



## IT'S A PLAN: 12TH GRADE CHECKLISTS

The senior year is critical for students to meet deadlines and complete forms as part of the college application and financial aid process. Therefore, Oregon GEAR UP created a series of comprehensive checklists for educators, students and families that address key action items for each month. In addition, there are printable handouts, links to resources, and communication tools like weekly text messages and Facebook posts.

### INSTRUCTIONS

1. **Get a team.** It's important to provide a network of support. Include administrators, teachers, parents and students to help share these messages.
2. **Make a communications plan.** Determine when and how you will share information to students and families; consider more than one method. Make sure you have students and families cell phone numbers, e-mails or mailing addresses if you plan to communicate in those ways.
3. **Download** each month's checklists and communication tools as one PDF file and any additional resources; print the resources that you want to use.

## MAY RESOURCES

### CHECKLISTS

- Educators [page 2](#)
- Students [page 3](#)
- Families [page 4](#)
- Familias (Spanish) [page 5](#)

### COMMUNICATION

- Text Messages [page 6](#)
- Announcements [page 7](#)
- Posters [page 8](#)
- Facebook [facebook.com/oregongoestocollege](https://facebook.com/oregongoestocollege)

### HANDOUTS

- Creating a Budget
- College Support Resources Scavenger Hunt

Download handouts and other months:

[oregongoestocollege.org/itsaplan/educators/downloads](https://oregongoestocollege.org/itsaplan/educators/downloads)

# MAY

## 1 Study for (and take) tests.

- Help students prepare for AP exams – offer additional group study sessions or practice tests online or in class.
- If colleges require placement tests, encourage students to take them as soon as possible while the material is still fresh.

## 2 Fill out forms.

- Remind/help students accept financial aid and fill out loan paperwork, fill out housing and meal plan forms, and register for orientation and/or classes.

## 3 Say thank you.

- Provide blank cards and envelopes for students to write thank you notes to their supporters and awarded scholarship providers.

## 4 Start thinking ahead.

- Make sure your seniors are prepared for what's next. Hold a workshop or meet with students to cover the details of transitioning to college: budgeting, support services, what to bring, and more.

NOTES:

# MAY

## 1 Study for (and take) tests.

- AP exams are coming up, so take advantage of practice tests and study sessions at school.
- Community colleges often have placement tests, so check to see if you can take them now while the material is still fresh.
- Get a good night's sleep and eat breakfast on the day of the tests.

## 2 Fill out forms.

- Colleges will send information that you need to fill out by certain deadlines: accepting financial aid, loan paperwork, housing and meal plan forms if you're living on campus, and registering for orientation and/or classes.

## 3 Say thank you.

- Show your appreciation by sending thank you notes to scholarship providers, counselors, teachers, coaches, family – anyone who has supported you in getting to college!

## 4 Start thinking ahead.

- Be prepared for the transition to college! Create a reasonable budget and a way to track your expenses.
- Explore who's available to help you on college campuses.
- Make a packing and/or supply list.
- Know what to expect from college classes.

### HELPFUL HINT:

When you're filling out all your paperwork, remember to take your time and ask for help if you need it. You don't have to accept every loan that is offered in your financial aid award, especially if you've done the math and learned you don't need the full amount. Be sure to fill out your own roommate questionnaire – if you ask your mom or dad to do it for you, you might end up with a great roommate...*for them* (when what you really want is a great roommate for you)! Make certain that you register for classes you'll need, as well as classes that excite you.

### NOTES:

# MAY

The exciting (and nerve-wracking) part of the college application process is mostly over. Now, it's time for you and your student to tackle some of the details – filling out paperwork, making decisions about budget and expenses, and sending thank you notes. If you have any questions about the paperwork that the college sends, please don't hesitate to ask for help. We're here to support both you and your student in the transition to college!

## 1 Study for (and take) tests.

- Your student might have AP Exams and/or placement tests for their college. Make sure your student gets a good night's sleep and healthy breakfast on the day of the test.

## 2 Fill out forms.

- Colleges send lots of information that require forms to be returned by a certain deadline. Help your student review the information and return them on time. Forms may include accepting financial aid, loan paperwork, housing and meal plans, and orientation and class registration.

## 3 Say thank you.

- Encourage your student to send thank you notes to anyone who has helped him through the college application process: counselors, teachers, coaches, scholarship providers, etc.

## 4 Start thinking ahead.

- Help your student create a budget as well as a way to track expenses, explore support services and make a packing and supply list. There's often information specifically for parents available on college websites, too.

### CONVERSATION STARTERS

What are you most excited about in college? What are you most nervous about?

When you want to give yourself a treat, what do you choose?

## MAYO

La parte más emocionante (y más estresante) del proceso de aplicaciones del colegio ya mero se termina. Ahora es tiempo de que usted y su estudiante se enfoquen en los detalles-llenar documentos, tomar decisiones sobre el presupuesto y gastos, mandar tarjetas de agradecimiento. Si tiene preguntas sobre cualquier documento que el colegio ha mandado, por favor no dude en pedir ayuda. Estamos aquí para apoyar a usted y su estudiante durante esta transición a la universidad.

### 1 Estudia (y toma) exámenes.

- Su estudiante podría tener que tomar exámenes de AP o exámenes de nivel universitario. Asegúrese que su estudiante descansa bien la noche anterior y también que tenga un desayuno saludable el día del examen.

### 3 Di gracias.

- Anime a su estudiante a enviar cartas de agradecimiento a todos quienes han ayudado en el proceso de aplicaciones al colegio: consejeros, maestros, entrenadores y proveedores de becas.

### 2 Llena las formas.

- Los colegios envían una gran cantidad de información sobre los formas que deben llenar y regresar al colegio con fechas límites. Ayude a su estudiante revisar la información y enviar las formas a tiempo. Las formas incluyen aceptando la oferta de ayuda financiera, aplicaciones para los préstamos estudiantiles, planes de vivienda y de comida, y orientación y inscripción de clases.

### 4 Empieza a pensar en el futuro.

- Ayude a su estudiante crear un presupuesto como una forma de anotar los gastos, explore los servicios de apoyo, haga una lista de lo que necesita empacar. A menudo, hay información específicamente para padres en las página web de los colegios.

#### TEMAS DE CONVERSACIÓN

¿Qué es lo que más te entusiasma del colegio? ¿Qué es lo que más te pone nervioso?  
Cuando quieres darte un regalo ¿qué elegirías?

## MAY TEXT MESSAGES

Use a free text messaging service like [remind.com](https://remind.com) to connect with seniors and their families. Schedule messages ahead of time and customize them with information from your school. You can also tweet these if Twitter is popular at your school.

week	student text message	family text message (English)	family text message (Spanish)
1	If you're taking AP exams or college placement tests, studying smart and doing your best could mean college credit. Good luck!	AP exams are this month – and some college placement tests. You can help by encouraging good sleep and nutrition.	Los exámenes de AP son este mes- y algunos exámenes de nivel universitarios. Puedes ayudarlos con buena alimentación y suficiente tiempo para dormir.
2	This week's word is PAPERWORK. Remember to complete all the forms your college has sent– financial aid, housing, registration.	College paperwork is due soon – housing forms, class registration, meal plans, etc. A gentle reminder might be helpful.	La fecha limite para entregar los documentos del colegio se aproxima.- vivienda, inscripción de clases, y plan de comida. Recuérdele a su estudiantes de estas fechas.
3	A little gratitude goes a long way - send thank you notes to all the people who helped you achieve your dream of going to college.	Besides you, who has helped your child achieve their dream of going to college? Encourage them to say thanks this week.	¿Además de usted quien mas le ha ayudado a su hijo ir al colegio? Recuérdeles que den las gracias este semana.
4	The end of senior year is in sight. Enjoy your final weeks of high school. Remember to keep up the good work to finish strong.	The end of senior year is packed with fun. It's important for your child to keep up with his work while celebrating. Help him finish strong.	El final de año está lleno de diversiones. Es importante que su estudiante se mantenga enfocado mientras celebra. Ayúdale a terminar con éxito.
5	You'll be a college student in a few months! Plan now – what will you take with you, how will you budget, where can you get help?	Heading off to college means new experiences for your child. Help them plan now for potential challenges and opportunities.	El irse a la Universidad significa nuevas experiencias para su estudiante. Ayúdeles a prepararse para posible desafíos y oportunidades.

## MAY ANNOUNCEMENTS

Help seniors stay on track with weekly school announcements outlining the key steps to preparing for life after high school.

week	school announcement
1	If you're in AP classes, you know the exams are coming up soon. And if your college requires a placement test, take it now! Either way, review the material, practice good study habits, get enough sleep, and eat nutritious meals. You can do this!
2	Carve some time out of your busy schedule to make sure you complete all of the paperwork (or online forms) required to hold your place in college next year. That might include officially accepting your financial aid award, signing up for orientation, registering for classes, filling out housing forms, and signing up for a meal plan. If the college is asking for information, it's because they need it!
3	None of us make it to college on our own. Parents, teachers, counselors, friends, and others help us achieve our dreams. They've taught us, written letters of recommendation, generally supported us, and so much more. Make a list of the people who've helped you get where you are. Then tell each of them you're grateful for their assistance and presence in your life. They'll appreciate hearing it, and you'll feel good saying it.
4	Seniors! The end is near. Keep up the great work in order to graduate in just a few weeks. We look forward to celebrating with you!
5	Being prepared is a great way to meet new challenges and opportunities head-on! College will be full of new experiences. Planning now for things like budgeting your money and time and thinking about how to access resources will ensure you're prepared.

# SENIOR TO DO

**MAY: TRANSITION**

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