

Tomahawk High School

Post-Secondary Planning

A Guide to 9-12 Academic and Career Planning for Students and Parents



Tomahawk High School
School Counseling Office
Phone: (715) 453-2106 Ext. 214
Fax: (715) 453-1437
www.tomahawk.k12.wi.us

Daniel Reiter
School Counselor (A-K)
reiterd@myhatchets.org

Dawn Huseby
School Counselor (L-Z)
husebyd@myhatchets.org

Jennifer Beaumier
Counseling Office Secretary
beaumierj@myhatchets.org

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Tomahawk High School Graduation Requirements and Guidelines

Tomahawk High School requires 22 credits to graduate. Beginning with the class of 2027, 23 credits will be required to graduate.

It is the student's responsibility to complete all graduation requirements. Graduation requirements will be reviewed each year with the student and school counselor. Counselors, teachers, and parents will assist students in planning their programs so that they meet the following graduation requirements. Tomahawk High School graduation standards meet or exceed the graduation requirements established by the State of Wisconsin. The following courses and credits are only those **required** of students for graduation. See Tomahawk High School Course Guide for more information on all THS courses.

English	4.0 credits
English 9 or Literacy Foundations	1.0 credit
English 10	1.0 credit
English 11	1.0 credit
English 12 or Advanced Placement English	1.0 credit
Social Studies	3.0 credits
Global Studies	1.0 credit
United States History	1.0 credit
Political Science and Economics	1.0 credit
Mathematics	3.0 credits
Pre-Algebra or Algebra I	1.0 credit
Algebra I or Geometry	1.0 credit
Intermediate Algebra or Algebra II	1.0 credit
Science	3.0 credits
Biology	1.0 credit
Science Electives	2.0 credits
Physical Education	1.5 credits
Sport & Fitness or Zero-Hour PE	1.0 credit
Sport & Fitness or Adventure Fitness	.5 credit
Health	.5 credit
Personal Finance	.5 credit
Electives	6.5 credits/7.5 credits beginning with class of 2027

Tomahawk High School Grade Advancement Policy

Grade level advancement is determined by the number of credits earned.

A total of 22 credits are required for graduation. Beginning with the class of 2027, 23 credits are required for graduation.

The following credit accumulation will determine grade level advancement:

A student of sophomore status must have earned five credits by the end of the freshman year.

A student of junior status must have earned a total of ten credits by the end of the sophomore year.

A student of senior status must have earned a total of sixteen credits by the end of the junior year.

Credit deficiencies may be made up in summer school depending on course availability. Students who do not meet these standards may be retained.

Early Graduation Policy

1. Students may graduate from Tomahawk High School after successful completion of 22 credits. Included in these required credits are the following: 4 in English, 3 in Social Studies (to include one credit of US History, one credit of Global Studies and .5 credits from each Political Science and Economics), 3 in Science (to include one credit of Biology), 3 in Mathematics, .5 Personal Financial Planning, 1.5 in Phy. Ed and .5 in Health.
2. Procedure
 - a. During the second semester of the junior year (when registering for grade 12), students should contact the guidance office to express the intention to graduate early.
 - b. An assessment of the student's grades and credits earned will be made at this time as an initial step in this procedure.
 - c. The school counselor and student will arrange a conference to review the student's request which will include the principal, counselor, parent/guardian, and student. Students over 18 may meet with the principal and counselor only. The student will be required to state his/her intended purpose for desiring early graduation; the student's request will be accepted or denied.
 - d. When the student's request is approved, a written statement will be given to each party which will include student's present credit accumulation, student's obligation to fulfill requirements, and the signature of the parent/guardian of the minor child, indicating that they are in full understanding and agreement of this situation, and the principal's signature indicating his/her approval.
 - e. The student must then fulfill the total obligation as outlined in the written statement of intent.
3. Considerations
 - a. Attendance Record: Students who meet state definition of a habitual truant during their 7th semester will be denied early graduation.
 - b. Students will not receive a diploma until May graduation. A statement of successful completion from the principal/school counselor will serve in this regard until May graduation. The School District of Tomahawk will not have special ceremonies or acknowledgements for students graduating early. These celebrations will occur at the time their class graduates.
 - c. Only students attending school on a full-time basis will be allowed to participate in co-curricular activities. Full-time attendance is defined as a minimum of 6 classes for students in grades 9-12 in addition to Physical Education. **Students in Grade 12 must be enrolled in a minimum of 6 classes. You will be allowed up to two study halls per semester or 4 total per school year.**
 - d. No student will be permitted to graduate without having successfully completed 1 ½ credits of Physical Education.
 - e. Students approved to graduate at semester will be required to attend Tomahawk High School through the last day of the 1st semester.

Your High School Transcript

Meeting the requirements for graduation and receiving your high school diploma is one important level of accomplishment. It is also good to remember that your transcript is a permanent record of your academic accomplishments, which you will show to college admission counselors, military recruiters, potential employers, and scholarship committees. Realize that you have six to seven semesters to establish a record of your academic accomplishments and prove what you are capable of. Look at your transcript and ask yourself, “Is this a reflection of who I am as a student?” Your transcript will show:

- All the classes you have taken and the semester grades you received for grades 9-12
- Your cumulative grade point average, class rank, and credits earned
- Whether you have a good work ethic (consistent performance in classes)
- Whether you have challenged yourself by taking rigorous courses
- Grade trends

Parchment

Students must request their high school transcripts through **Parchment**. The process is easy and only takes about five minutes. Current students can request transcripts at no charge; after they graduate, there will be a fee per transcript request. Follow the steps below:

Register for your free account:

1. Visit www.parchment.com
2. Register online.
3. Build your profile and enter basic enrollment information.
4. Complete the student waiver and transmit authorization; then accept the user agreement.
5. **VERY IMPORTANT to add a non-school email address.**

Request your transcript:

1. Log into your parchment.com account
2. Go to My Transcripts
3. Select your high school
4. Enter your Enrollment Information
5. Sign the Transcript Request form
6. Search for and select destination
7. Confirm destination and delivery
8. Submit payment, if necessary. Requests are free for current THS students.
9. Request is confirmed!

Track your transcript:

1. Log into your parchment.com account
2. In the top navigation bar, click My Transcripts
3. In the secondary navigation bar, click Track
4. The next screen shows your past and current requests with status (such as mailed, downloaded by receiving school, hold, and canceled)

Need Help?

Log onto your **parchment.com** account and click the arrow next to your name in the right hand corner of the screen to expand the menu. Then click Support. Here you can browse the knowledge base and submit a ticket for individual support. You can also contact the school counseling department for questions: 715-453-2106, option 3.

Career Exploration

What if I don't know what I want to do after high school?

If you aren't quite sure what you want to do after high school, know that there are great opportunities and resources out there to help you figure it all out! The most common freshman major at universities is "undecided," and college students, even adults who have established their careers already, often change their career path! Course planning is paramount in making post-secondary goals attainable. Work with your school counselor, and take advantage of the many opportunities that come your way. This includes youth apprenticeships, job shadows, college visits, college education fairs, speaking with military recruiters, picking up part-time jobs here and there, and of course doing your own research!

XELLO

Xello is a self-exploration and planning program that helps people of all ages achieve their potential in school, career and life. Each of you has a current account and can login from the high school webpage under [Classrooms](#), then click on [Student Learning Links](#), then [Xello](#).

Flexi-Sched Opportunities

Throughout the year, all students will have the opportunity to speak with representatives from a variety of career fields during resource period. This is a great academic and career planning experience that allows students to speak face-to-face with someone who represents one of the 16 career pathways.

Job Shadowing

Did you know you have the option of "shadowing" (observing, asking questions, and maybe doing hands-on work) someone who is in the field/area of work in which you are interested? Talk with your school counselor about setting up a job shadow if you are interested! Please use the Job Shadow Request Form if you wish to pursue a job shadow (next page).

Job Shadow Request Form
Job Shadow arranged by student/parent

Contact Information:

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Phone #: _____ Email: _____

Have you discussed your career interests with a school counselor? Yes No

Date of job shadow: _____

Site of job shadow: _____

Person being shadowed: _____

Transportation:

_____ I will provide my own transportation

_____ My parent/guardian will provide transportation

Student Agreement

- Follow the professional guidelines of the business and represent myself and THS well.
- Send a thank-you note or letter to the place of job shadowing experience.

Student Signature: _____ Date Requested: _____

Parent/Guardian Agreement

I agree to let my child participate in a job shadow visit. I understand that THS does not provide pre-screening of individuals who are being shadowed.

Parent/Guardian Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Return this form to the office for the absence to be excused

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Careful Planning and Course Selection

It is important for students to understand their strengths and weaknesses, and have knowledge of themselves to select careers or career areas with which their strengths are compatible. Students should also choose areas in which they have a high interest, but at the same time be realistic. Be sure to work with your school counselor and use the chart below to fill in classes you will take, and/or have taken, to create an academic plan that will prepare you for your future, and reflect your interests and abilities. Refer to the Tomahawk High School Course Guide for more information on each class offered at THS.

Suggested Academic Course Plan	
Freshman Year	Sophomore Year
1. Global Studies (1 credit)	1. U.S. History (1 credit)
2. Biology (1 credit)	2. Science Elective (1 credit)
3. English 9 or Lit. Foundations (1 credit)	3. English 10 (1 credit)
4. Pre-Algebra or Algebra I (1 credit)	4. Algebra I or Geometry (1 credit)
5. Sport and Fitness (.5 credit)	5. Sport and Fitness (.5 credit) Health (.5 credit)
6. Elective(s):	6. Elective(s):
7. Elective(s):	7. Elective(s):
Total Credits (min. 6, max. 7) =	Total Credits (min. 6, max. 7) =
Junior Year	Senior Year
1. Science Elective (1 credit)	1. Political Science (.5 credit) Economics (.5 credit)
2. English 11 (1 credit)	2. English 12 or AP English (1 credit)
3. Intermediate Algebra or Algebra II (1 credit)	3. Sport and Fitness or Adventure Fitness if not taken junior year/Elective(s)
4. Personal Finance (.5 credit) Sport & Fitness/Adventure Fitness (.5 credit)	4. Personal Finance if not taken previously/Elective(s)
5. Elective(s):	5. Elective(s):
6. Elective(s):	6. Elective(s):
7. Elective(s):	7. Elective(s):
Total Credits (min. 6, max. 7) =	Total Credits (min. 6, max. 7) =
Total Credits must be at least 22. Beginning with class of 2027, 23 credits are required.	

Post-Secondary Options

Four-Year Baccalaureate Colleges and Universities

These institutions offer a curriculum leading to four-year Bachelor of Arts or Sciences degrees. A university usually has a liberal arts college as well as selected schools of business, education, engineering, etc. The admission requirements vary for each institution and in some cases, vary depending on the “school” within the university. Specific core class requirements need to be met and college entrance test results (ACT, SAT) may need to be submitted. Universities can be public or private.

Technical Colleges

Examples of the closest technical colleges are Nicolet Area Technical College in Rhinelander, and Northcentral Technical College in Wausau. There are other technical schools across the state with a variety of career-oriented programs that last from a few months to a few years. These programs can lead to a short-term certificate, a vocational degree (one year), or an associate’s degree (generally two years). Some courses/programs may transfer to a four-year college or university.

UW System Branch Campuses

The University of Wisconsin System has thirteen two-year branch campuses located throughout the state. These colleges offer more open admission requirements, lower tuition, solid academic foundation classes, and a guaranteed transfer to any UW four-year college if the GPA criteria are met. A two-year associate’s degree is available and classes can also be transferred to most four-year colleges. Depending on the location, some campuses may offer housing and a limited range of extra-curricular activities.

Proprietary Schools

These are schools that specialize in a specific trade or skill. Examples would be truck driving school, flight attendant school, and culinary school. Entrance requirements are generally open although art schools, for example, might require you to submit a portfolio. They may offer financial aid, but usually offer only student loans based on the FAFSA. They may offer certification, licensing, or associate’s degrees.

Military

There are a number of military options for young men and women. United States Military Service Academies, ROTC, and the active and reserve branches of the Army, Navy, Air Force, Marines, Coast Guard, and National Guard are all branches of the military that Tomahawk High School students have experienced. Recruiters visit Tomahawk High School on a regular basis. If you are interested, please talk to your school counselor and they can arrange to have you meet with a recruiter.

Apprenticeships

Apprenticeship is on-the-job training (OJT). The apprentice (person in training) works with a journeyman (the skilled craftsperson) for a specified number of years in order to become a skilled worker. To obtain details about apprenticeship opportunities, visit:

<http://dwd.wisconsin.gov/apprenticeship/> or
<https://buildyourcareerwi.org/>

Workforce

Students also have the option of going directly into the workforce after graduation from high school, either full-time or part-time. While it is more difficult to get a high-paying job without first obtaining post-secondary education, students can seek on- and off-site job training with their workplace, or obtain post-secondary education while working, at a pace that works with their personal and financial situation.

College Admissions and Other Exams

ACT (American College Test)

The ACT Assessment is a national college admission exam, which assesses high school students' general education development and their ability to complete college-level work. The test consists of 215 multiple-choice questions in four skills areas: English, Reading, Mathematics, and Science. There is a fifth area, Writing, which is optional, and measures skills in planning and writing a short essay. The majority of students in the Midwest, and the nation, take the ACT for college admissions.

The ACT takes approximately three hours and thirty minutes with breaks. The Writing test involves an additional 45 minutes. There are at least three good reasons to take the ACT:

1. The ACT is universally accepted for college admission. Almost all colleges, universities, and technical colleges in the U.S. now accept the ACT. However, some universities are now accepting applications without exam scores.
2. The ACT tests are curriculum-based. The ACT is not an aptitude or IQ test. The questions on the ACT are directly related to what you have learned in your high school courses in English, Reading, Mathematics, and Science.

When should I take the ACT? How do I register?

- All junior students in the state of Wisconsin, including those at Tomahawk High School, are required to take the ACT. **The ACT with Writing Exam is scheduled to be given on March 12, 2024** at Tomahawk High School at no cost. Students are not required to register for the March 12 test. Those who wish to take the test prior to or after this date will have to pay the ACT fee. Fee waivers may be available for qualifying students; see your Guidance Counselor to ask about fee waivers. You can register for other dates by going to: <http://www.act.org/content/act/en/products-and-services/the-act/registration.html> or visit the school counseling office. Note: Fee waivers are available for students who are eligible for free/reduced lunch. See your counselor for more information.
- Students can choose to take the ACT as many times as they want, and obtain the best scores in individual areas, called a "Superscore." Learn more at: <https://www.act.org/content/act/en/new-act-options/superscoring.html>

How do I prepare?

- It is recommended that students are well-prepared for the test. Students can take a practice ACT booklet home, take preparatory ACT classes offered at local colleges, visit <https://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html> for ACT test prep, or find many other free ACT resources online.

ACT Test Calendar on next page.....

ACT Test Dates: School Code #502-290			
Test Date <i>Check Location</i>	Registration Deadline	Late Registration Period (\$36 Late Fee Required)	Photo Upload/Standby Deadline
October 28, 2023	September 22	October 6	October 20
December 9, 2023	November 3	November 17	December 1
February 10, 2024	January 5	January 19	February 2
April 13, 2024	March 8	March 22	April 5
June 8, 2024	May 3	May 17	May 31
July 13, 2024	June 7	June 21	July 5
March 12, 2024, THS *FREE FOR JUNIORS*	N/A	N/A	N/A

Test Fees	Fee Details
The ACT (no writing) \$68.00	Includes reports for you, your high school, and up to four colleges (if codes are provided when you register).
The ACT with writing \$93.00	Includes reports for you, your high school, and up to four colleges (if codes are provided when you register).

PSAT

Students can choose to take the PSAT/NMSQT, which stands for Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test. **PSAT/NMSQT will tentatively be offered at THS on October 25, 2023**. See the Guidance Office for details.

Accuplacer

The Accuplacer test is typically taken for students planning to attend a technical college. The Accuplacer determines knowledge in math, reading, and writing, as students prepare to enroll in college-level courses, and is used to identify strengths and weaknesses in each subject area. Test results are used by academic advisors to place students in the appropriate college courses that meet their skill level. This test is offered at your technical college.

How does the Accuplacer work?

- Accuplacer test questions are based on students' responses to previous questions. Questions will either increase or decrease in difficulty depending on how students respond. Accuplacer tests are untimed; however, it is important to allow enough time to complete the test since test results are a key factor in determining the course(s) students can enroll in. The test results are available immediately following the test.
- The cost is usually around \$10.00 and is offered at any local technical college. For testing days and times, contact the technical college at which you wish to take the test. Visit <http://accuplacer.collegeboard.org/students> for more information, including sample questions, an informational brochure, and an iPhone app flyer.

ASVAB (Armed Services Vocational Aptitude Battery)

Additional opportunities are available through the military recruiters. The ASVAB is the most widely used multiple choice aptitude test battery in the world. The ASVAB assesses academic ability and predicts success in a wide variety of military and civilian occupations. It is particularly useful for students who would like to know more about their skills and aptitudes.

Students are tested in four critical areas: Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, and Mathematics Knowledge. Scores obtained in these areas count toward students' Armed Forces Qualifying Test (AFQT) score. These scores help students to get a good sense of their verbal, math, and science and technical skills compared to other students in the same grade. ASVAB results are reported to students and counselors on the ASVAB Summary Results sheet. The ASVAB Summary Results provide students with appropriate explanations of the scores, as well as suggestions for their use.

***Please contact the Guidance Office if you are interested in taking the ASVAB. This year's ASVAB will tentatively be held on October 24, 2023.**

College/Facility Visits

By visiting a college campus, work facility, or other organization, students can often determine whether or not it is a right fit for them. Many students with plans for college have said this was one of the primary factors that helped them decide what school they wanted to attend. Most students begin visiting colleges their junior year, but it is never too early to start college visits! Feeling comfortable on a campus and finding your “home away from home” is one key to making a successful transition.

Questions to Ask on Your College Visit

To make the most out of your campus visit, consider creating a list of questions or discussion points. The questions below are some sample questions you can use to serve as a guide to help you clarify what college information is necessary to assist you in selecting the best campus to meet your needs.

Admission Criteria

- What is the average grade point average and class rank for freshmen who are admitted?
- What is the range of ACT scores that a typical freshman may have?
- What factors are important in the admission selection process? Are essays, letters of recommendation, foreign language, etc., required?
- How do I apply? Do you have rolling admission? Early decision? What are the deadlines and notification dates?

Academic Programs

- What are the “top” majors or academic programs? Are there any unique programs? Pre-professional (pre-med, pre-chiropractic, pre-physical therapy, etc.) programs? ROTC?
- How large are the classes? What is the student-faculty ratio?
- How do freshmen choose their courses? What courses are required?
- At what point does a student have to choose a major?
- What percentage of your students complete the four-year or two-year programs at your school?
- What type of research opportunities are available?

Cost and Financial Aid

- What is the annual cost of tuition, fees, room and board for students?
- What financial assistance is available?
- Is all financial aid based on need, or do you offer merit scholarships? Do you offer scholarships for students with special talents? Athletic scholarships?
- Do you offer any work/study programs?
- Can students work on campus? Are there jobs on campus for students not receiving financial aid assistance?
- If admitted, when do you require a deposit? Is the deposit refundable?
- What percentage of students receive financial assistance?

Campus Setting

- What is the student enrollment? How large is the city?
- Does the college/university or nearby community offer cultural opportunities?
- Is there easy access to stores and other community facilities?
- What is the composition of the student body (geographically, male to female, etc.)?
- If you have fraternities and sororities, what percentage of students belong to those organizations?
- What are the student activities available on campus? What clubs, organizations, and sports are there?
- What makes your campus different or unique in comparison to other campuses?

Housing Facilities

- What percentage of students live on campus? What percentage of the students stay on campus over the weekends?
- What types of housing are available? Can the students cook in the residence halls? Do students who live on campus have to purchase a meal plan?
- How are roommates selected? Can a student change if she/he is not compatible with the roommate?
- Are the residence halls coed or single sex? What rules do you have regarding visitation?
- Are residence halls quiet enough so that students can study in their rooms, or do they usually study in the library?
- Are freshmen required to live on campus? Are residence halls available to students after their freshman year?

Student Services

- Are there counseling facilities on campus? Can a student go to an office or center to receive counseling for educational or personal problems? Does the faculty make itself available to students for consultation and guidance?
- What facilities do you have for career guidance?
- Are students given any assistance finding jobs in their fields of interest? What types of jobs are available on campus for students?
- How much assistance is given to students in finding jobs upon graduation?
- What are your graduation and retention rates? What percentage of last year's graduating class was successful in obtaining jobs related to their major fields of study?
- What percentage of students go on to graduate school?
- If the college/university is associated with a religious denomination, are members of other denominations required to attend classes in religion of any kind?
- Are there religious groups on campus? Are there places of worship on campus or nearby?

College/Facility Visit Comparison and Checklist

College/Facility Name: _____ Date of Visit: ____/____/____

Campus Ratings: 1(low), 5(high)		
	Notes	Rating
Campus/Facility		1 2 3 4 5
Dorms		1 2 3 4 5
Classes/ Academics		1 2 3 4 5
Library		1 2 3 4 5
Food		1 2 3 4 5
Fitness Center		1 2 3 4 5
Social Life		1 2 3 4 5
Overall Feel		1 2 3 4 5
Other Notes: Can you picture yourself here?		

- Take a campus/facility tour
- Take pictures
- Eat in the cafeteria
- Pick up an application
- Pick up financial aid forms
- Check out a real dorm room
- Read student/organization newspapers
- Sit in a class or two
- Talk to a supervisor, or professor in a subject of interest
- Talk to a coach in your sport
- Walk around town
- Go to a campus event – game, concert, etc.
- Ask current students/employees what they love or hate about the college/organization.

Contacts

Write down names of anyone you want to remember or contact later – admission and financial aid staff, professors, coaches, students, supervisors, etc.

Name: _____ Contact Info: _____

Name: _____ Contact Info: _____

Name: _____ Contact Info: _____

Name: _____ Contact Info: _____

Name: _____ Contact Info: _____

College/Facility Visit/Military Permission Form

College/Facility Visit Procedures

- Discuss college/facility/military visit with your **school counselor before you visit.**
- Check for college/facility/military visit availability (dates/times) and register or arrange for a visit on the college website or call. See your school counselor for assistance if necessary.
- Complete this permission form and **obtain signatures from a counselor/officer and parent at least one week in advance.**
- Print confirmation of college/facility/military visit registration (if available) and attach to this form.
- Understand you are responsible for any work that is missed prior to your visit.
- Return this form to the THS office a week before your visit so the absence will be excused. A maximum of three days per school year may be exempted for this purpose.**

Student Name: _____ Grade: _____

Student Signature: _____ Date Signed: ____/____/____

Name of College/Facility: _____

Location of College/Facility: _____ Date of Visitation: ____/____/____

Parent/Guardian Signature: _____ Date Signed: ____/____/____

School Counselor Signature: _____ Date Signed: ____/____/____

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Paying for College and Post-Secondary Transitions

Financial Aid

Students may receive a certain amount of financial aid based on the family's financial situation (last year's taxes). All students and their parents are encouraged to apply for financial aid in December of the student's senior year. The application form that needs to be filed is called the FAFSA, or Free Application for Federal Student Aid. It is available at www.fafsa.gov **beginning in December (tentatively) for the 2024-25 school year**. Contact the guidance office for assistance with setting up a virtual help session to complete the FAFSA.

Financial need is based on the following factors:

- Income of both parents, or the primary parent if parents are divorced
- Assets (savings, etc.)
- Number of dependents
- Number of children in post-secondary school
- Years from retirement
- Formula: Cost of Attendance (COA), minus (-) Expected Family Contribution (EFC) equals (=) Financial Need (Contact the Guidance Office or a Financial Aid advisor for more information.)

Even though some families may not receive need-based aid, they may be eligible for different types of loans based on the information supplied on the FAFSA form. The primary types of financial aid include:

- Grants (these are need-based awards from both the federal and state agencies)
- Scholarships
- Loans (a variety of loans both need and non-need based)
- Work-Study programs

Scholarships

Scholarships become available at the beginning of students' senior year and throughout the year until approximately February/March. Seniors will be made aware of local scholarships in January. Students are also encouraged to check with their prospective schools that they are considering attending for scholarship opportunities.

Positioning Yourself for Scholarships and Other Helpful Tips

There are some things students can do throughout their high school years to put themselves in a more competitive position to receive scholarships. It is important for students to document activities and experiences through a resume which will enhance college and scholarship applications. Here are some suggestions:

- Start to develop your academic resume utilizing Xello, your English teacher, or school counselor.
- Follow the directions on the application very carefully. Type-written applications are strongly encouraged. Be neat, grammatically correct, concise, and make sure all application materials

are included. Just as important, remember that the committee can only evaluate you based on what you include in the application. This is not the time to be modest!

- Continue to be involved or get involved in school, community, and church activities. Talk to your counselor if you need ideas.
- Volunteer and give back to your community!
- Participate in leadership opportunities (e.g., conferences, workshops, running for office, etc.)
- Get to know your school counselor and at least a couple teachers on a more personal level. These are the important people who could write your letters of recommendation and the more they know about what makes you a unique individual, the better the recommendation they will be able to write.
- Begin to formulate different essays about your goals, both educationally and career-wise. Questions that often are asked on scholarship applications are:
 - “How will your presence enrich our campus and community?”
 - “Tell us what you would like us to know about you besides your GPA and test scores.”
 - “What are your educational and career goals?”
 - “Discuss an activity/experience that had a significant impact on your life.”
- Beware of scholarship scams:
 - If you’re asked to pay money to apply, do NOT apply! You should never have to pay to apply for a scholarship.
 - If you are told, “you are a finalist,” or “you have been selected by a national foundation...” do NOT be fooled – most legitimate scholarship programs almost never seek out particular applicants. Most sponsors will contact you only if you have sent an inquiry.
 - If you’re asked for a credit card or checking account number in advance, do NOT provide such information! Always get information in writing first before considering giving that information.
- If you have been approached or are concerned about the legitimacy of a scholarship offer, contact the Federal Trade Commission’s Consumer Response Center at www.ftc.gov.

Applying for College and Jobs

College Application Process

The college application process can be a daunting, sometimes anxiety-provoking process for a lot of students, especially if you are planning to apply to multiple colleges, all with different requirements. Most colleges and universities have resorted to using only online applications, which has actually made the process much easier for students. Students can fill out an application online, save and come back to it later, upload transcripts and test scores, and check the status of their application by the click of a button. Students use this checklist to ensure their college application process goes seamlessly and with as little stress as possible:

- Take your **ACT** your junior year of high school (remember, THS offers the ACT to juniors for free on **March 12th**). You can take it earlier or later as well, but with a fee. Take-home practice tests are available in the Guidance Office.
- Know what school(s) to which you want to apply. If you don't, talk to your school counselor to find out more about different colleges.
- Know when you can start applying for each college, and when the deadlines are – start early!
- Read up on information about the college's admission requirements (GPA, class rank, high school courses required, test scores, etc., and contact the college for questions early on.
- Ask your school counselor if you have questions at any time. He/she will help you the best they can; however you will have to do most of the work!
- Look at the essay questions you will have to write for the college application (your counselor will likely have an idea of what you'll need to write), and begin writing drafts of your essays. Have someone read over and edit your essays to ensure they are written well and that you answered the question thoroughly and concisely.
- Create a list of extracurricular activities, volunteer work, jobs, etc., that you have been involved in (better yet - a resume). This information will be asked of you on your applications.
- Visit www.parchment.com to register for an account, and submit your transcript to the school(s) to which you are applying. Transcript requests are free for current THS students.
- Your ACT scores will be on your high school transcript. Some colleges will require official ACT scores be sent to the college; others will not. Be sure to look into each college's requirements for sent scores, and follow the guidelines as stated. Tomahawk High School cannot send your official scores for you – you will have to log into your ACT account and send them yourself. Visit www.act.org to register.
- Read carefully through the college application, and follow instructions precisely. Most online applications will allow you to save your work, log out, and come back to finish at your own convenience. Be sure to save your work as you move through the application.
- Know the application deadlines for each college, and be sure to submit your application early. Understand the timeline for application reviews by each college, and be patient if you do not hear back right away from the college. This takes time! There are literally tens and even hundreds of thousands of applications that must be reviewed by college admissions people. You can sometimes check the status of your application online; otherwise contact

the college admissions office and they should be able to tell you. If you haven't heard back in a while, you might be missing a portion of the application (transcript, application fee, etc.).

Interviews and Other Things to Consider

It is important to know proper interview skills for when students apply for jobs and apprenticeships. Students should consider going through mock interviews for practice, and create and perfect a resume. Here are some helpful things to consider for your interviews.

Interview Reminders:

- Arrive at the interview well-rested, showered, with your hair neat and professional, and with your teeth brushed.
- Arrive ten minutes early to the interview. This will allow you time to complete any pre-interview paperwork and it demonstrates that you are prompt.
- Turn off your cell phone before your interview. Better yet, leave it in the car.
- Wear clean clothing that is appropriate in a professional setting to the interview.
- Display proper posture and remember to smile.
- Begin and end the interview with a firm handshake.
- Remember to bring copies of your resume, references, work samples, and your personal calendar (for scheduling future interviews).

Student Letter of Recommendation Request Form:

Please use this form when requesting letters of recommendation from high school staff members. The information you provide on this form greatly aids the writer in creating a powerful letter of recommendation. Please ask staff 2-3 weeks in advance for a letter of recommendation.

Student Name: _____

Please check one below:

Should this letter be on school letterhead _____, or will a form be provided _____?

Date letter of recommendation should be completed: _____

Delivery of the letter: (Please indicate if you need this returned to yourself, or if it needs to be mailed to a certain address).

Letter of recommendation purpose: (Please indicate if this letter should be addressed to a college admissions office, a scholarship committee, or if you want a general letter of recommendation).

Are there any specific items that need to be emphasized? (Academic ability, athletics, character, classroom participation, leadership skills, etc.).

What are your plans after high school? Where do you plan to attend college, and what do you hope to study?

Please indicate any work experience you have had, either paid or volunteer, while in high school:

Please provide a list of extracurricular activities you have participated in, and any special awards or honors you have had in these activities:

Please list any outside community involvement, hobbies, other interests, or any information that you believe would be helpful for this letter of recommendation. (This would include challenges you have faced, or additional activities you have been involved in. This is a space to include anything you wish. Use a separate piece of paper to complete this form if you need to).

Post-Secondary Planning Timeline and Checklist

Freshman Year

- Create and review your four-year academic plan. Make sure you are choosing appropriate courses for graduation and your post-secondary plan.
- Grades count! Starting your freshman year, the grades you earn will count toward your GPA, and will be used toward graduation and college admission. Start strong, and be sure to monitor your grades often.
- Take career interest inventories through Xello and Wisconsin Career Pathways.
- Get involved in school and community activities to build up your extracurricular involvement experience.
- Meet with your school counselor for any questions or concerns regarding your academic and career plan.

Sophomore Year

- Review your transcript and evaluate your GPA. Research college entrance requirements and visit the campuses you are interested in.
- Revise/start your resume. Get involved in school, community, and work activities.
- Continue developing your academic and career plan through Xello, our career readiness software program. It's free, and allows you to explore career and educational opportunities. You can access your account from home at any time!
- Review/revise your four-year plan. Visit with your school counselor to discuss classes for next year.
- Set up a job shadow. Visit with your school counselor to learn more.

Junior Year

- Attend the Wisconsin Education Fair (WEF) <https://wefs.swoogo.com/registration> (THS may offer this as a field trip for juniors)
- Attend your Junior Planning Conference with your counselor and parent/guardian.
- Review your transcript and evaluate your GPA. Make sure you are choosing appropriate courses for graduation and your post-secondary plans.
- Continue your involvement and activities. Update your resume.
- Research college entrance requirements, and be sure you are on track for meeting those requirements if you plan on attending there.
- Visit college campuses you are interested in attending to narrow down your list of schools.
- Sign up to meet with college representatives who come to THS – check with the School Counseling office to see who is visiting when.
- Review your four-year plan. See the THS course guide and visit with your school counselor to discuss more in depth.
- Take the **ASVAB**, whether you are interested in joining the military or not! It is an excellent interest and ability assessment. Contact your guidance counselor to ask about the ASVAB.

- ❑ Register for the ACT and/or SAT early and prepare. Note: the **ACT will be offered** at Tomahawk High School on **March 12** to all junior students at **no cost**. Students who wish to take the ACT prior to or after that may do so, but must pay the fee.
- ❑ For students interested in technical colleges, applications can be submitted as early as the second semester of junior year. A complete application includes the application, application fee, transcript, and test score such as the ACT or Accuplacer. Apply early and avoid program waitlists!

Senior Year

- ❑ Attend your senior meeting with your school counselor in September/October.
- ❑ Complete your college applications. It is recommended that students apply to at least two to three schools (have a backup plan), and to have all materials submitted to your college or university by the end of October/November. It is the student's responsibility to know deadlines for each school.
- ❑ Begin requesting letters of recommendation that may be needed for college or scholarship applications. Plan ahead and request letters at least three weeks in advance. At least one letter should come from an academic teacher who knows you well.
- ❑ Transcripts: www.parchment.com – To send transcripts
- ❑ ACT/SAT retakes (if necessary) should be taken as early in the fall as possible.
- ❑ Sign up to meet with college representatives who come to THS – check with the School Counseling office to see who is visiting when.
- ❑ It is suggested that the FAFSA is completed starting in December. Previous year's tax information is needed to complete the FAFSA. Contact the Guidance Office for help in setting up a virtual FAFSA help session.
- ❑ Fill out scholarship applications. Visit Fastweb.com for scholarship opportunities. Local scholarship information will be made available in January. Scholarship information is also made available by the School Counseling office throughout the year.
- ❑ Complete housing applications and schedule placement tests in the spring.
- ❑ You must confirm your enrollment at the college you choose to attend, usually by May 1st.
- ❑ Before graduating, go to www.parchment.com to request your final transcripts to be sent to the college or university you are attending.

Additional Helpful Resources

Colleges

- <http://uwhelp.wisconsin.edu/> - Wisconsin Public Universities
- <https://www.wisconsinprivatecolleges.org/> - Wisconsin Private Colleges
- www.wisconsin.edu/transfer – UW Transfer Information System
- www.minnstate.edu/ - Minnesota State Public Universities
- www.umn.edu – University of Minnesota Public Universities
- www.collegeboard.org - SAT, AP and Accuplacer information
- www.act.org – ACT information
- www.march2success.com –ACT/SAT Prep from the U.S. Army
- www.4tests.com – ACT/SAT/TOEFL/ASVAB Prep
- <https://www.apply.wisconsin.edu> – online UW system application

Career Planning Websites

- <https://Xello.world> - Career planning website
- <http://www.asvabprogram.com/> - Info on the ASVAB assessment
- <https://www.bls.gov/k12/> - Bureau of Labor Statistics for students
- <http://onetonline.org> -O*NET Center
- www.careerinfonet.org -Career InfoNet
- www.mappingyourfuture.org/planyourcareer/careership -Career Ship
- <https://www.bls.gov/ooh/> - Occupational Outlook Handbook
- <https://wisconsinidea.wisc.edu/projects/1302> - Midwest Alliance offers programs for students with disabilities who are interested in STEM-related fields.
- <https://apply.wisconsin.edu/find-a-program> - Search UW system for a major or program

Technical Colleges

- <https://www.wtcsystem.edu/> - Wisconsin Technical Colleges

Financial Aid

- <http://heab.state.wi.us/programs.html> - State financial aid information
- <https://studentaid.gov/h/apply-for-aid/fafsa> - Free Application for Federal Student Aid
- www.fastweb.com/ - National Scholarship search
- www.finaid.org/ - Financial Aid information
- www.ed.gov/students -Funding college
- <https://myscholly.com/welcome/> - Scholarship search
- www.collegeboard.com/student/pay/scholarships-and-aid/8374.html - CSS/Financial Aid profile
- <https://collegegoalwi.org/> - Offers free information and assistance to families who are completing the FAFSA. Virtual and in-person events are available

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of its student programs, activities, and employment ("Protected Classes").