

## Senior Highlights and Checklist

- Check Canvas! You use it for your classes but don't forget to check the **Class of 2024** page as well! This is where we share all of the important information for seniors.
- Use your legal name especially on applications and standardized tests. You also need to complete a Legal Name Form, which will be coming out electronically in the near future. Mrs. Jones will be sending this information. It is critical that you complete this in order for us to order your diploma.
- Look for LHS Student Services information on the school website, Canvas, Xello, Parent Square, Student Square, bulletin boards and display cases outside and inside Student Services, and announcements. Use the **Canvas**, **Skyward**, and **Clever** icons on your desktop for easy access. Upcoming events, programs, SAT/ACT testing information, college rep visits, scholarships and many valuable resources will be posted on these venues.
- Check out the SAT & ACT Testing Info flyer or school website for important deadline dates to register, if you need additional test scores for college and scholarship applications/ requirements.
- **Xello** is virtually a one stop shopping venue for careers and post-secondary school information. Search colleges and careers, take a career interest assessment, apply to schools, and build a resume. You can access Xello via the **CLEVER** icon on your desktop. To login to **CLEVER** use your typical login and password. Then proceed to **Xello**.
- You have 2 days per year for college or military visits. Certain steps must be followed to have the visit not count against your attendance.
  - Schedule your visit with your college or military organization.
  - Bring a confirmation notice to your counselor or Student Services Secretary at least 48 hours (2 school days) prior to visit to receive the required visitation form.
  - Have your parent/guardian sign the form and call LHS Attendance to report your absence.
  - Take the form to your visit and have it signed by the organization's representative.
  - Return the form with all appropriate signatures to the Attendance Officer the day you return to school.
  - No LHS approved visits during the months of December or May.
  - Requests for additional days will need prior administrative approval.
- Take advantage of the time you have to visit the College and Career Fair at LHS on Wednesday, October 11<sup>th</sup>. This is a great opportunity to find out about schools and programs or introduce yourself to the admissions reps at the colleges you are applying to. They could be reviewing your applications so be sure to make a good impression!
- Create a resume` or list of activities, awards, accomplishments, community service and employment. You will need this information for many colleges, scholarships, and/or employment applications.
- Ask for letters of recommendations 2-3 weeks in advance. Provide the person with your resume or list of activities, awards, accomplishments, community service and employment when asking for the letter of recommendation. Provide contact information as to where to send the letter of recommendation.
- Apply to your top 3 colleges (4yrs, 2yrs and technical) early. If you apply by Fall Break you have a better chance of meeting colleges' internal deadlines for competitive programs and scholarship opportunities. Visit the colleges' website to know their specific requirements and deadlines.
- Visit college websites through **Xello** by searching for schools of interest to you. Once found, click on the name and add them to your list of colleges. You will immediately see information about the school and be able to visit their website. On the website, you can complete the college's online application and search for additional information about your college.

- Add your colleges to **Xello** and request a transcript. Allow your school counselor 5 school days to complete the counselor portion of the applications and send transcripts.
- Be sure to select the correct campus for the school you want to attend when adding colleges to your college list in Xello. For example Ivy Tech has multiple campuses and you must apply to the correct location.
- Carefully read and follow the instructions for any application. Applications may have additional information that is needed from your school counselor. Please let us know if your school is requesting more information and give us advanced notice from the due date. We want to complete information accurately, well before deadlines.
- There will be a financial aid information night on Wednesday, January 11<sup>th</sup>, 2024. This will give you the opportunity to ask questions regarding local scholarships, FAFSA, and other financial aid resources.
- Obtain your PIN (Personal Identification Number) for filing your FAFSA at pin.ed.gov. Students and parents each need their own PIN. Must have this prior to completing the FAFSA.
- File your FAFSA (Free Application for Federal and State Aid) between **December** and **April 15<sup>th</sup>** at fafsa.gov. You will need your **2022** income tax information to complete the FAFSA.
- Apply for scholarships. List of scholarship websites are available on LHS Student Services Webpage. A list of current scholarships are posted on the Student Services webpage, in Canvas and in the Student Services Office. The list changes frequently so look every week or two for new scholarships. Also, check your college's website for additional scholarships opportunities, applications and deadlines.
- Be aware of scholarship deadlines and send in applications early.
- Maintain a strong academic load and performance throughout your senior year. A decline in academic performance can lead to having your admission to a college revoked.
- **You must inform the Student Services Department (in May) to send your final transcript to the college you are attending**, if applicable.
- Contact your counselor with ANY questions!

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