



# Grade 9 PHS Guidance News

## **Fall**

September – November

- \* Check your schedule it should include courses that challenge you academically and meet your graduation requirements.
- \* Join PHS Fall school activities, teams and organizations. Take leadership positions when possible.
- \* Review PHS graduation requirements, honor roll requirements, attendance policy, discipline code, athletic eligibility located in your Student Planner and PHS Course book located on the PHS Guidance Website.
- \* Volunteer for school and community activities.
- \* Make an appointment to check in with your school counselor throughout the school year.
- \* Do your homework.

## **Winter**

December – February

- \* Explore potential careers through reading, searches, interest inventories and course selection. Students may also stop into the Pitman High School Guidance Office to look at materials available to them. Students may also use their MyRoad account located on Collegeboard.com for additional searches (see your guidance counselor for details).
- \* Join winter school activities, teams and organizations. Review the school bulletin on a daily basis and get involved in the PHS community.
- \* Evaluate your study habits and organize and make changes where necessary. Prepare thoroughly for your mid-term examinations.
- \* Begin to plan for course selection for your sophomore year.
- \* Do your homework.

## **Spring**

March - June

- \* Join spring school activities, teams and service organizations. Start to plan for summer opportunities work, travel, hobbies and involvement in community organizations. Try a new activity or sport this summer.
- \* Select sophomore courses and review with your parent and guidance counselor.
- \* Begin to develop a high school resume to be used in senior year when applying to college.
- \* Do your homework.

## **Summer**

(Before your sophomore year)

- \* Begin summer assignments.
- \* If you have goals which include being a member of the National Honor Society in your junior year, learn more by stopping by the Guidance Office and picking up a pamphlet on how to prepare.



# Grade 10 PHS Guidance News

## **Fall**

### **September – November**

- \* Check your schedule it should include courses that challenge you academically and meet your graduation requirements.
- \* Reevaluate your high school progress and make necessary changes to your academic and high school activity record.
- \* Join PHS Fall school activities, teams and organizations. Take leadership positions when possible throughout the school year.
- \* Review graduation requirements, honor roll requirements, attendance policy, discipline code, athletic eligibility located in your Student Planner and PHS Course book located on the PHS Guidance Website.
- \* Volunteer for school and community activities.
- \* Consider taking the PSAT in October and start to visit fall college fairs.
- \* Make an appointment to check in with your school counselor throughout the school year.

## **Winter**

### **December – February**

- \* Explore potential careers through reading, searches, interest inventories and course selection. Students may also stop into the Pitman High School Guidance Office to look at materials available to them. Students may also use their MyRoad account located on Collegeboard.com for additional searches.
- \* Join winter school activities, teams and organizations. Review the school bulletin on a daily basis and get involved in the PHS community.
- \* Evaluate your study habits and organize and make changes where necessary. Prepare thoroughly for your mid-term examinations.
- \* Consider taking the ASVAB (Armed Services Vocational Aptitude Battery) to focus in on a career direction.

## **Spring**

### **March - June**

- \* Join spring school activities, teams and service organizations. Start to plan for summer opportunities work, travel, hobbies and involvement in community organizations. Try a new activity or sport this summer.
- \* Select junior courses and review with your parent and guidance counselor.
- \* Continue to expand your high school resume and update it from freshman year. A sample resume is available on the Guidance website.
- \* Visit some local colleges and begin to get a feel for different types of college campuses.

## **Summer**

### **(Before your junior year)**

- \* Begin summer assignments.
- \* If you have goals which include being a member of the National Honor Society in your junior year, learn more by stopping by the Guidance Office and picking up a pamphlet on how to prepare.



# Grade 11 PHS Guidance News

## **Fall**

### **September – November**

- \* Check your schedule it should include courses that challenge you academically and meet your graduation requirements
- \* Junior year grades are a chance to influence your GPA and Class Rank that will be indicated on future college applications that will be sent out at the start of your senior year at PHS.
- \* Reevaluate your high school record and make changes were necessary to improve your academic and activity record.
- \* Join fall activities, athletic teams, clubs in your junior year. Continue to develop and work on your future senior resume. You may see additional information on the Pitman High School Guidance Website.
- \* Read your student planner and review high school policies and procedures and use it to organize your daily school day.
- \* Sign up for the PSAT test and start to plan to attend local/national college fairs and visitations in the PHS Guidance Office during junior year. Consider taking the ASVAB (Armed Services Vocational Battery test offered in the fall.

## **Winter**

### **December – February**

- \* Review your PSAT scores and results and schedule to take SAT by logging on to [collegeboard.com](http://collegeboard.com). Look for SAT Prep classes in our area. Explore potential careers and majors that you may be interested in for college and the world of work.
- \* Join winter PHS activities, athletic teams, clubs and organizations. Take leadership positions when possible.
- \* Prepare for midterm examinations. Evaluate your study habits and organization, make changes where necessary.
- \* Register for Spring SATs and/or ACTs and possibly the SAT Subject Tests. (Verify if your potential college list requires the SAT Subject Tests. Get involved in PHS SAT prep classes to prepare for upcoming test. )

## **Spring**

### **March – June**

- \* HSPA Testing: The first week of March. All students must pass this State test in order to graduate.
- \* Register for May AP tests if you are enrolled in Advance Placement Courses.
- \* Join Spring PHS activities and continue to build your upcoming senior resume. Review your upcoming senior schedule to see that it completes your graduation requirements and reflects your future graduation plans.
- \* Visit and tour local college campuses /work sites and technical schools make your senior plan. Start to review potential scholarship information and financial assistance programs.
- \* Prepare for your final examinations.
- \* Begin your summer plan and work on planning and developing college essays. Be involved in the community and volunteer work and internship experiences.
- \* If you are planning to play Division I and II collegiate athletics, register online at the NCAA Clearinghouse ([www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)).
- \* Prepare for your final examination.
- \* Begin your summer plan and work on developing college essays. Be involved in the community, volunteer work and internship experiences.

## **Summer**

### **(Before your senior year)**

- \* Begin summer assignments.



# Grade 12 PHS Guidance News

## **Fall**

September – November

- \* Your senior schedule should reflect both graduation requirements and your upcoming graduation interests.
- \* Create and finalize your senior resume to be used for both college application and work experiences.
- \* Males 18 years of age need to register with the Selective Service to remain eligible for federal funding see the PHS Guidance Office for details and registration information.
- \* Select and participate in senior activities, clubs and sports for the Fall semester.
- \* Register for the Fall SAT/ACT as needed with your college plans. Develop your timeline for submitting college applications to the Guidance Department and to colleges. Request letters of recommendations from your teachers and coaches for your senior folder. Continue to develop your college essays and have your English teacher review your final draft prior to sending it into colleges.
- \* Register with NCAA Clearinghouse and the CSS Profile pending your college selections. Set up interview and portfolio reviews directly with college/tech school admissions as needed with your senior plan.
- \* Attend local college fairs for additional information, open house dates and financial assistance information to submit FASFA. Review your potential college list for application deadlines and Early Decision and Early Action dates.
- \* Keep in contact with your PHS counselor and guidance office as you work on processing your senior plan during early fall months.

## **Winter**

December – February

- \* Your parents should be prepared to file your FASFA by January. Continue to visit colleges/work sites and process applications as needed into the winter months.
- \* Sign Up for winter sports, clubs and activities at PHS. Prepare thoroughly for your midterm exams.
- \* Request mid-year transcripts for all schools that require one from the guidance office.

## **Spring**

March – June

- \* Review Scholarship Opportunities sent to PHS on a daily basis in the guidance office and on the website.
- \* Notify the PHS guidance department of college and work acceptances. Continue to participate in spring school activities.
- \* Register for upcoming AP exams if you are involved in Advance Placement coursework.
- \* Review your progress as you prepare for your final examinations.
- \* Request final transcripts are sent to your college of choice for the end of the school year.
- \* **Good luck!**

## COLLEGE APPLICATION GUIDE

### **APPLICATION CHECKLIST – remember to ask about deadlines.**

- ✓ The General Application: Is all information accurate and legible? Don't leave questions blank unless the application allows it.
- ✓ Academic Transcripts: Make sure they are sealed.
- ✓ Letters of Recommendation: Do you have the number of recommendations required? Also, check with the Admissions Office to see if they need to be sealed.
- ✓ Work Samples/Portfolios: Include your name, contact information and the project title on every item. Send copies, not originals.
- ✓ Application Essays: Make sure your name, date of birth, contact information and essay title are on each page.
- ✓ SAT/ACT Scores: If you need to send test scores to additional schools, contact the testing company immediately. Scores are mailed about three weeks after your request.
- ✓ Signatures: Before mailing, verify that all necessary forms have been signed.
- ✓ Keep Copies: Create a file to hold copies of all documents in case you need to refer to them later.

### GET NOTICED: 10 COLLEGE ESSAY TIPS

1. Don't "recycle" essays. An essay that sounds like it has been used before will blend with everyone else's.
2. Captivate your audience. Make your essay engaging and memorable. Include a quick, enticing intro; give a reason to finish reading it.
3. Be yourself. Choose a topic that is meaningful to you. Use your own voice. Show off a side of yourself that your application does not; don't simply write what you think an admission office wants to hear.
4. Accentuate the positive. When writing about a personal experience, emphasize how the experience changed you for the better.
5. Write in the active voice. Doing so will make for a clearer, more concise essay.
6. Don't overextend. Your essay isn't a term paper. Stay focused on your topic.
7. Ask people for input. Whether it's a teacher, counselor, friend or parent, ask someone you respect for some candid feedback. Is it confusing? Boring?
8. Leave time for rewriting. Look for weak or dull spots and spelling and grammatical errors. Never let your first draft be your final draft.
9. Revise, reward. Improve on your first draft through various rewrites. Read the essay aloud to find awkward sentences or problems.
10. Pursue perfection. Have someone else look over it. Quadruple-check the spelling. Type your essay carefully.