

CLASS OF 2017

COLLEGE & CAREER PLANNING GUIDE

THERE IS A WEALTH OF COLLEGE AND CAREER PLANNING INFORMATION AND ASSISTANCE AVAILABLE THROUGH KWHS'S CAP OFFICE.

Please be sure to connect early and often to and utilize the following resources:

1. **KWHS College & Career Planning Webpage**
<http://collegeandcareerplanning.kwh.keysschools.schoolfusion.us/>
 (KWHS Homepage > Academics > College and Career Planning)
 This site is students' PRIMARY RESOURCE for the latest information and updates related to college and career planning services at KWHS.

2. **KWHS Student College & Career Planning Texts via Remind**
 News and reminder texts will be sent to all subscribers. To add yourself to the group, please send a text to 81010 (This is the Remind number we created to keep your personal number private) with the following in the message field: @gtowns (This is the unique class code for Class of 2016. Students and parents use this to join the right class) or ask Mrs. Townsend to be added to the list.

3. **Personalized Assistance with College & Career Advisor**
 Mrs. Townsend is available in her office to help students with their individualized college and career planning needs. Students are welcome to the CAP office for assistance during walk-in hours every school day (no appointments necessary before school, during lunch or after school). Students can also request appointments during the school day in an elective period through the Guidance Department. Once a request is received, passes will be sent to students in class for the next available appointment.

Mrs. Gavin Townsend, College & Career Planning Advisor

305-293-1549 ext. 54307

gavin.townsend@keysschools.com

College & Career Planning Webpage:

<http://college-advisor.kwh.keysschools.schoolfusion.us/>

or go to the Key West High School Homepage > Academics > College & Career Planning

The Year at a Glance

Fall/First Semester Senior Year <i>(Beginning in August – Admissions Process)</i>	Spring/Second Semester Senior Year <i>(Beginning in January – Financial Aid Process)</i>
College and Career Exploration, College Admissions Planning and Process, College Short List (5-6), Test Prep, College Entrance Exams, ASVAB, Resumes/Brag Sheets, Letters of Recommendation, Counselor Recommendation or School Reports, Admission Essays, 4-Year College Admission Applications Submitted, College Visits, connect with military liaison, BF's Community Service Hours Completed and Submitted, Begin FAFSA/FA Process, Students and Families Research and Apply Institutional and National Scholarship Opportunities	Continue Financial Aid Process, Florida Financial Aid Application (FFAA) completed with Mrs. Townsend, Free Application for Federal Student Aid (FAFSA) Submission by Institutional Deadline(s) continued, 2-Year College Applications Completed and Submitted, College Visits, College Acceptances and Confirmations, College-specific Financial Aid and Scholarships, Local Scholarships, Military Commitments

The following is a monthly guide of the recommended steps students should follow to successfully navigate the college and career planning process. Please be sure to review the following information often, complete the recommended steps and follow tips. An updated copy of this guide is always posted under "Files" on the College and Career Planning webpage.

Fall/First Semester Senior Year

College and Career Exploration and the College Admissions Process

**KEY TIP: GOOD PLANNING IN THE FALL SEMESTER
CAN ELIMINATE FROWNS IN FEBRUARY! ☺**

AUGUST, SEPTEMBER and OCTOBER (Please read through page 15)

College and Career Exploration and the College Admissions Process

1. Selected Resources for College & Career Exploration

There are a wealth of college and career exploration resources online, many of which are already posted on the KWHS College & Career Planning webpage. A few suggestions to consult are:

- a. **KWHS Career Center and MyCareerShines** – Florida has implemented a new, comprehensive online education and career planning system called MyCareerShines. The system is powered by Kuder®, a nationally recognized company that provides proven research-based assessments. The comprehensive system will include three online, developmentally-appropriate planning tools. Students can utilize MyCareerShines on their own or make an appointment or use time before school, after school or during lunch to use the KWHS Career Center/MyCareerShines.
- b. **FloridaShines (formerly Florida Virtual Campus) – Florida’s Hub of Innovative Educational Services** at <https://www.floridashines.org/> is an excellent web resource if you plan to attend a college in Florida. The site assists students with college and degree program selection, how to succeed in college and finding career **resources**.
- c. **Peterson’s College Bound** – College and career planning resources online, including college search, at <https://www.petersons.com/college-search.aspx>
- d. **The Princeton Review** - More than school rankings, this site includes test prep, college admissions and tutoring assistance at <http://www.princetonreview.com/>

2. **College Entrance Exams** *PLEASE NOTE: The repeated references to college entrance exams on this guide are not meant to imply that you should take the tests every time they are listed. They are merely a reminder to consult test dates and to register and take if necessary for your college and career goals. Remember, you have until the final ACT and SAT in June to earn a required score for any of the Bright Futures Scholarship Opportunities. However, we would prefer that you not wait to do this!*

Be sure to plan ahead and register and prepare for the upcoming college entrance exams, if applicable to you and your goals. See the College & Career Planning webpage or the College Board/ACT websites for test and registration dates, details and deadlines. Please check the ACT and SAT examination schedules NOW for the next available tests if you need to take them.

- a. September and October ACT administrations at KWHS
See the College & Career Planning webpage or the ACT website for test and registration dates, details and deadlines
- b. October and November SAT administrations at KWHS
See College & Career Planning webpage or College Board website for test and registration dates, details and deadlines

If you qualify for a test fee waiver and have not already used two for each the ACT and the SAT, please see Mrs. Townsend well in advance of the test registration deadline to receive and register with one. SAT fee waivers can be used for late registration but ACT fee waivers cannot!
When registering for the ACT or SAT, be sure to have electronic photo of yourself that meets the ACT/SAT’s specifications readily available to upload at the time of registration.

3. **FREE ASVAB Administration in the KWHS Auditorium (Fall – TBD, See College & Career Planning IMPORTANT DATES & DEADLINES document for the Fall Term)**– The Armed Services Vocational Aptitude Battery (ASVAB) is a timed multi-aptitude test given at over 14,000 schools and Military Entrance Processing Stations (MEPS) nationwide and is developed and maintained by the Department of Defense. The test is FREE to at least 100 seniors and 100 juniors, will be administered in the KWHS auditorium and will be finished by lunch. The College Advisor will begin registering students for the ASVAB during Senior Classroom Visits and at Senior Parent Night or you may see the College Advisor in the CAP Office to register. The test is a requirement if you are considering a branch of the military, a ROTC Scholarship, or one of the academies; however it is a terrific opportunity to learn about your strengths and potential areas of interest, for career exploration and to determine your course of study in college. We will have a follow-up, interpretation meeting at KWHS in the late Fall to review your test scores regarding possible career choices and majors for college.

4. **We advise NO schedule changes senior year once you have applied to schools! This is a critically important consideration. It is unwise to change your schedule once you have submitted the classes you will be enrolled in for both 1st and 2nd semester on your college applications.** The colleges view the schedule you report on your application as a “CONTRACT” and want to see then person who applied in the Fall remains the same person the entire year to ensure they are maintaining academic rigor and challenge and not falling victim to that pesky and harmful condition, SENIORITIS. It is risky to change your schedule as colleges and universities reserve the right to rescind your offer of admission. *DO NOT make a schedule change without consulting the College Advisor, the 12th Grade Counselor and the College first.*

5. **Develop a College “Short List,” the colleges, universities, and tech/vocational institutions to which you plan to apply.** The recommended amount of schools on the short list is 6 schools:
 - a. **2 “Dream” Schools** – Institutions for which admission may be a stretch for you but are your first choices as they are the best fit for you all-around...and you’ve been wearing their sweatshirt since you were in middle school 😊.
 - b. **2 “Realistic” Schools** – Institutions that are an all-around good fit for you in terms of academic and athletic programs, student activities, and location, for which you meet the minimum admission requirements, and at which you will be successful.
 - c. **2 “Safe” Schools** - Institutions at which you are confident you will gain admission and at which you will be successful. Affordability or location may be an important factor in determining your safe schools.

Applying to too many or too few schools may indicate that you’ve not conducted thorough research to find the right academic, cultural, financial and geographic matches in a school that will support your success. Beware of the “more is more” mentality – it may send a negative signal to admission staffs and college admission applications are expensive. Costs start to add up!

6. **College Admissions Applications and Submission. APPLY EARLY!!!** We strongly recommend that AT LEAST all of your college applications for 4 year colleges are completed prior to November 1 (even if the school has rolling admissions). Deadlines are increasingly earlier each year. Make sure you apply by the application deadline required by each individual college if not earlier. Be responsible. The ultimate responsibility for college applications is yours! Not your dad’s, your mom’s, or your counselor’s!

Make the first steps toward college, career and life after high school NOW by being responsible and owning and managing your college admission process. Pay particular attention to the unique requirements and deadlines of each individual schools’ requirements for admission. This information is most easily found on each school’s website. As you plan it will become clear that you may require the assistance of the College Advisor and in some cases you may need the assistance of your grade-level counselor, teachers, school staff, families, community

members, etc. We all want to support and share in your success! *Guarantee that we will be a successful team by leading us: plan ahead and give ample notice to the other individuals who will support you in the admissions process to guarantee you have what you need and when you need it.*

DO NOT RULE OUT PRIVATE SCHOOLS BECAUSE OF COST ALONE!!! It is a common assumption that public, in-state schools are the most cost effective for students and families, but this is not always the case. In fact, private schools can often be more cost effective for students and families as they can afford more financial flexibility due to their focus on private funding and increased financial aid and scholarship opportunities to help offset their published tuition and fees. Many small, private institutions nationwide, in particular, have made major commitments and milestones in making their institutions more accessible and affordable to enhance student diversity, so please do not eliminate private in- or out-of-state schools for financial reasons only, especially if they are the best fit for your college and career goals!

a. **In-State (Florida) Colleges, Universities and Vocational Schools**

For those students applying to any of the Florida Universities, we highly recommend that you apply to several. The uncertainty of how many students the universities can accept due to budgetary restrictions makes the college application and selection process unique to your class.

The Florida University System (SUS) schools urge SUBMITTING ADMISSIONS APPLICATION EARLY. In fact, submitting applications well in advance of the advertised due date is suggested and even promoted by some institutions. Consult individual school websites for specific deadline information.

For example, the first application deadline date for Florida State University is in mid-October and the majority of the other SUS schools request applications be in by November 1. Do not wait until the deadline day to submit your application to avoid tragic technological glitches or other unforeseen circumstances that may negatively impact submitting your application on time.

Many schools have eliminated rolling admissions --- *however, it is advisable to apply early even to those schools who offer rolling admission.* State schools have publically recommended that applications be submitted no later than Nov. 1. Due to imposed budget cuts on the universities, most will not increase the number of students to whom they will offer admission and some have been forced to reduce the number that will be offered admission to fewer students. This makes competition for those they do admit quite fierce. ***Do not wait until the deadline date to submit your application. Plan to submit at least one week in advance.***

b. **Out-of-State Colleges, Universities and Vocational Schools**

Out-of-State schools ALSO urge SUBMITTING ADMISSIONS APPLICATIONS EARLY. Consult individual school websites for specific requirements and deadline information. Again, do not wait until the deadline day to submit your application to avoid tragic technological glitches or other unforeseen circumstances that may negatively impact submitting your application on time.

c. **In-state, out-of-state, public or private – the majority of admission applications are online.** In either case, it is extremely important to fill out applications (online or hard copy) correctly and completely when applying online as your information is going directly into their database. Always use BLACK INK when filling out your applications or scholarships applications as blue ink does not copy well when submitting in hard copy. Review individual college websites for applications and requirements. In some cases, one or more of the colleges to which you are applying may utilize the Common Application, an online

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College Admissions Planning (CAP) Office
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application system that allows students to submit one application to many different schools, or a similar electronic application service.

- i. **Unique Online Applications** – Most schools have their own proprietary electronic applications readily available on their websites under their website.
- ii. **The SSAR** – Some schools such as UF, FSU and Florida Poly require the Student Self-Reported Academic Record (SAR) in addition to their online application. Do not complete the SAR unless your school requires it. If you must complete it, official transcripts are not required at the time of the admission application submission as the SAR will replace them. We recommend that you request and utilize your unofficial transcript from Ms. Avila to assist you in accurately completing the SAR. Students will only send their official high school transcript if they are offered admission. Official high school transcripts should NOT be submitted to the office of Admissions with the application if the SAR is required at the time of application submission. Admission decisions will be based on the SAR in addition to the application information.

Once transcripts from admitted students are received by a school admissions office, information on the SSAR will be verified against the official transcript. **If there are discrepancies between the SSAR and the official transcript, the student will be contacted to resolve them. If discrepancies cannot be resolved, the offer of admission will be rescinded. ACCURACY on the SSAR is paramount!!!!**

The SSAR must be submitted by December 1st; however our recommendation is to have the SSAR completed when you submit your application to meet the admission application deadline.

<https://www.selfreportedtranscript.com/ssar/Login.aspx>

- iii. **The Common Application** – Over 500 colleges and universities nationwide utilize the Common App for their admission application. To learn if the schools to which you are applying use it, please see the unique admission requirements of schools on their websites. If they do, set up your account and begin work on the Applicant Login at <http://www.commonapp.org/>. Please note that you will need the **College Advisor** to complete work for you on your Common App as well as faculty and perhaps other individuals to write and upload letters of recommendation for you to this site. PLEASE BE SURE TO ADD MRS. TOWNSEND AS THE COUNSELOR (gavin.townsend@keyschools.com) AND NOT THE SENIOR COUNSELOR. Do not delay in asking Mrs. Townsend and other individuals you have included in the Common App process for assistance and give them ample time to complete work well in advance of your deadline. You will need to send them an electronic request from within your Common App so that an email is generated to their address so that they can gain access to your application and begin work for you. *Some public, Florida universities have begun using the Common App as a platform for admission applications.*
- iv. **The Coalition for Access, Affordability, and Success Application** - A consortium of diverse public and private colleges and universities that has come together to improve the college admission application process for all students. The Coalition has developed a free platform of online tools to streamline the experience of organizing and refining your academic skills, discovering your college options, and preparing your college applications.

NEW IN 2017 – University of Florida will require applicants to use the Coalition application to apply for admission. Go to <http://www.admissions.ufl.edu/start.html> .

UF will continue to use the SSAR as part of its application.

Students may encounter other colleges and universities that will utilize this platform; however UF is the only public university at this time that is using the Coalition application. We expect other Florida universities to begin using this application in the future.

7. **Letters of Recommendation.** Some colleges and universities will require letters of recommendation from the counselor (the College Advisor), faculty and other individuals. Please check the unique admission requirements of the schools to which you are applying to see if letters of recommendation are needed. Be considerate of, give ample time to (at least 2 weeks!), and prepare teachers, friends, and/or community leaders when requesting letters of recommendations. DO NOT ASSUME THAT THE COLLEGE ADVISOR OR FACULTY MEMBERS WILL OR CAN WRITE LETTERS OF RECOMMENDATION FOR YOU. You must ask the individual in person with plenty of advanced notice for them to consider your request. This includes providing the due date, any specific instructions, your brag sheets and/or resume (templates are available online on the College & Career Planning webpage as well as in the CAP Office) for you to give to anyone you ask to write recommendations on your behalf. Remember that teachers and community members typically have many letters to prepare, so **MAKE IT EASY FOR THEM TO WRITE A RECOMMENDATION FOR YOU** as it is a key part of your application! Be sure to send a thank you note to those who have written letters on your behalf.

If the college to which you are applying does not require a letter of recommendation, DO NOT SEND ONE! They will likely not be read if not required. Be sure to keep a copy of your letters of recommendation. You may need them later for scholarship applications.

The state universities do not typically require letters of recommendation unless there is a very unique situation. However, the New College of Florida and FAMU are exceptions to this rule as they require letters of recommendation with the application.

8. **College Admissions Essays.** Not all schools require essays as part of the admissions application, so please pay particular attention to the unique requirements of each school to which you are applying. If they do not require an essay, do not submit one.

As a rule: With 1000s of applications to review, we listen to the needs of admissions review teams and do not give them more or less than what they require. Doing otherwise may result in your application NOT ending up in the “yes pile.”

Remember that the University of Florida and Florida State University require essays, as do most private universities and colleges, and that the prompts for most essays are online. The University of Central Florida also strongly recommends that you submit an essay.

DO NOT WAIT until the final hour to write your essays. It could have a significant impact on strengthening your application to give you your best chance for earning an admission in this most competitive environment. Essays are a significant consideration of college admissions teams as they are one of the few items in your application package that gives the team a sense of who you are and whether or not you're a fit for their institution.

A few college essay pointers:

- i. Make sure to accurately and thoroughly address the prompt
- ii. Correct spelling, grammar and word count are critically important
- iii. Make sure the essay stands out in a positive way and that the essay reveals the unique individual you are

- iv. Approach the essay in a way that no one else will. If it starts to read like anyone could have written it, you are not taking advantage of the opportunity to do your best work and demonstrate your unique perspective to impress the admission team.

KEY TIP: The essay is a critical part of an admission committee's first impression of you. It is what most often sets you apart from the 1000s of other applicants. Use this opportunity to introduce yourself as a unique individual and let them know why you desire to attend their college...and why they can't live without you at their school!

Need help? Mrs. Townsend is happy to work with you well in advance of your admission deadline to develop your essay (see her/make an appointment for assistance with a copy of your essay with the prompt or send it to her electronically). Teachers, tutors and others may also be happy to assist you with this critically important piece of your application.

9. **Request Transcripts Early.** DO NOT WAIT UNTIL THE APPLICATION DEADLINE TO MAKE YOUR REQUEST for your transcript (IF A TRANSCRIPT IS NEEDED AT THE TIME YOU SUBMIT YOUR APPLICATION)! Transcripts can be sent electronically to all state universities and most community colleges in Florida. Please request your transcript to be sent through the KWHS Data Specialist by completing the Transcript Request Form in the Data Specialist Office. Electronic transcripts are FREE. Hard copy transcripts are \$1.00 each and each student is eligible for one free final transcript. Most out of state and private colleges will require that hard copy transcripts be sent unless that have an electronic transcript delivery system, such as the Common App. Adjustments will be made for those on free or reduced lunch.

- **UF and FSU are 2 examples of schools that will not need your official transcript sent at the time of the admission application because you will submit the SSAR.** You will send your official transcript later if you are accepted.
- Keep in mind that the transcript you will be sending to schools to apply for admission in the Fall will include your information up until the end of your junior year. Schools may request a midyear report once the first semester of the senior year is complete and captured on the transcript. All colleges will request a final transcript to monitor your progress and performance over the entire senior year.

TO SET YOU UP FOR SUCCESS, OUR GOAL IS TO HAVE AT LEAST ALL 4-YEAR COLLEGE APPLICATIONS SUBMITTED no later than November 1st even if the college says it has rolling admissions or if deadline are later...and unless, of course, if the deadline is in advance of November 1st. In any case, early (albeit complete and clear) is better and recommended by all college admission departments we have encountered. **Remember, the KWHS Winter Break in December comes quickly!** Faculty and staff will not be available to assist you during the break for those quickly approaching deadlines at the end of December and in early January, so please plan and prepare to submit applications in advance of the break to avoid an unfortunate circumstance!!!!

KEY TIP: In the current environment, earlier submission of college admission applications is better. Remember: Correct, Complete and Early.

General Checklist for a Completed College Entrance Application

1. **Answer all questions completely and accurately with correct spelling, grammar and accuracy.** Do not use slang, jargon or terms that the colleges and universities will not understand. For example, the University of Florida Admissions Staff will not be familiar *The Snapper*. Rather, explain that *The Snapper* is the Key West High School newspaper.
2. **The application fee must be submitted** at the time of your application or your application will not be considered.
3. **If the college to which you are applying requires the Student Self-Reported Academic Report (SSAR) as part of your admission application** (such as UF, FSU and Florida Poly), *you do not need to send your official transcript to them at the time of the application submission.*
4. **For all college admission applications that require transcripts at the time of the submission deadline:** Be sure to request and include your official high school transcript early. If you have taken dual enrollment courses at FKCC, it is your responsibility to request your FKCC transcript through FKCC to be sent to the college(s) to which you are applying.
5. **Include your official SAT/ACT exam scores, if required.** It is best to send your scores to schools at the time of your registration for the SAT /ACT as it is costly to send them later. Increasingly, schools (both 4-year colleges/universities and the Florida College System (FCS)/2-year institutions) will not take test scores from your transcript, so send them directly to schools through the ACT or College Board sites at the time of test registration or later on for a fee.
10. **Include essay(s) and letters of recommendation, if required.** Do not include these or any other items that are not required. Part of the college admission application submission and selection process is to test your ability to follow directions. Do not give them more or less than what they require and request! Requirements vary according to school, so pay attention to these details.
11. **Proof of Residency is absolutely critical for in-state tuition eligibility in the State of Florida.** This required information must come from at least one parent. Students cannot claim residency on their own regardless if they have reached the age of 18 as most students are considered dependents until the age of 24. Some acceptable documents to provide proof of residency include:
 - a. Valid Florida Driver's License or ID Card
 - b. Valid Florida vehicle registration
 - c. Valid Florida voter registration
 - d. Valid Proof of Purchase of a Florida home

Contact individual colleges or consult their websites for their preferred, acceptable forms of residency documentation. Dependent and independent students must have established and maintained legal residency in the state for a minimum of 12 consecutive months prior to the first day of classes for the term in which the student is registered.

12. **Include an accurate and updated email address that you often check.** CHECK YOUR EMAIL AND ELECTRONIC PORTALS OFTEN. RESPOND TO REQUESTS IN A TIMELY MANNER AND BY DEADLINES. **This is a critical responsibility of the student!!!** Email will be the colleges' official form of communication with you. Avoid changing your email once you have submitted it on an application. If you must change your address, be sure to notify schools of the change. Many schools will only notify you regarding your acceptance status via email.

Related and equally important: you must have a professional, sanitized email address. Addresses such as Spicychick@gmail.com are not appropriate and frowned upon by admissions staff. It is wise

to include your name in your email address, such as john.doe@gmail.com.

13. **Be mindful of your activity and presence on Social Media as colleges, potential employers and scholarship committees DO check the internet and social media to see how you present yourself.** KWHS has experienced college admissions and scholarship offers being rescinded as a result of unfavorable, inappropriate, distasteful, and questionable content and behavior online and in social media, so **PLEASE THINK TWICE BEFORE YOU POST!** You cannot take it back once it is out there.

Other Important Information and Tips

1. **Keep a notebook for all things related to your College & Career Planning.**
Organization is key in the successful and least stressful navigation of the college and career planning process. **Keep a record of your logins, passwords, websites, etc.** The residency form for Florida schools requires the applicant's name and Social Security number. Most of you will be a dependent which is the box you will need to check on the residency form of the application and your parents will provide the rest of the information.
2. **Regularly consult the Year at a Glance schedule** provided by the Director of Student Activities to keep on top of important dates and information.
3. **Legal Name on Record.** Students must be registered at KWHS and at colleges under their legal name as shown on the birth certificate. Notify KWHS Guidance of any change or corrections so that your diploma will be correct.
4. **College Entrance Exams - Register, Prepare For and Take the ACT and SAT**
Be sure to consult the ACT and SAT testing schedules, including registration deadlines, for the current academic year. These are posted on the KWHS College & Career Planning webpage as well as on the ACT and the College Board websites. Please complete tests early as we have no guarantee that schools will review tests taken after November for the admissions process.
 - **Test Prep** - There are many test preparation resources available online and in the community. *Free and effective* test preparation resources are also posted on the College & Career Planning webpage under "Links" and under the heading "Test Prep (SAT, ACT and ASVAB)" as well as in the CAP Office. The Khan Academy is the official preparation partner of the College Board and you can connect your scores to Khan Academy for customized, free test prep. See the KWHS College & Career Planning webpage to learn how.
 - **Minimum Admission Scores** – Be sure to consult the minimum score requirements for colleges and universities on individual college websites
 - **Bright Futures** – Be sure to consult the minimum score requirements for Florida Bright Futures scholarships eligibility at <http://www.floridastudentfinancialaid.org/SSFAD/PDF/BFEligibilityAwardChart.pdf>.

Colleges, universities and the military accept both the ACT and SAT for admission, as does Florida Bright Futures Scholarships for eligibility. Community colleges and vocational schools as well as the military will also review ACT and SAT scores in addition to the ASVAB for entrance.

By the beginning of Senior Year, you should have taken at least 1 and preferably 2 administrations of both the ACT and SAT reserving the opportunity to continue testing early in the Senior Year if necessary to obtain your desired scores for college or military entrance as well as Florida Bright Futures Scholarship eligibility.

If you haven't taken the ACT or SAT yet, or if you want to improve your scores, be sure to register and take one of the first administrations of the ACT (September, October, and/or December) and the

SAT (October, November or December) at KWHS so that your scores will be available to send to colleges and universities for inclusion admissions applications that are due this semester.

College entrance exam registration dates are always posted on the College & Career Planning webpage under Announcements at the bottom of the page. In addition, the links to register for the individual tests are listed on the College & Career Planning webpage on the right-hand side under "Links" and under the heading "College Entrance Exam Registration (ACT and SAT)."

You can also consult the ACT or College Board websites for upcoming test dates at Key West High School or elsewhere in the Keys paying particular attention to test location and registration deadlines that are typically 6 weeks before the exam date. *There are also late registration deadlines, but these opportunities are more costly and ACT/SAT registration fee waivers cannot be used.*

Plan and ahead and register early as testing centers, including KWHS, can fill up!

ACT Registration - <http://www.act.org/content/act/en/register.html>

SAT Registration - <https://collegereadiness.collegeboard.org/sat>

ACT

- **Register by the appropriate deadline and come to the test prepared** with your admission ticket, ID, approved calculator and pencils. The first ACT of the year is given at KWHS in September.
- **If you qualify for a test registration fee waiver** (must currently qualify for free or reduced lunch at KWHS), please see Mrs. Townsend well in advance of the regular registration deadline to receive your fee waiver and use it to register. *Fee waivers may not be used for late registration.* Eligible students receive 2 fee waivers for the ACT in their academic career. Once 2 have been used by a student, he/she will need to pay out of pocket to take additional tests.
- **If you are applying to a 4-year school, you are required to take the ACT plus writing. If you are sure you will begin at a community college, then you can take the ACT without the writing.**
- The current cost for the test with our without writing is updated on the ACT website and you are required to register online at www.act.org. Remember you are required to submit a recent photo. There are instructions online to "Upload Photo." Your registration will be cancelled if your photo is not added by the photo upload deadline for your test date.
- To be admitted to test, students must present both acceptable photo identification and their ticket at the time of check in. Students who do not present acceptable photo ID with the ticket at the time of check in will not be admitted to test. Students who miss the deadline for their test date may request standby testing online. There is an additional standby fee.
- Florida Bright Futures Scholarship will use ACT or SAT Scores for eligibility. Not all schools will mix and match ACT scores from multiple tests for college admission. Most 4-year schools will use either test, as well.

SAT

- **Register and take the next available SAT.** The first SAT of the year is given at KWHS in October. Your ticket will be provided electronically when you register online. Remember to print your ticket and save it to bring to the test for entry! You cannot test without it!
- **If you qualify for a test registration fee waiver** (must currently qualify for free or reduced lunch at KWHS), please see Mrs. Townsend well in advance of the regular registration deadline to receive your fee waiver and use it to register. *Fee waivers may not be used for late registration.* Eligible students receive 2 fee waivers for the ACT in their academic career. Once 2 have been used by a student, he/she will need to pay out of pocket to take additional tests.

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- The current cost for the SAT is available on the SAT website and you are required to register online at <https://collegereadiness.collegeboard.org/sat>. Remember you are required to submit a recent photo. There are instructions online to “Upload Photo.” Your registration will be cancelled if your photo is not added by the photo upload deadline for your test date.
- To be admitted to test, students must present both acceptable photo identification and their ticket at the time of check in. Students who do not present acceptable photo ID with the ticket at the time of check in will not be admitted to test. Students who miss the deadline for their test date may register by the late deadline for an additional fee. For more information on fees, late registrations, standby, etc., please visit the College Board website.
- Students cannot register to test standby, nor may they make changes to their test center, test date, or test type for that given administration date. Students who are not on the test center’s attendance will not be admitted for testing. In other words, if you were assigned to take the test in Marathon and you would prefer to take it in Key West, you will not be allowed. It is very important to check where you are assigned to take the test, and equally important to register early, so you can get your preferred testing site.
- You are required to provide a photo to register for the test which shows a headshot (head and shoulders with eyes and hair clearly visible) of the student only (with no other people visible). When registering for the SAT, you must use your full legal name as it appears on your PHOTO ID. Registrations will not be processed without a photo. Instructions for uploading your photo are provided when you register for the test. Additionally, you must have your Admission Ticket with you on the test day. No one will be admitted without an Admission Ticket.
- Florida Bright Futures Scholarship will use ACT or SAT Scores for eligibility. Not all schools will mix and match ACT scores from multiple tests for college admission. Most 4-year schools will use either test, as well.

SAT II

- **Remember to check the admission requirements of the colleges to which you are applying to see if achievement/SAT II subject tests are required** (this is typical of many Out of State and Ivy League schools). You are not permitted to take the SAT I Reasoning and the SAT II or Subject Tests on the same date, so be sure to sign up for a date when you will NOT be taking the regular SAT.
- The first SAT II is offered in October. The SAT II tests are subject tests that are one hour long. Most schools require only two SAT II tests since the writing portion is now included with the SAT I. It is recommended to complete your SAT II by the November. Sometimes a school will take your ACT in substitution for the SAT II subject test. Current fees for SAT IIs are posted on the College Board website.
- In addition, some schools consider the SAT II subject test as part of the admission criteria. These are particularly important for very selective schools. Some schools only use them for placement in class levels. No public schools in Florida require the SAT II subject tests. Only take these tests if they are required.

5. Testing and the Florida College System (FCS/community colleges).

The FCS does not require the SAT or ACT for entrance. Rather, these tests are used for placement purposes only and require specific scores for entrance into college-level courses. However, if you did not take the SAT or ACT, you will need to take the College’s placement exam, the PERT (Post-Secondary Education Readiness Test). If you do not earn the score requirement for a college-level course, you are still eligible to enroll at a FCS/community college; however, you will be required to take developmental courses to prepare you for college-level work but do not contribute to the required courses to earn an Associate of Arts (AA) degree. We encourage all students to take both the SAT and the ACT to give them the best chance of attaining the needed scores for college level courses

6. **Carefully check individual college websites for specific admission requirements** such as subject tests, test scores, deadlines, financial aid information, etc.
7. **Prospective College Athletes** should have already begun plans to seek opportunities to participate in college athletics and/or pursue athletic scholarships. In most ways, prospective college athletes will follow the college and career planning recommendations and expectations of non-athletes, particularly in regard to parental support, maintaining a competitive core GPA and college entrance exam scores as well as the recommendation to have as rigorous of a course schedule as possible with NCAA and NAIA-approved courses.

Students who are seriously considering college athletics should indicate their intentions with their coach if they have not already and schedule a meeting with the coach, family and the KWHS Athletics Director. Your coach is a valuable resource in this process as they have expertise in your sport as well as connections to college coaches and programs. *We recommend that students complete the following between junior and senior year, but if you have not already, please do so very early in the senior year:*

- a. **Review the current NCAA Guide for the College Bound Student Athlete** (available as a free PDF online – link posted on the College & Career Planning webpage under Links > Prospective College Athletes)
- b. **Understand the Current Academic Requirements** (link posted on the College & Career Planning webpage under Links > Prospective College Athletes)
- c. **Register with the NCAA Eligibility Center.** There is a fee for US students and the current amount is posted on the NCAA Eligibility Center website. (link posted on the College & Career Planning webpage under Links > Prospective College Athletes)
- d. **Upload your current transcript and provide updates as necessary,** including an upload of your final transcript when it is available in June if you do go on to participate in athletics in college.

The KWHS College Advisor and Athletics Director will provide more information for prospective college athletes during Class Parent Nights. Prospective college athletes and families are also encouraged to attend the KWHS Financial Aid Night, TBD in December or January at KWHS.

8. **Again, please complete college admissions applications EARLY and COMPLETELY.** READ DIRECTIONS CAREFULLY. Fill out applications completely, accurately and clearly with black ink if not submitting online. BE SURE TO KEEP A COPY of any special statement, essay, or autobiography you include with your application. Pay particular attention to each applications' clearly-stated procedures and FOLLOW THEM!!!

You must have an official transcript (of grades) included with your application. See The KWHS Data Specialist to complete a transcript request. If you have taken dual enrollment courses through FKCC, you must request an official transcript from them for each application prior to this year. If your first dual enrollment course is this school year, you will only need to send a final transcript from FKCC to the college you will attend.

9. **Follow Up on Your Admissions Application** to make sure your complete application package has been received. This is particularly important for Florida institutions. For example, UF suggests you visit the UF website to establish an online account and to check your application status. Most colleges and universities will route you to their website to establish an account so you are able to login and track your admission status online. Check your application status online 2 to 4 weeks after application submission to ensure schools have received your complete application package, including the application fee, test scores, transcripts, essays and letters of recommendation (where application), etc.
10. **College Visits are a critically important step in the college admissions and selection process!** Students are encouraged to prepare for campus visits by conducting research online, connecting with admission staff prior to the visit, and to look for special events in which to take part. It is

recommended to request to sit in on classes, have a student-led tour of campus and to connect with professor and advisors if and when possible on a campus visit.

Seniors are allowed a total of four (4) school-related absences during the school year to visit colleges. To have college visits excused, you must arrange the visit with Mrs. Townsend **prior** to the visit.

To arrange a college visit:

- a. Bring a note from your parent or guardian detailing your college visit to Mrs. Townsend prior to the visit.
- b. Once Mrs. Townsend receives your letter from a parent or guardian, she will give you a College Visit permission slip for you to complete. A completed permission slip must include the initials of each of your teachers. Once signed by all of your teachers, bring the form to Mrs. Townsend for her sign off in advance of your departure.
- c. Turn the completed permission slip into the Attendance Office no later than the day prior to your visit.
- d. Be mindful that approved and excused College Visits cannot be arranged retroactively or when you return from your visit. Mrs. Townsend cannot approve College Visits not arranged with her after the fact.
- e. Bring a letter of a form of evidence from the admission staff of the college(s) you visit to Mrs. Townsend upon your return. Only then will she confirm, and approve your school-related absence.
- f. Remember that you are responsible for the work that you miss while you are on your visits.

11. Financial Aid and Scholarships – Fall Semester

ADMISSIONS BEFORE FINANCIAL AID!! It is important to complete all required admissions work, especially by November 1, before pursuing financial aid through an institution by their deadlines. In preparation for FA, it is important to provide and respond to requests for all needed documentation, including verification, by the deadline(s) each institution communicates. If you pursue financial aid, you will apply every year.

FAFSA - NEW THIS YEAR: THE FREE APPLICATION FOR FEDERAL STUDENT AID OPENS EARLY ON OCTOBER 1. This does not mean that you must complete the FAFSA right away on October 1st. It is a personal choice whether or not to apply for federal financial aid; however, it is the first step in acquiring financial support for college for the majority of families. Many colleges and universities have made their FAFSA and Financial Aid deadlines earlier as a result of the FAFSA opening earlier this year, so please be mindful of and plan for institutional requirements and deadlines for financial aid and institutional scholarships.

There will be a KWHS Financial Aid Workshop in December that will introduce you and assist you with the process. Please consult the Financial Aid Deadlines of the individual schools to which you are applying on their respective websites to know by when you must submit your FAFSA. *If you plan to proceed with the FAFSA when it opens in October and in order to meet some financial aid deadlines as early as December or before, please go to page 19, starting with #5, of this guide for further information.*

You are welcome and encouraged to research and apply to any national or institutional (through colleges) scholarships for which you are eligible before local scholarships are offered in the Spring semester. Fastweb.com is a reputable source but please be mindful to avoid scams! In addition, please be mindful of requirements, deadlines and notifying the College Advisor or others if support materials are needed. *If any scholarship opportunities are available before January, they will be promoted through Remind.*

THE LOCAL KEY WEST/FLORIDA KEYS SCHOLARSHIP APPLICATION PROCESS BEGINS IN JANUARY. Opportunities will be promoted through Remind on a regular basis as well as the bulletin board outside of the College Advisor's office. While we focus the Fall Semester on the

Key West High School Guidance Department
College Admissions Planning (CAP) Office
Updated 9/1/2016

college/career exploration and the college admissions process, there are a few items to pursue on your own when searching for scholarships and financial aid in the Fall to prepare for the Spring. Now is the time to begin to

- a. Research scholarship and financial aid opportunities through individual colleges
- b. Work with your family to prepare to complete the Free Application for Federal Student Aid (FAFSA) starting in January. Prepare to submit your tax documentation as early as possible at the start of the new calendar year!!!
- c. Some resources to prepare for the Financial Aid and Scholarships Process in January include:
 - i. **KWHS College & Career Planning Webpage**
Check out the opportunities listed and updated under “Links” and the heading “Regional and National Scholarship Opportunities.”
 - ii. **FloridaShines – State of Florida Educational Services Website**
A concise and informative overview of college planning information, this site have a page dedicated to ways to pay for college. Visit <https://www.floridashines.org/go-to-college/pay-for-college>. This website is also linked to the KWHS College & Career Planning webpage.
 - iii. **Searching Scholarship Opportunities Online**
Students may also obtain general scholarship information online. One recommended national scholarship site is www.fastweb.com.
 - iv. **Individual School Websites**
Most colleges, universities and technical schools have scholarship and financial aid information particular to their institution on their own websites. Be mindful of schools’ unique requirements, processes and deadlines.
 - v. **Attend the KWHS Senior Financial Aid Night for Students and Families – TBD December or January.**

In any case of searching for scholarships or financial aid: avoid scams and NEVER PAY FOR SERVICE FOR EITHER SCHOLARSHIP OR FINANCIAL INFORMATION!

- vi. **The Florida Financial Aid Application (FFAA) and Bright Futures Scholarships**
We won’t complete the application for Bright Futures until January, but it is important to be on top of eligibility requirements early in the year.

Current Florida Bright Futures Scholarships criteria are available in in hard copy through the CAP Office as well as on the College & Career Planning webpage under “Links” and the header “Florida Bright Futures Scholarships.” Once on the state site, click on the link at the bottom of the page that says “Bright Futures Eligibility Chart.”

For those of you who have already qualified for one of the Bright Futures Scholarships, we will begin the Bright Futures application in school with Mrs. Townsend when we return from the Winter Break. The Florida Financial Aid Application is available online in December, but **PLEASE DO NOT FILL OUT THE BRIGHT FUTURES APPLICATION ON YOUR HOME COMPUTER.** It is important that we have a record of this at school, so please complete it with Mrs. Townsend only by scheduling an appointment after the Winter Break. Your transcript for Bright Futures will be submitted electronically by KWHS and MCSD when it is complete and final in June.

- vii. **Weekly Scholarship Update on Remind – Available starting in January**
These opportunities will be regularly communicated through Remind, so please be sure that you have subscribed to Mrs. Townsend’s Remind feed for your class!!! The same list that is shared via Remind will also be updated and posted each week

on the bulletin board outside of the College Advisor's office.

- 14. ROTC (Reserve Officers' Training Corps).** If applying for ROTC, be sure that SAT/ACT score reports are sent (see the CAP Office for code numbers for specific military branches).
- 15. Review your current schedule of classes!** Make sure you are meeting graduation requirements! If not, see your 12th grade counselor in Guidance to create a plan for credit recovery.
- 16. Community Service Hours**

Community service is a wonderful opportunity to engage with and give back to our community while developing personal and potentially professional connections with individuals that will likely help you with the college and career exploration and admission process (HINT: letters of recommendation for college admissions as well as scholarships!). It's recommended to take your community service experience beyond the simply accruing of hours and make it meaningful not only to your community but in ways it may relate to your future college program and/or career.

Your community hours need a social focus such as poverty, work with the elderly, mentoring and tutoring other students, etc. Your hours cannot address more than 3 social issues, so choose **up to 3 places/organizations/causes for your community service.** If you have already earned one of these scholarships with your academic grades and required test scores, it is very important that you submit your hours even if you are not planning to attend a Florida college.

Completed Community Service Forms must be submitted to the CAP Office for entry into the KWHS system by the end of the first semester in order to be updated by the midyear transcript update in December/January.

Why the CAP Office? Students may be required to submit community service hours to clubs like NHS but hours will only be updated in the official KWHS system and on student transcripts when they are submitted in completed form to the CAP Office. Hours are updated in the system once per month and the updated amount a student has accrued is stated on quarterly report cards. Only the College Advisor enters community service hours into the system. It is strongly encouraged to keep copies of your hours submitted to the CAP Office and to track your hours. Forms are available 24/7 on the College & Career Planning webpage at the bottom under "Files" as well as in the Guidance Department.

Why so early? It's always encouraged to continue community service throughout the year; however, we recommend that you have completed and submitted hours reflective of your community service so that they can be recorded on your transcript at the time you apply for college admission in the first semester. Colleges are looking at the official amount of your accrued community service hours on your transcripts as they are sent as part of the admissions process. We can continue to add to your total as you submit more hours throughout the year for purposes of local scholarships and other recognitions!

In addition, completing and submitting community service hours early will also assist in students who have earned or are currently are seeking eligibility for scholarships, including one of the Florida Bright Futures scholarships.

Required Minimum Hours for Bright Futures - Current Graduating Class

- Florida Academic Scholars Scholarship – 100 hours
- Florida Medallion Scholarship - 75 hours of community service
- Gold Seal Vocational and CAPE Scholarships – 30 hours

NOVEMBER (Please read through page 16)

1. College Entrance Exams

Ideally, all testing for college applications for 4 year colleges should be completed by November. It is very possible that college admissions teams may not consider your college entrance tests taken in December or after, so pay attention to individual requirements of each of the schools to which you are applying.

- a. Check the ACT and SAT examination schedules now for the next available tests if you need to take them, for college admissions and/or Bright Futures
- b. December SAT administration at KWHS - *See College & Career Planning webpage or College Board website for test and registration dates and details*

2. We strongly recommend that all of your college applications for 4 year colleges are completed and submitted no later than November 1st, especially for the Florida SUS (even if the school has rolling admissions). Deadlines are increasingly earlier each year. Make sure you apply by the application deadline required by each individual college if not earlier. Get all transcripts needed early. DO NOT WAIT UNTIL THE APPLICATION DEADLINE TO MAKE YOUR REQUEST for your transcript! Plan to get all of this done in a timely manner. Planning is essential.

3. NEW THIS YEAR – FAFSA opens 10/1 and many financial aid deadlines will be as early as December, if not before. Begin Preparation for the Financial Aid Process and the FAFSA (Free Application for Federal Student Aid) as many institutional financial aid deadlines will be earlier this year. 2015 tax information will be used for the new FAFSA.

Prepare and be mindful of upcoming Financial Aid Deadlines now! These deadlines are unique to each school and arrive quickly. In many cases, financial aid forms must be completed before students can apply for scholarships through colleges and universities and in some cases our local scholarships.

Applying for financial aid is a person choice. Please consult the unique requirements of each of the schools to which you're applying to make the best decision for yourself and how you will proceed with paying for your education.

If you do decide to complete the FAFSA, work with your family to prepare and file their Federal Income Tax Returns as soon as possible after October so that the FAFSA can be completed and filed as early as possible in the new year. While not required by all institutions, the completion of the FAFSA is most often the first step for the majority of soon-to-be college students in earning financial aid and scholarships for college. The process can be a little daunting, so it is helpful to prepare and file taxes as soon as possible to be able to complete the FAFSA and meet individual colleges' unique financial aid deadlines and requirements.

The preferred method of applying for Federal Financial Aid (through the FAFSA) is online. Students and a parent should establish their Federal Student Aid (FSA) ID (an electronic passport to federal student aid online by registering at <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>. After you have your FSA IDs, you may begin your completion of the FAFSA online at www.fafsa.ed.gov. Your application is processed faster when applying online. KWHS receives no hard copy applications!

In addition to economic need, you must be a United States Citizen or a U.S. permanent resident with an Alien Registration Receipt Card (commonly called the Green Card) to be eligible for this aid. Remember, many colleges have priority deadlines to receive your information from FAFSA — some as early as October this year! Also you must reapply each year you are in college and meet the deadlines each year. Get to know your financial aid officer at your college!

In addition, some colleges may require their own institutional Financial Aid Form (FAF), so now is the time to research and get to know what the schools to which you are applying require and when. Some schools are requiring a form called the CSS Profile (available through the College Board) to

be sent with the admission application. *Please pay attention and abide by the unique requirements and deadlines of individual schools! These details can be found on school websites as well as through contact with their admissions and financial aid offices.*

4. **College & Career Night at KWHS is TBD in November each Fall. Please consult the updated list of College & Career Planning IMPORTANT DATES & DEADLINES documents distributed during classroom visits and parent night as well as posted on the College & Career Planning webpage.**

Over 40 representatives from in and out-of-state colleges, universities, vocational schools, the military and potential employers will be on campus to meet with students and families. The event is FREE and all students are encouraged to attend. Making personal connections with college admissions and community organization representatives may positively impact your college admissions and/or career plans.

5. **Follow-up, interpretation sessions of the ASVAB test results will occur in groups in the KWHS Media Center TBD in November each Fall. Please consult the updated list of College & Career Planning IMPORTANT DATES & DEADLINES documents distributed during classroom visits and parent night as well as posted on the College & Career Planning webpage.**

Students will receive a pass in class the day prior to their assigned session and will check in with their teacher the day of the session to present their pass to go to the Media Center during their assigned period.

6. **Finalize all ROTC applications and mail them immediately.** Be neat! Remember, first impressions count!

7. **Beware of Senioritis!** Your highest level of academic work is expected in your senior year. In other words, work as hard during your senior year as you did in all other years. The rigor of your senior year course load as well as your grades is very important. A downward trend in your senior year grades, any grade below a C, and/or any change in your senior schedule involving academic courses could result in your offer of admission being rescinded. This is happening. The colleges are reviewing final transcripts carefully! A word to the wise, work hard all year long!!! *Be the person you say you are on your college applications all year long.*

8. **Submit Community Service Hours to Mrs. Townsend,** especially if you are applying to 4-year colleges and universities and/or seeking Bright Futures eligibility!

DECEMBER (Please read through page 18)

1. **College Entrance Exams**

Ideally, all testing for college applications for 4 year colleges should have been completed by November. It is very possible that college admissions teams may not consider your college entrance tests taken in December or after, so pay attention to individual requirements of each of the schools to which you are applying.

- a. Check the ACT and SAT examination schedules now for the next available tests if you need to take them, for college admissions and/or Bright Futures - See *College & Career Planning webpage* or *College Board website* for test and registration dates and details
- b. January SAT and February ACT administrations at KWHS - See *College & Career Planning webpage* or *College Board website* for test and registration dates and details

2. **Check on any classes required for graduation.**

Work closely with your 12th grade counselor to make sure you are on top of your graduation requirements!

3. **KWHS Financial Aid Night for Seniors & Families – TBD in December in the KWHS Media Center.** Please consult the College & Career Planning IMPORTANT DATES & DEADLINES

document distributed in classroom presentations, the KWHS College & Career Planning webpage as well as Remind texts for the date. Jointly presented by the CAP Office and TSIC, Financial Aid and Scholarships (including the local scholarships application and selection process) will be covered in a presentation, followed by a hands-on workshop for those who need assistance completing the FAFSA. **Guest presenter and Financial Aid Expert from the State of Florida will be in attendance to answer any and all financial aid questions.** Please come prepared with tax information, FSA ID and relevant information if participating in the hands-on workshop.

4. **Prepare to submit FAFSA and other financial aid requirements to institutions by their deadlines, many of which are in early December this year.**
5. **Submit Community Service Hours to Mrs. Townsend,** especially if you are applying to 4-year colleges and universities and/or seeking Bright Futures eligibility!
6. **Some colleges and universities to which you have applied will require a Mid-year Report,** through the Common App or another electronic means. The College Advisor cannot complete these reports until after 1st semester grades are confirmed and posted, including midterm exams, and your transcript has been updated and made available. This could mean that the completion of these reports will not occur until mid to late January, but we will be mindful of school deadlines. If you require a midyear report for your college admission application(s), please be sure to request this with Mrs. Townsend and to request that your updated transcript (that will include the first completed semester of your senior year) with the KWHS Data Specialist so your transcript can be sent to Mrs. Townsend to upload or send in hard copy as needed.
7. **Study for and perform well on your midterm exams.**
8. **REMEMBER: Colleges and universities monitor your performance and behavior THE ENTIRE SENIOR YEAR. Do not risk acceptance or your acceptance rescinded! Continue to make responsible and positive decisions for which your future self will thank you!**

Spring/Second Semester Senior Year

Financial Aid and Scholarships Application Process

(as well as the College and Career Exploration and the College Admissions Process, continued)

JANUARY (Please read through page 21)

1. College Entrance Exams

Ideally, all testing for college applications for 4 year colleges should have been completed by November. It is very possible that college admissions teams may not consider your college entrance tests taken in December or after, so pay attention to individual requirements of each of the schools to which you are applying.

- a. Check the ACT and SAT examination schedules now for the next available tests if you need to take them, for college admissions and/or Bright Futures, or graduation requirements - See *College & Career Planning webpage* or *College Board website* for test and registration dates and details
- b. February ACT and March SAT administrations at KWHS - See *College & Career Planning webpage* or *College Board website* for test and registration dates and details

2. **Your Class Rank** can be given to you as of the first term of your senior year after first semester and midterm grades are confirmed and posted school-wide. Expect your rank to fluctuate over the course of the semester.

3. **Reminder: Midyear Reports.** Some colleges and universities to which you have applied will require a Mid-year Report, through the Common App or another electronic means. The College Advisor

cannot complete these reports until after 1st semester grades are confirmed and posted, including midterm exams. This could mean that the completion of these reports will not occur until mid to late January, but we will be mindful of school deadlines. If you require a midyear report for your college admission application(s), please be sure to request this with Mrs. Townsend and to request that your updated transcript (that will include the first semester of your senior year) with Mrs. Avila so she can send Mrs. Townsend an electronic transcript to upload or send in hard copy as needed.

4. **Reminder: Don't Delay in Submitting Community Service Hours to Mrs. Townsend**, especially if you are seeking Bright Futures eligibility! Community service hours can continually be submitted to the CAP Office until the end of the year; however, those applying for Bright Futures are strongly recommended to have the qualifying hours in by now.
5. **Financial Aid and Free Application for Federal Student Aid (FAFSA) - ADMISSIONS BEFORE FINANCIAL AID!!** Please be sure that all of your admission work is completed before applying for FA and scholarships through institutions. It is critically important to complete all required admissions work before pursuing financial aid through an institution by their deadlines. Be sure to provide and respond to requests for all needed documentation, including verification, by the deadline(s) each institution communicates.

If you pursue financial aid, you will apply every year. If you plan to apply for financial aid through your college, students most often begin the process through the completion of the FAFSA as early as possible after it opens 10/1. Your family's tax information is needed for completion of the FAFSA and financial aid deadlines are unique to each school, so please file taxes, prepare and research information early on to ensure you meet deadlines to be eligible for opportunities including scholarships, grants, loans, work study programs, book vouchers, and more types of aid at the schools to which you have applied.

Please be sure to use the official FAFSA site only at <https://fafsa.ed.gov/>. DO NOT fall victim to imposter sites that ask for payment to complete the FAFSA. The first word of the FAFSA acronym is FREE. Don't be scammed!!!

6. **Scholarship Opportunities – Spring Semester**
Scholarship season officially starts in January!

General Scholarships Information

- Please make sure that you have subscribed to Mrs. Townsend's Remind texts for your class so that you will receive the weekly, updated scholarship opportunities as they become available. The same list will be regularly updated and posted on the bulletin board outside of Mrs. Townsend's office each week.
- Current Florida Bright Futures Scholarships information is available online on the KWHS College & Career Planning webpage as well as <http://www.floridastudentfinancialaid.org/SSFAD/bf/>.
- Don't forget to check out Regional and National Scholarship Opportunities from the KWHS College & Career Planning webpage under "Links," then "Regional and National Scholarship Opportunities."

Students have many opportunities:

- a. **National and Regional Opportunities** including opportunities available through individual schools as well as other state, regional and national opportunities. Continue to check the College & Career Planning webpage for National and Regional opportunities and universities as well as online scholarship search engines such as www.fastweb.com.

Remember: Avoid scams and DO NOT PAY FOR SERVICE FOR EITHER SCHOLARSHIP OR FINANCIAL INFORMATION!

Also, continue to look into the scholarship opportunities available through individual colleges and universities. Most colleges have scholarship information on their own websites.

- b. The Local Scholarships Application Process Opens by Mid-January** and will remain in progress until approximately the end of April. Please note: Not all local scholarships applications are available at the same time – the availability of applications is at the will of our generous donors. Students are encouraged to review the KWHHS Local Scholarship Inventory Packet (the GREEN list of opportunities) to become familiar with the kinds of scholarships that are *typically* available. Students will learn when individual opportunities' applications are available and when the applications are due through the following methods:
- i. Text List– please see first page of this packet**
 - ii. Weekly Update Posted outside CAP Office**

If you haven't by now, you are strongly encouraged to subscribe to the text reminders Mrs. Townsend manages so that you receive her updates. It is the students' responsibility to submit complete and clear scholarships by the deadline the CAP Office determines. Mrs. Townsend will then copy applications, complete needed reports, and submit them directly to scholarship committees.

Unless otherwise directed, PLEASE DO NOT SUBMIT SCHOLARSHIP APPLICATIONS DIRECTLY TO COMMITTEES - THEY MUST BE SUBMITTED TO MRS. TOWNSEND BY HER DEADLINE.

Not all scholarship opportunities will have an application process and all scholarships are selected by the sponsoring scholarship committees. Please remember that we depend on the generosity of individuals and groups in the community for our local scholarship opportunities and that we therefore most respect the wishes and intents of our partners.

You may be contacted for an interview as part of the local scholarship selection process. Scholarship committees will contact Mrs. Townsend with their selections for interview after applications have been reviewed and then Mrs. Townsend will contact you if you have been selected. A critical reminder to submit applications through Mrs. Townsend as directed so she knows you have applied and can arrange interviews if applicable/you're selected. Also, be sure to stay tuned through email, text and notices sent to classes for these important notifications.

- c. The Florida Financial Aid Application (FFAA) and Bright Futures Scholarships**
Bright Futures Scholarships Eligibility: If you are eligible or are nearly eligible for a Bright Futures Scholarship, please sure to make an appointment with Mrs. Townsend to complete the FFAA if you have not already (Bright Futures Application) whether or not you plan to attend a Florida college. PLEASE DO NOT COMPLETE THIS APPLICATION ON YOUR OWN as we track these applications and awards. Please be sure to make your appointment and *complete your application by February.*

PLEASE DO NOT FILL OUT THE BRIGHT FUTURES APPLICATION ON YOUR HOME COMPUTER. It is important that we have a record of this at school, so please complete it with Mrs. Townsend only by scheduling an appointment after the Winter Break. Your transcript for Bright Futures will be submitted electronically by KWHHS and MCSD when it is complete and final in June.

Once your application is complete and submitted, Bright Futures will not notify you via email or mail you a letter regarding your reward. Rather they will update you via the website, requiring you to check online, so it will be important for you to activate your PIN. Know it,

Use it and Be Responsible. This will be sent to you via email after you have filled out the application with Mrs. Townsend.

Students can continue to work on Bright Futures eligibility requirements (GPA, Community Service Hours, SAT/ACT Scores) technically until June; however, do not delay in earning eligibility for one of these awards! Waiting to earn eligibility requirements and to complete and submit community service hours later in the school year makes for unnecessary stress late in the year when students can and should be focusing on other areas of school, activities, the college admission process, career exploration, etc.

7. **Submit admission applications to Florida College System schools (formerly Florida Community Colleges) as well as applications for community colleges and/or career education schools if you have not already and plan to attend one of these schools.** Be mindful of deadlines and important financial aid deadlines of each school.
8. **If planning to transfer from a FCS/community college to a SUS school/college or university, be sure to work with the advisor at your school to make your transfer plan early on!** Be sure to declare a major, complete pre-requisite courses, and complete the Transfer Orientation (even if you've done a Freshman Orientation). The Florida SUS strongly recommends that you transfer as higher level student having completed the Associate in Arts (AA) degree. Your chances of admission to a university are less if you do not transfer with the complete AA and as a lower -level student.
9. **Please be sure to check with the KWHS Data Specialist regarding the correct spelling of your name for the diploma list.**
10. **Connect with representatives from the military if you have not already.** Not sure how to get in touch with your preferred branch of the military? Please see Mrs. Townsend.
11. **REMEMBER: Colleges and universities monitor your performance and behavior THE ENTIRE SENIOR YEAR. Do not risk acceptance or your acceptance rescinded! Continue to make responsible and positive decisions for which your future self will thank you!**

FEBRUARY (Please read through page 22)

1. College Entrance Exams

If needed for Bright Futures or graduation requirements, register and prepare for college entrance exams:

- a. Check the ACT and SAT examination schedules now - See *College & Career Planning webpage* or *College Board website* for test and registration dates and details
- b. March SAT and April ACT administrations at KWHS - See *College & Career Planning webpage* or *College Board website* for test and registration dates and details

2. **DO NOT DELAY in Submitting your Financial Aid Applications!!** Print a copy of your application and record the date sent. You should receive a Student Analysis Report (SAR) approximately two weeks or sooner after submitting your financial aid form (FAFSA). It also will indicate what you might be eligible for immediately after filling it out. Check it carefully and if you need to make corrections, make them now. If not, keep it in your files. The financial aid offices from the colleges you coded in the Title IV section of the application will notify you of their offers of awards.

3. **Bright Futures Eligibility: If you are eligible or are nearly eligible for a Bright Futures Scholarship, please sure to make an appointment with Mrs. Townsend to complete the FFAA if you have not already (Bright Futures Application) whether or not you plan to attend a Florida college.** PLEASE DO NOT COMPLETE THIS APPLICATION ON YOUR OWN as we track

these applications and awards. Please be sure to make your appointment and complete your application by this month.

4. **Remember and abide by the communication channels as well as the submission procedures for local scholarships!**
5. **Colleges begin to mail out acceptance and rejection letters.** Please remember all acceptances are provisional. They are contingent upon your maintaining your present level of achievement and the successful completion of your senior years' work. As soon as acceptances are received, make a decision as soon as possible and notify the colleges in which you are no longer interested to be courteous and give others the opportunity.

We want to share in your success, so PLEASE let Mrs. Townsend know of your acceptances as well. Colleges do not notify KWHHS – it is your responsibility to let Mrs. Townsend know.
6. **If you are advised that you are on a waiting list, be sure to notify the school if you want to be kept in consideration.** Also, it does not hurt to check with the admissions office periodically during this period. YOUR COUNSELOR CAN NOT CONTACT THE OFFICE OF A COLLEGE FOR YOU!!
7. **Keep Mrs. Townsend advised of any correspondence you receive regarding your status from a college, scholarship, etc.** Financial Aid matters will, of course, be kept confidential. Some schools require you send a mid-year report. Take care of this, if it is required.
8. **Local Scholarships.** More local scholarships will start to become available. Stay tuned to the communication channels listed on the first page of this guide, check with Mrs. Townsend often and also listen to announcements. It is your responsibility to see Mrs. Townsend for applications, complete applications thoroughly and correctly, and to adhere to **Mrs. Townsend's deadlines for submission.** With many seniors taking classes either at FKCC or through Florida Virtual School, it is increasingly difficult for Mrs. Townsend to remind you of scholarship opportunities unless you have connected with the electronic communication opportunities she has made available. It is important for you to be diligent about checking for these opportunities.

You may be contacted for an interview as part of the local scholarship selection process. Scholarship committees will contact Mrs. Townsend with their selections for interview after applications have been reviewed and then Mrs. Townsend will contact you if you have been selected. A critical reminder to submit applications through Mrs. Townsend as directed so she knows you have applied and can arrange interviews if applicable/you're selected. Also, be sure to stay tuned through email, text and notices sent to classes for these important notifications.
9. **Don't forget about other scholarship opportunities available outside of our local opportunities,** including opportunities available through individual schools as well as other state, regional and national opportunities.
12. **BEWARE OF SENIORITIS! REMEMBER: Colleges and universities, the military, etc. monitor your performance and behavior THE ENTIRE SENIOR YEAR.**

MARCH (Please read through page 23)

1. College Entrance Exams

If needed for Bright Futures or graduation requirements, register and prepare for college entrance exams:

- a. Check the ACT and SAT examination schedules now - See *College & Career Planning webpage* or *College Board website* for test and registration dates and details

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- a. April ACT and MAY SAT administrations at KWHS - *See College & Career Planning webpage or College Board website for test and registration dates and details*
2. **Many FAFSA/Financial Aid Deadlines occur in March.** Pay attention to individual schools' deadlines.
3. **FFAAs (Bright Futures Applications) as well as community service hours should have been submitted to Mrs. Townsend by now,** but if you are still working towards eligibility, you technically have until the June ACT and SAT tests to earn a scholarship. Be sure to send your scores directly to schools.
4. **Local Scholarships.** Local scholarship applications will continue to become available. Stay tuned to the communication channels listed on the first page of this guide, check with Mrs. Townsend often and also listen to announcements. It is your responsibility to Mrs. Townsend for applications, complete applications thoroughly and correctly, and to adhere to **Mrs. Townsend's deadlines for submission.** Take advantage of Spring Break to work on applications.

You may be contacted for an interview as part of the local scholarship selection process.

Scholarship committees will contact Mrs. Townsend with their selections for interview after applications have been reviewed and then Mrs. Townsend will contact you if you have been selected. A critical reminder to submit applications through Mrs. Townsend as directed so she knows you have applied and can arrange interviews if applicable/you're selected. Also, be sure to stay tuned through email, text and notices sent to classes for these important notifications.

5. **Don't forget about other scholarship opportunities available outside of our local opportunities,** including opportunities available through individual schools as well as other state, regional and national opportunities.
6. **College Acceptance Notifications.** You will begin to hear from schools in regards to acceptances soon. In the meantime, don't forget to keep your College Advisor abreast of any changes in your status.
7. **Remember that Florida Keys Community College or another school in the Florida College System may be ideal for you.** There is still time to apply and to register.
8. **BEWARE OF SENIORITIS! REMEMBER: Colleges and universities, the military, etc. monitor your performance and behavior THE ENTIRE SENIOR YEAR.**

APRIL (Please read through page 24)
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1. **College Entrance Exams**

If needed for Bright Futures or graduation requirements, register and prepare for college entrance exams:

- a. Check the ACT and SAT examination schedules now - *See College & Career Planning webpage or College Board website for test and registration dates and details*
- b. MAY and JUNE SAT and JUNE ACT administrations at KWHS - *See College & Career Planning webpage or College Board website for test and registration dates and details*
2. **FFAAs (Bright Futures Applications) as well as community service hours should have been submitted to Mrs. Townsend by now,** but if you are still working towards eligibility, you technically have until the June ACT and SAT tests to earn a scholarship. Be sure to send your scores directly to schools

3. **Remember and abide by the communication channels as well as the submission procedures for local scholarships!**
4. **Local Scholarships.** Local scholarship opportunities will begin to lessen as the process begins to close this month. Stay tuned to the communication channels listed on the first page of this guide, check with Mrs. Townsend often and also listen to announcements. It is your responsibility to Mrs. Townsend for applications, complete applications thoroughly and correctly, and to adhere to **Mrs. Townsend's deadlines for submission.**
5. **Don't forget about other scholarship opportunities available outside of our local opportunities,** including opportunities available through individual schools as well as other state, regional and national opportunities.
6. **Please let Mrs. Townsend know of ALL SCHOLARSHIP OPPORTUNITIES YOU HAVE BEEN OFFERED, especially those you have been offered through colleges, universities and other organizations outside of the local KWHS scholarships KWHS manages, even if you do not ultimately accept them.** It is important to report this to Mrs. Townsend so it can be included in KWHS's report to the Superintendent.
7. **As soon as you have made a decision regarding the college you plan to attend:**
 - a. Notify your College Advisor
 - b. Notify all other colleges of your decision
8. **If all the colleges to which you have applied reject you, DON'T PANIC!!!** There are several other alternatives. Consult with your guidance or College Advisor immediately and explore your options.
9. **Be sure to send any deposits that are due to colleges.** This includes fees for housing, etc. Many schools require a deposit no later than May 1st. Be sure to keep copies of your confirmations and receipts on file!
10. **Don't delay in sending in any additional college forms needed for your enrollment, including housing requests, medical papers, immunization records, etc.** Check with the KWHS Clinic. They may be able to help you with any required immunization shots for college.
11. **Notify your College Advisor of your final college choice and whether you have been awarded any scholarships (academic, athletic, artistic, dramatic, leadership or grants).** If you provide this information to Mrs. Townsend, your scholarship will be announced at the Class Night Ceremony. The colleges do not necessarily send this information to the high school. Check with the KWHS Data Specialist to finalize procedures for submitting final grades to the college you plan to attend. The final transcript cannot be sent until your graduation date is posted. If you transcript will not be sent electronically, you must provide a correct address for the college you will attend when making the request. Without this request, your final transcript will not be sent and if this happens – you will not be able to register for college classes.
12. **BEWARE OF SENIORITIS! REMEMBER: Colleges and universities, the military, etc. monitor your performance and behavior THE ENTIRE SENIOR YEAR.**

MAY and JUNE (Please read through page 26)

1. **College Entrance Exams**

If needed for Bright Futures or graduation requirements, register and prepare for college entrance exams:

 - a. Check the ACT and SAT examination schedules now - See *College & Career Planning webpage* or *College Board website* for test and registration dates and details

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- b. JUNE SAT and ACT administrations at KWHS - *See College & Career Planning webpage or College Board website for test and registration dates and details*
 - c. June tests are the last opportunities for Bright Futures test scores eligibility!
Please be sure to send your scores directly to schools if you think you may qualify for a Bright Futures scholarship this late in the year – and be sure that you have completed the FFAA (Bright Futures Application) with Mrs. Townsend!
2. **Be sure to send ACT/SAT scores directly to colleges and universities electronically through the College Board or ACT websites if you have not already.** Scores may be captured on your transcript but they need the official scores directly from the testing agencies.
 3. **Local Scholarships.** Few opportunities will remain available as most selections have been made. **All selections will be announced at Class Night in June 8th at 7 PM in the KWHS Auditorium. PLEASE PLAN TO ATTEND CLASS NIGHT** even if you have not applied for a scholarship. Many opportunities are based on selections, not an application process, and it may be the intent of the donor/selection committee to surprise you at Class Night. It is most embarrassing to you and KWHS if you are selected for a scholarship and are not present at Class Night to receive it.
 4. **If you receive a local scholarship or award, be courteous and appreciative by please writing a thank you note to the donor. THIS IS MOST IMPORTANT!** Do not risk your reputation, the reputation of KWHS and future opportunities for other KWHS students by not acknowledging this generous gift and opportunity community members have given you. They've demonstrated their belief in you with this scholarship. Don't let them down by not acknowledging them. It's the least you can do.
 5. **Please let Mrs. Townsend know of ALL SCHOLARSHIP OPPORTUNITIES YOU HAVE BEEN OFFERED, even if you do not ultimately accept them.** It is important to report this to Mrs. Townsend so it can be included in KWHS's report to the Superintendent. We want to brag to the community about your accomplishments!
 6. **Don't forget about other scholarship opportunities available outside of our local opportunities,** including opportunities available through individual schools as well as other state, regional and national opportunities.
 7. **Be sure to mail all health papers, residence deposits, fees, etc. to colleges.**
 8. **Complete Graduate Exit Survey.** Please be sure to complete this important survey (typically given the day of Graduation Rehearsal in the Auditorium) and to let Mrs. Townsend know of your post-graduation plans. We can spread the good news if we don't know to brag about you!
 9. **Enjoy the KWHS Graduation Activities.** Be safe and have fun!
 10. **Check in Guidance regarding KWHS final transcript** to be sent to your selected college upon KWHS graduation.
 11. **Dual enrollment grades/transcripts from FKCC** must be officially sent to the college you will be attending. It is your responsibility to request these directly from FKCC and have them sent to the school you will attend.
 12. **Plan to attend the summer orientation or preview program at the college you will attend. The information and experience are invaluable and will set you up for success.** For the state universities, it is recommended you attend as early in the summer as you can as class choices fill.

Sample of College Cost at a State University
The example below is based on Florida State University

- The budget below is approximate. The actual budget used to award aid may vary slightly to comply with tuition changes, loan fee consideration, etc.
- The budgets below are for Summer 2016, Fall 2016 and Spring 2017.
- These budgets are for the purpose of awarding financial aid, and may not represent the actual cost for each individual student, as enrollment and lifestyle choices will impact actual expenses.

Estimated Annual Budget

2016-2017	Total
Tuition & Fees	\$5656
Housing	\$6256
Board (Food & Household)	\$4048
Books/Supplies	\$1000
Transportation	\$1508
Personal	\$3256
Totals	\$21,724

The above is an estimated budget; amounts may vary. Florida College System (FCS) schools' expenses are approx. the same as above with approx. \$100/credit hour for tuition. For information regarding current Florida SUS requirements and deadlines, please consult individual schools' websites as well as the SUS Matrix available through the CAP Office.