



~ PARENT PLANNING AND INFORMATION ~

FRESHMEN

SCHEDULES Please be sure that he/she has all the major classes scheduled. Schedule change requests may be submitted using the online form. Changes are limited to necessity, not convenience.

ATTENDANCE is essential to academic performance and required by State law! Please know that when your student has three unexcused absences, he/she will be referred to Blueprints, the district truancy elimination plan program, and may be cited through the magistrate.

ACADEMIC PROGRESS should be monitored. Please help your child set realistic goals each grading period. Check the school calendar for scheduled dates for progress reports and report cards. Attend Open House to meet with your child's teachers and schedule a conference, especially if your child is struggling in a specific class.

SKYWARD should be checked daily for progress and attendance. Email the teachers if you have concerns about your child. Please ensure your email address is up-to-date so you can receive email blasts. If you have an address change, notify Guidance of the change.

EXTRACURRICULAR ACTIVITIES should be encouraged both in and out of school. Be sure that the activities are not impacting student grades. Colleges like seeing students have good time management skills and can maintain grades while involved in other activities. This would be a good time to begin volunteering in your community. Volunteer opportunities are posted in the school counseling office and announced on school announcements.

WESTERN AREA CAREER AND TECHNOLOGY CENTER is available to interested students beginning in their sophomore year. Freshman students can attend a Western Area CTC tour, usually in February or March. If you have any questions about the WACTC program, please contact Mr. Sean McNally, CHHS Guidance Counselor, at (724)745-3350 ext. 206.

NCAA — If you plan to play sports in college, check with your school counselor to see if your courses are NCAA-approved. You can register with the NCAA at the end of 10th grade. If you have any questions, please contact Mr. Sean McNally, CHHS Guidance Counselor, at (724)745-3350 ext. 206.

SOPHOMORES

~FALL SEMESTER~

MONITOR ACADEMIC PROGRESS - Continue to monitor your child's progress. The parental component of the Skyward System provides access to your child's progress. Be sure to keep in touch with your child's teachers via phone or email.

PSAT - All sophomores are required to take the PSAT in October. Visit www.collegeboard.org for more information on this and other testing and post-secondary resources. For accommodations, see Mr. McNally.

GET INVOLVED - The people who read college applications are not looking just for solid grades. Your child should become involved in activities outside the classroom. He/she can work toward leadership positions in the activities he/she likes best. Encourage your child to become involved in community service for volunteer hours.

READ, READ, READ! - Encourage your child to read as many books as he/she can. Read the newspapers every day to learn about current affairs. Be sure to work on writing skills—everyone needs them.

ACCOMMODATIONS - If you receive accommodations from CH, you may be eligible to request them for national testing. Be sure to speak about this with your counselor.

SOPHOMORES

~SPRING SEMESTER~

NCAA - Check with your counselor to be sure that you are taking a core curriculum that meets the NCAA requirements (Division I & II). Register with the NCAA Clearinghouse at the end of 10th grade. For more information, visit www.eligibilitycenter.org or contact Mr. Sean McNally at (724)745-3350 ext. 206.

EXPLORE COLLEGE AND CAREER OPTIONS - Start to gather information, go to college fairs, and begin to make informal visits to colleges or technical schools. Discuss your son or daughter's aptitudes, interests, and abilities with him/her, and begin to view these in terms of possible college majors and/or career options. Visit www.collegeboard.org

SCHEDULING - Review your child's four-year high school plan. Read the course selection booklet with your child and be sure he/she has selected the correct classes. Note the prerequisite for all classes.

MILITARY ACADEMIES - If your child is interested in attending a military academy such as West Point or the United States Naval Academy, now is the time to start planning and getting information.

PLAN SUMMER ACTIVITIES - Help your son or daughter choose meaningful activities for the summer months. If possible, look for activities that relate to a career or career field he/she is considering.

JUNIORS

~ FALL SEMESTER ~

CREDITS - Verify with your counselor that you have scheduled the required courses/credits necessary to graduate. Also, be sure you have the required courses necessary for the colleges you are considering.

TESTING - Take the PSAT in October to be eligible for the National Merit Scholarship competition and to give an indication of projected SAT scores. Check also for SAT and/or Act testing. Check with the schools you are considering to verify which test scores are required—SAT and/or ACT. Juniors usually take the SATs in the **spring** of their junior year and ACTs in April or June. Visit www.collegeboard.com. Fee waivers may be available for those who qualify. See your school counselor.

NCAA - File NCAA Clearinghouse forms if participating in Division I or II Athletics. For more information visit www.eligibilitycenter.org or contact Mr. Sean McNally, Guidance Counselor, (724)745-3350 ext. 206.

POST-SECONDARY SCHOOL VISITATIONS - Be sure to attend open houses and weekend overnights for prospective freshmen.

COLLEGE/TECHNICAL/MILITARY REPRESENTATIVES - Check with School Counseling Department to see when they will be visiting CHHS.

RESEARCHING POSTSECONDARY SCHOOLS - Explore colleges and trade/technical schools.

POST-SECONDARY SCHOOL VISITATIONS - Begin visiting some colleges you are considering. Make an appointment with an Admissions Counselor and the Financial Aid Office. Take an unofficial transcript (from Guidance). Tour the campus and classrooms, preferably when school is in session.

JUNIORS

~ SPRING/SUMMER ~

NCAA - Check with your counselor to be sure that you are taking a core curriculum that meets the NCAA requirements (Division I & II). Register with NCAA Clearinghouse at the end of 11th grade. For more information, visit www.eligibilitycenter.org or contact Mr. Sean McNally, CHHS Guidance Counselor, at (724)745-3350 ext. 206.

COLLEGE TESTING - Register for the ACT or SAT during your spring semester. Fee waivers may be available for those who qualify. If you receive accommodations from CH, you may be eligible to request them for national testing. Be sure to speak about this with your counselor.

COLLEGE VISITS - Visit colleges, gain work and volunteer experience, consider summer enhancement and remedial classes, and refine a list of post-secondary schools and career options.

GRADUATION PROJECT - Check with the guidance office for project expectations.

SENIORS

~SEPTEMBER~

APPLICATIONS - Meet with the guidance counselor to discuss the application process.

POST-SECONDARY SCHOOL VISITATIONS - Be sure to attend open houses and weekend overnights for prospective freshmen.

POST-SECONDARY REPRESENTATIVE MEETINGS - Be sure to register in the Guidance Office group to meet with school reps who visit CHHS.

COLLEGE TESTING - If necessary, register for the SAT and/or ACT. Fee waivers may be available for those who qualify. If you receive accommodations from CH, you may be eligible to request them for national testing. Be sure to speak about this with your counselor.

NCAA - File NCAA Clearinghouse forms if participating in Division I or II athletics. For more information, visit www.eligibilitycenter.org or contact Mr. Sean McNally, Guidance Counselor, at (724)745-3350 ext. 206.

SCHOLARSHIPS - Check with the guidance office to see where postings occur.

MALE STUDENTS – You must register for Selective Service on your eighteenth birthday to qualify for federal and state financial aid.

~OCTOBER~

APPLICATIONS - Begin submitting transcript request forms to your counselor and allow up to two weeks to process your application. Be sure to give your teacher two weeks for his/her letter of recommendation. (Give the teacher a profile sheet and a stamped, college-addressed envelope, so it can be sent by the teacher.)

COLLEGE TESTING - SAT AND ACT TESTS are administered at CHHS. If necessary, register to take the SAT and/or ACT. Fee waivers may be available for those who qualify. See your school counselor.

EARLY DECISION CANDIDATES - Be sure that everything is submitted before the deadline.

SERVICE ACADEMY REQUESTS FOR NOMINATIONS - Must be submitted to your Congressman/Senator. Check them with their offices for deadlines.

FINANCIAL AID - File the FAFSA form as soon after October 1st as possible. Check with the colleges for their deadlines. Many post-secondary schools have their own financial aid form that needs to be completed in addition to the FAFSA form. The FAFSA is found at www.fafsa.ed.gov to file electronically.

~ **NOVEMBER** ~

COLLEGE APPLICATIONS - Many colleges request that applications be sent before Thanksgiving Day. Late applicants may be put on waiting lists for admission. **DO NOT WAIT TO TAKE ADDITIONAL SATS OR ACTS BEFORE SUBMITTING YOUR APPLICATIONS.**

~ **DECEMBER** ~

COLLEGE BOARD/ACT TESTING - SAT and ACT are given. Fee waivers may be available for those who qualify.

APPLICATIONS - Be sure that you have met your deadlines. Complete all January deadline applications by mid-December. You should receive a notification if you submitted your application in October or November (on rolling admission).

~ **JANUARY** ~

GRADUATION REQUIREMENTS - Graduation requirements should be verified. Order cap and gown and graduation announcements.

~ **FEBRUARY, MARCH, APRIL** ~

NOTIFICATIONS - Watch your mail between March 1st and April 1st for college acceptance or rejection notifications. Also, watch the mail for financial aid awards between April 1st and May 1st.

FINAL CHOICES - Make your final choice, and notify all schools of your intent. Send your non-refundable deposit to your chosen school.

FINANCIAL AID - Be sure to check on your FAFSA status at FAFSA.gov and on the college account.

~ **MAY** ~

AP AND/OR FINAL EXAMS - Prepare well for all final exams. Continue to focus on your schoolwork.

SEND COLLEGE FORMS AND FEES - Housing, candidate reply, etc.

COMPLETE SENIOR FOLLOW-UP SURVEY - Notify your counselor of your school choice. Indicate receipt of Scholarships or Special Awards.

FINAL TRANSCRIPTS – You must be mailed to the school you plan to attend. Notify the guidance office of your post-secondary choice as soon as it is confirmed.