



## Penn Manor High School College Search and Application Process Checklist

Senior year is a busy time. To help you get on the right path, the Counseling Office has put together the following checklist. You should be actively working on each of the items that are needed for you to reach your Post-Secondary goals. If you have a question about any of the steps please email your counselor or stop in the Counseling Office.

\_\_\_\_\_ I have completed a college search at [careercruising.com](http://careercruising.com), [collegeboard.com](http://collegeboard.com), or the PMHS counseling department website and have compiled a list of possible schools that offer programs in areas of interest.

\_\_\_\_\_ I have created a parchment account in order to send my transcript at [www.parchment.com](http://www.parchment.com).

\_\_\_\_\_ I have registered for the SAT and ACT if I need to re-take it: [www.act.org](http://www.act.org) or [www.collegeboard.com](http://www.collegeboard.com)

\_\_\_\_\_ I have created accounts for college applications and know the deadline for each school to which I am applying.

College 1:	Personal Goal:	Final Deadline:
College 2:	Personal Goal:	Final Deadline:
College 3:	Personal Goal:	Final Deadline:

\_\_\_\_\_ I have requested 1-3 teachers, coaches and/or employers to write letters of recommendation for me and given them my resume. I arranged a date for me to pick up the letters so that I have them for my college applications and/or scholarships.

Teacher 1:	_____ Gave Resume	Date to pick up: _____
Teacher 2/Other:	_____ Gave Resume	Date to pick up: _____
Teacher 3/Other:		

\_\_\_\_\_ I have written my college essay and had it proofread and edited.

### Paying for college:

\_\_\_\_\_ My parents and I have each created our own FSA ID at least several days before we plan to apply for FAFSA <https://fsaid.ed.gov>.

\_\_\_\_\_ I know when the FAFSA deadline is for the colleges to which I applied. Application opened in October at [www.fafsa.gov](http://www.fafsa.gov).

\_\_\_\_\_ I know how to access the counseling scholarship page through [blogs.pennmanor.net/highschool/](http://blogs.pennmanor.net/highschool/) and then clicking on the scholarship link on the right side. The page is through Moodle. Remember to check scholarship deadlines to ensure that you are eligible for this free money!!!

\_\_\_\_\_ I have created a spreadsheet to keep track of scholarships, deadlines, and contact information.

### Optional:

\_\_\_\_\_ If I am interested in the military, I have contacted the recruiter that I would like to meet with and have taken the ASVAB.

\_\_\_\_\_ If I am planning on playing college athletics I have registered at the NCAA website [www.eligibilitycenter.org/](http://www.eligibilitycenter.org/), and I have met with my counselor to review my transcript to ensure that I have met the NCAA eligibility standards.

## Upcoming Events:

### **PMHS Financial Aid Night: September 26, 2016**

You can't afford to miss this night...literally. Plan to bring a parent or guardian and attend this session at 6:30pm in the HS Auditorium.

### **Admissions Decision Day: Millersville University**

Admissions counselors will be on-campus **October 25<sup>th</sup>** to give admissions decisions. Deadline to complete the online application is **October 18<sup>th</sup>**. Students can mark that they have a fee waiver on the application. Students need to sign-up online with PMHS Counseling.

### **Admissions Decision Day: York College**

Admissions counselors will be on-campus **November 1<sup>st</sup>** to give admissions decisions. Deadline to complete the online application is **October 25<sup>th</sup>**. The application is free. Students need to sign-up online with PMHS Counseling.

### **PMHS Education Day: November 7, 2016**

Make a point to get to the Central Complex Gym during 3<sup>rd</sup> block to visit over 100 college/tech school representatives in person. Face to face contact shows interest in a school and often works in your favor when it comes to admission! Parents and guardians are encouraged to attend!

### **Conestoga Valley College Night: November 7, 2016**

Many, many college reps will be present at the area's largest college fair. Students from all high schools in Lancaster County are invited to attend this. Don't miss it. (Bring along any Juniors you may know, too, and plan to car pool with your friends!)

### **PMHS FAFSA Completion Night- November 29<sup>th</sup> 7:00pm**

Come with your laptop, parents, and tax information to complete your FAFSA with a help from a representative from PHEAA. Sign-ups will be required closer to the event.

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### **How to send your SAT/ACT Scores...**

SAT/ACT Scores are not listed on official transcripts sent by Penn Manor. Students are responsible for sending their scores to prospective colleges.

- Log into the account you used to sign up for the SAT/ACT or by listing the colleges when you register for the test.
  - For SATs, The first four colleges are free and you can add/drop schools up to nine days after you take the SAT. There is a fee to send it to more colleges.
  - The SAT Program recommends that students send all of their scores if they are unsure of which scores to send.
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### **Tips for job seekers:**

- Make sure your resume is free from errors, is easy to read, and highlights your skills. Your resume is your first step to an interview.
  - Dress professionally for an interview. Look up common interview questions and prepare some answers. Be sure to research the company before the interview.
  - Search for jobs on public job boards online. If there is a particular company you want to work for, the best place to look for job postings is directly on the company website.
  - Lancaster job search resources include PA Career Link <http://www.jobs4lanCaster.com/> and <http://lanCasteronline.com/jobs/>
  - In the future, you may need Certifications and degrees to be promoted in a job. Start by taking a few college classes at a time while you are working to ensure you are prepared for job promotions.
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