

12th Grade

Year-long Activities

- Attend career fairs.
- Continue to record accomplishments, extracurricular activities, and work experience.

September/October

- Meet with your guidance counselor and review your education plan one more time to ensure you will meet graduation requirements and entrance requirements for the postsecondary schools or training programs that interest you. Confirm that your transcripts are accurate and up-to-date.
- Narrow your list of potential postsecondary schools or programs to your top three or four.
- If you are interested in an apprenticeship program which combines on-the-job experience with classroom instruction, speak with individuals who work in your field of interest. Consider a part-time job with a company that hires people in the occupation that interests you.
- If you are interested in military service, there are many ways to join. Speak with recruitment representatives about the options.
- Register in September for the October and November SAT I, SAT II, or ACT tests.
- Apply to the colleges, schools, or training programs that interest you. Apply to more than one school with different levels of admission requirement to give yourself options.
- Search for scholarships. Ask your guidance counselor about local scholarships.
- Ask teachers and counselors to write letters of recommendation to support your college and scholarship applications.
- Begin writing essays for college and scholarship applications.
- If you plan to play any Division 1 or Division 2 college sports, register with the NCAA Clearinghouse to ensure your eligibility.
- Continue to revise and update your résumé. Add activities in which you have participated, jobs which you have held, and places or programs where you have volunteered.

November/December

- Check application deadlines for postsecondary institutions, scholarships, and financial aid. Complete the necessary applications. Make photocopies of all application materials before sending them.

January/February

- If you plan to enter the workforce after high school, begin looking for job openings. Tell friends and acquaintances that you are looking for a position. Search the help wanted ads in newspapers, use job search websites, and contact companies directly about possible openings.
- Work on your job-seeking tools and skills. Make sure your résumé is up-to-date, accurate and as attractive as possible. Have someone with good proofreading skills look over your résumé to make sure it is letter perfect.
- Apply for scholarships.
- Fill out the Free Application for Federal Student Aid (FAFSA) form to apply for free financial aid.

March/April

- Make a final decision about which school you plan to attend. Contact all schools to which you were accepted and inform the admissions office of your final decisions.

- If you plan to enter an apprenticeship or the military following graduation, contact the admission or enlistment personnel to finalize your plans.
- If you plan to enter the workforce following graduation, submit applications and or résumés for positions.

May through August

- If you took Advanced Placement courses, take the AP tests in May in order to qualify for college credit.
- Send your final high school transcript to the school you plan to attend.
- Update your résumé to include your graduation information.
- If entering the workforce, continue to apply for jobs and pursue interviews.
- If you are attending a two-year or four-year college, ask about placement tests.

Condensed from Planning Timeline provided by Kuder Career Planning System – www.kuder.com