)

- Description of tasks, achievements & awards
- Description of tasks, achievements & awards

COMMUNITY SERVICE

Springfield Outreach, Springfield, MO

2016-2018

- Delivered food and supplies to the elderly and homeless
- Received Junior Angel award for 75 hours of service

Organization, address

Year-Year

- Description of tasks, achievements & awards
- Description of tasks, achievements & awards

WORK EXPERIENCE

Springfield Parks and Rec, Springfield, MO

2017-2018

Summer Camp Counselor

- Supervised 10-15 children in age groups ranging from 5 to 12
- Created daily activities for students and assisted weekly field trips

Company, address

Year-Year

Job title

- Description of tasks, achievements & awards
- Description of tasks, achievements & awards

ALWAYS BEGIN DESCRIPTION WITH PAST TENSE ACTION VERB



College Planning Websites

Help with Financial Aid, Scholarship Searches, and other College Planning

www.actstudent.org (Online registration for ACT)
www.prepfactory.com (Free ACT Prep)
www.crackact.com (Free ACT Prep)
www.number2.com (Free ACT Prep)
www.collegeraptor.com (Free ACT Prep)
www.bls.gov/ooh (Career Info Occupational Outlook Handbook)
www.mymajors.com (Career Search)
www.careersinthemilitary.com (Military Career Guide Online)
www.collegeboard.org (College Board Search, CSS & SAT)
www.collegefund.org (Multi-cultural students)
www.collegequest.com (College Search)
www.collegegreenlight.com (College Search & Scholarships)
www.commonapp.org (Common Application online)
www.dhe.mo.gov (Missouri Department of Higher Ed)
www.ed.gov (US Department of Education)
www.fafsa.ed.gov (FAFSA)
www.fastweb.com (Scholarship search)
www.finaid.org (The Financial Aid Information Page)
www.gocollege.com (Scholarship search)
www.missourimost.org (Missouri MO\$T Program)
www.naacp.org (NAACP)
www.ncaaclearinghouse.net (NCAA Clearinghouse, students intending to play college sports)
www.playnaia.org (NAIA, students intending to play college sports)
www.ncld.org (Students with Learning Disabilities)
www.petersons.com (Petersons Education & Career Info)
www.scholarships.com (Scholarship search)
www.skill-ed.com (Nursing School Grants)
www.sss.gov (Selective Service)
www.studentaid.ed.gov (Student financial aid information)
www.wiredscholar.com (Scholarship search)