
PARKVIEW BAPTIST HIGH SCHOOL
SCHOOL CODE: 190218

Use this information during your senior year to complete all the steps in the college admission process.

AUGUST

___ Clarify your educational needs, goals, and preferences and develop a preliminary list of colleges if you have not already done so. Reduce your preliminary list to approximately five colleges.

___ Attend the Senior/Senior Parent meeting and pick up or download all required forms.

SEPTEMBER

___ Complete and return all of the forms in your start-of-the-year senior packet by the due date.

___ Visit some college campuses.

___ If you have not already done so, reduce your college list to approximately five or fewer colleges. Research the websites and begin the application/scholarship process.

___ Monitor your emails carefully to respond to information sent out by Mrs. McDermott, Mrs. Turner, and senior sponsors.

___ Make a folder and **keep all admission decisions and scholarship award offers received throughout the year, whether you plan to accept them or not.** (Sometimes you will even receive offers from colleges to which you did not apply. Keep those in a separate folder.)

___ Take to Mrs. McDermott or Mrs. Turner any forms (scholarship or admission) that require an academic verification or a recommendation **at least two weeks before the due date.** Include **all** of the required information as well as the address of the receiving party. It is helpful to include an addressed, stamped envelope so the form can be processed and mailed directly from the school.

___ If you will need recommendations from teachers or community members, line them up well in advance. Supply all of the information they will need to write an outstanding recommendation for you, i.e., specific college recommendation forms, your senior information sheet, and stamped, self-addressed envelopes. Give these people at least two weeks' notice, and make sure that they are aware of upcoming deadlines. Do not expect adults to be able to rearrange their schedules and accommodate your need for an immediate recommendation. Even if an adult is able to accommodate you, the recommendation will probably not be as outstanding as you and your recommender would like. Be sure to send a thank-you note afterward.

___ If you still need to take or retake the ACT or SAT, register online now. List the colleges you want to receive your test scores. Colleges usually take the best ACT/SAT score received. If you have not already sent your best scores to the colleges of your choice, make sure that you do that early as well. If official scores are delayed, you

may decrease your chances of being admitted or receiving scholarship offers. **YOU MUST PROVIDE YOUR SCHOOL CODE ON THE TEST REGISTRATION FORM.**

(Parkview School Code is **190218**.) (Parkview ACT Test Center Code is **168960**).

NCAA Clearinghouse9999

ACT TOPS Code1595

SAT Tops Code9019

___ If you need to take any SAT Subject Tests, plan for them and register now.

___ If you need preparation for the ACT or SAT, investigate free test prep on the web. Check the following sites: www.collegeboard.org, www.testu.com, www.number2.com, and www.educationplanner.org.

___ Continue to access free personalized scholarship searches online.

___ Some schools require that you fill out a CSS/Financial Aid Profile Application. You may access that at www.collegeboard.com.

___ Attend locally sponsored College Fairs and Financial Aid nights.

___ If you plan to use the Common Application, be sure that you use Mrs. McDermott as your contact person. My email address is jill.mcdermott@parkviewbaptist.com.

OCTOBER

___ Track deadlines for application submission. It is possible that you will have to submit at least one essay as part of your application. Review instructions and write outlines/rough drafts. The essay will be a crucial part of the application and deserves special attention.

___ Some “early decision” applications can have deadlines as early as October 15. Be aware of all deadlines **and meet them**. Colleges are not typically forgiving of deadlines.

NOVEMBER

___ Complete admission procedures. Finalize application essays. Type them and be sure they are clean, neat, attractive, grammatically correct, interesting, and easy to read. Be sure to have Mrs. McDermott and your English teacher proofread them for any additional suggestions.

___ Some colleges may have their own financial aid application forms. Fill them out and return them when you apply for admission.

___ Most colleges using the “early decision” admission process will require test scores and applications by early November. Students are usually notified of decisions by mid-December or January.

___ Complete a transcript request form (in your senior packet) for each college to which you have applied. Only transcripts sent directly from the high school are considered “official.” Most Louisiana public colleges and universities will access your transcript through the state system, so those will usually not need to be sent.

DECEMBER

___ Begin compiling and organizing your financial information. We will hold a TOPS Seminar here on campus in early January for the parents of seniors, and there you will learn about the FAFSA (the TOPS application form). After January 1 of your senior year you may file the FAFSA online at www.fafsa.ed.gov.

Both parents and students will need to file for a PIN prior to filing the FAFSA online. Go to www.pin.ed.gov and follow the instructions. You will need to keep this information as you will need it throughout the college years for filing renewals.

Parents: Retain year-end payroll information—it may be required to determine financial aid eligibility.

Notice: Tulane University usually requires the FAFSA to be submitted before Jan. 15.

___ Carefully review financial aid award notices from colleges. Call or write to the financial aid office if you have questions. Do not just look at how much aid you are offered; look also at how much of your need the award will cover. If you do not get any (or enough) financial aid, ask the college if other financing plans are available to help families meet the costs.

JANUARY

___ Parents of seniors: Attend the TOPS Seminar at Parkview to obtain information on how to accurately complete and submit the FAFSA.

___ Complete and submit the Free Application for Federal Student Aid (FAFSA) as soon as possible as well as any additional forms required by the colleges. Keep personal copies.

The FAFSA serves as the application for TOPS and must be completed to be considered for TOPS

Parents: Prepare IRS tax returns early – the information will be needed on the FAFSA to determine financial aid eligibility.

___ Take mid-year counselor reports and 7-semester transcript requests to Mrs. McDermott along with addressed, stamped envelopes.

___ Update your senior information sheet if you have additional information for recommendations, etc.

___ Maintain good grades. Acceptances are provisional until final senior grades are received.

___ Seniors scheduled to graduate who do not meet the criteria for the Parkview Baptist School diploma are required to meet with Mrs. Turner by January 30 to review the discrepancies and determine a course of action.

FEBRUARY

___ Verify mid-year transcripts have been sent to each school receiving application for admission.

___ Make sure financial aid and additional application forms have been mailed.

___ **Eligible** seniors will receive forms for “spring testing” from the colleges or universities that have received prior applications and made acceptance decisions.

MARCH

___ Watch the mail for college decisions. **Be sure to turn in a copy of EVERY admission decision (admitted, denied, or wait-listed) to Mrs. McDermott as soon as you receive it.**

___ Review Student Aid Report (SAR).

___ Carefully review scholarship and/or financial aid award notices from colleges. **Again, turn in a copy of EVERY scholarship or financial aid award notice you receive, regardless of whether you plan to accept it.**

___ Schedule an appointment for any booster shots. Forward immunization records and/or medical forms to each school requiring a physical exam as a condition of admission.

___ Complete and return all of the forms in your end-of-the-year senior packet by the due date.

APRIL

___ College decisions may continue arriving, even as late as mid-April.

___ Submit final transcript request forms and senior information from your graduation packet to the appropriate recipients.

___ All independent study course requirements must be completed by April 15. (All independent study courses must have prior administrative approval.)

___ Notify Mrs. McDermott if you plan to attend college during the summer.

MAY

___ May 1 is typically the deadline for notification to colleges that admission has been accepted. (Some colleges do not subscribe to the Candidate Reply Date Agreement and may have earlier deadlines.) **Decline in writing all those admission offers which you will not accept.**

___ May 1 is the PRIORITY deadline for filing the FAFSA.

___ Study for exams and maintain your focus. Finish strong!

___ If you are waitlisted by a college and intend to enroll if accepted, call, visit, or write to the admissions director to state your intention and ask how to strengthen your application. Recent evidence of notable academic or other achievement could help. Also talk to Mrs. McDermott to see if there are other possible options.

___ If you are not admitted to any of the colleges you select, talk to Mrs. McDermott about what to do next.

___ Advanced Placement exams are given during the second and third weeks in May in schools nationwide.

___ Check your report card for any errors.

___ Final transcripts will be mailed to the address given on the Request for Final Transcript form submitted by each senior. Only transcripts mailed directly from the high school office to the college admissions office will be considered official transcripts. All academic and personal data for each graduate must be thoroughly verified by our office and approved by the State Department of Education before official transcripts are mailed to universities.

JUNE

___ Respond promptly to all future requests from the college you have decided to attend.

___ Make sure that you accept financial aid awards from the college you decide to attend and decline all others so that funds can be made available to other students. Find out from the college you choose if there is anything else you need to do to establish and maintain your eligibility for financial aid. This includes TOPS renewal requirements.

___ **Make sure your FAFSA is submitted before July 1 to remain eligible for TOPS for the upcoming school year.**

___ Award letters will be issued throughout the summer to students who qualify for a TOPS Award.

___ Any TOPS questions can be directed to the Louisiana Office of Student Financial Assistance (LOSFA) at 1-800-259-5626 ext.1012 or (225) 922-1012. Their web address is www.osfa.state.la.us.

___ Attend any summer orientation programs that your college requires.

___ During the summer, read widely and review mathematics. If you are required to complete a summer reading assignment, be sure and do so.

___ You may need to work to help finance your education.

___ Continue volunteering.

___ Enjoy your summer!