Everyone graduates ready for college
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The Purpose of this Booklet…

…is to help ensure you graduate ready for college and beyond. We, in the Ajo Unified School District, believe that every student is capable of setting and achieving high goals in the areas of academics, personal development, emotional maturity, and more. This booklet is to provide necessary information as you move forward on this journey. Information is included on:

- being prepared in high school
- graduating from high school successfully
- pursuing your dreams of college and career

We expect every Ajo graduate to be ready to take his or her place in an increasingly global society with the skill sets needed and a deep desire to make the world a better place.

Many thanks to the Counseling staff at Skyline High School in Issaquah, WA for offering their latest materials and allowing us to adapt freely for our Red Raiders.

CONTACT US!
College and Career Center website:
http://www.ajoschools.org/ahs/teachers/carriere_l/college_and_career_ctr/

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HIGH SCHOOL PLANNING AND GRADUATION

AJO HIGH SCHOOL GRADUATION REQUIREMENTS
Class of 2013 and Beyond

TOTAL CREDITS NEEDED: 22

<table>
<thead>
<tr>
<th>COURSE</th>
<th>MINIMUM GRADUATION REQUIREMENTS</th>
<th>COLLEGE PREPARATION CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>Health</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>Vocational/Fine Arts</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Spanish</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>22</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

Additional High School Graduation Requirements

1. Of the 22 units of credit, 16 credits must be in solid subjects. All subjects are solids excepting Band, Student Tutor, Teacher Aide, Library Aide, and Office Aide.

2. No more than 2 units of credit may be counted toward the elective category in the following: Student Tutor, Library Aide, Teacher Aide, or Office Aide.

3. Credit will be given by semester for all subjects passed.

4. A student may repeat a course that has been passed to earn a higher grade. No additional credit can be earned for the same course.

5. AIMS – Arizona Instrument for Measuring Success: Students must meet the standards in reading, writing, and mathematics to be issued a diploma. During their high school career students will be given 5 opportunities to pass the AIMS beginning their sophomore year.

To participate in the graduation ceremony students must meet all state, district, and school requirements including passing grades and AIMS scores. Our AUSD graduation requirements are based on those set by the State of Arizona. It is possible for students to substitute a state-approved score on the SAT or ACT examination for individual AIMS tests in Reading, Writing, and Math.
State of Arizona High School Graduation Requirements

High School Graduation Requirements*

<table>
<thead>
<tr>
<th>Current Requirements</th>
<th>Class of 2012</th>
<th>Class of 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 4 credits</td>
<td>English 4 credits</td>
<td>English 4 credits</td>
</tr>
<tr>
<td>Mathematics 2 credits</td>
<td><strong>Mathematics</strong>&lt;sup&gt;(1)&lt;/sup&gt; 3 credits</td>
<td><strong>Mathematics</strong>&lt;sup&gt;(1)&lt;/sup&gt; 4 credits</td>
</tr>
<tr>
<td>Science 2 credits</td>
<td>Science 2 credits</td>
<td>Science 2 credits</td>
</tr>
<tr>
<td>Social Studies 2.5 credits</td>
<td><strong>Social Studies</strong>&lt;sup&gt;(2)&lt;/sup&gt; 3 credits</td>
<td><strong>Social Studies</strong> 3 credits</td>
</tr>
<tr>
<td>CTE/Fine Art 1 credit</td>
<td>CTE/Fine Art 1 credit</td>
<td>CTE/Fine Art 1 credit</td>
</tr>
<tr>
<td>Electives 8.5 credits</td>
<td>Electives 7 credits</td>
<td>Electives 7 credits</td>
</tr>
<tr>
<td>Total 20 credits</td>
<td>Total 20 credits</td>
<td>Total 22 credits</td>
</tr>
</tbody>
</table>

<sup>(1)</sup> Mathematics courses shall consist of Algebra I, Geometry and an additional course with significant mathematics content as determined by district governing boards or charter schools.

<sup>(2)</sup> Social Studies shall consist of one credit of American History, one credit of World History/Geography, one-half credit of government and one-half credit of economics.

*This document is a summary of Arizona’s minimum course of study. Please refer to A.A.C. R7-2-302, R7-2-302.01 and R7-2-302.02 to view the complete requirements. These rules can be accessed through the Secretary of State’s website at: http://www.azsos.gov/public_services/Title_07/7-02.htm

As required by the State of Arizona, “All graduation requirements shall be strictly enforced by year of graduation, NOT by a cohort. Therefore, high school seniors that fail to meet graduation requirements by the end of 2012 will be required to complete all additional requirements that become effective in 2013, as outlined in State Board of Education rule (AAC R7-2-302.01, 302.02, and 302.03).
MEMORANDUM

To: High School Principals

From: Superintendent John Huppenthal

Date: October 21, 2011

Subject: Revisions to Graduation Requirements

This memo serves as a reminder that the revisions to Arizona’s graduation requirements are to be enforced beginning with this year’s 2012 graduating class. It is important to ensure all 2012 graduates meet the new criteria. The State Board of Education adopted new high school graduation requirements in December 2007 with a phased in timeline that applies to those students graduating in 2012 and 2013.

The changes that go into effect with this year’s graduation class of 2012 are as follows:
1. Three credits of Social Studies including:
   a. One credit of American history including Arizona history;
   b. One credit of world history/geography;
   c. One-half credit of American government, including Arizona government; and
   d. One-half credit of economics.

2. Three credits of mathematics including
   a. Two credits of content from the five strands of the 2008 Mathematics Standard; and
   b. One credit that includes significant mathematics content.

Effective with the graduation class of 2013, the three social studies credit requirements are maintained along with the following additions to mathematics and science requirements:
1. Four credits of mathematics including:
   a. Two credits of content from the five strands of the 2008 Mathematics Standard; and
   b. One credit of significant mathematics; and
   c. One credit covering Algebra II or course content equivalent to Algebra II. (or personal curriculum requirements pursuant to AAC R7-2-302.03 if the student is eligible)

2. Three credits of science.
ACADEMIC INFORMATION

ATTENDANCE LOSS OF CREDIT
Students are expected to attend all assigned classes each day. In any semester when a student has accumulated a total of ten (10) absences in any one class, excused or unexcused, the student will lose credit for that class. School approved activities and discipline suspensions do not count towards the total absences. Pre-arranged and other absences, excused or unexcused, are included in the total absences. If any of the 10 absences have been caused by long-term, extenuating circumstances or an extended chronic health condition, the parent should contact the appropriate administrator.

Educational Options

Progress Reports to Parents
Progress reports inform parents about their student’s achievement or lack of achievement. Progress reports will be sent home during the fifth week of each quarter. Parents may request more frequent feedback from teachers if they feel it is necessary. You may contact your son/daughter’s teacher for assistance in making these arrangements.

Report Cards
Report cards will be issued at the end of each nine week grading period.

High School:
The Quarterly (nine week) report reflects progress toward the Semester (mid-year) report. The semester report reflects grades and serves as a basis for the granting of academic credit. Semester grades are recorded on the student’s permanent record and are reflected on the student’s cumulative grade point average (GPA).

Elementary:
The Quarterly (nine week) and Semester (mid-year) report reflects progress toward the year end report for granting of academic credit and promotion to the next grade level or retention in the same grade level.

PowerSchool
PowerSchool provides access to your student’s current grades and attendance 24 hours a day via telephone or Internet. You will need your student’s Username and Password, which were mailed to each student before the start of school. Parent access to PowerSchool will be shut off two weeks prior to the end of each grading period. If you did not receive this information, please call the school office at 387-7601.

How to Log on to PowerSchool
1. Any internet browser.
2. Type 12.52.35.158 in browser address bar.
3. User ID Box, type in student Username.
4. Password box, type in student password.

**Grading Policy**
Student progress will be assessed and evaluated at the end of each nine week period and at the end of each semester according to the following standard:

<table>
<thead>
<tr>
<th>Academic Achievement</th>
<th>Level of Passing Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>A to D</td>
<td>Failure</td>
</tr>
<tr>
<td>F</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Pass/Fail</td>
<td>No Grade</td>
</tr>
</tbody>
</table>

An “I” (Incomplete) indicates that the student, because of illness, has not completed the required course work by the end of the grading period. This is a temporary grade. All required work must be completed within two weeks after the incomplete is received, or as approved by the teacher and administration. An Incomplete “I” semester grade must be completed during Summer School, if available, or within the time frame of the following semester. If the student does not follow through and complete the work, the incomplete automatically becomes an “F” grade. It is the responsibility of the student to ensure all criteria are met within the prescribed time line to recover an Incomplete “I” grade for credit. If an Incomplete “I” grade is not recovered within the prescribed time line, the course will be rescheduled at the next possible opportunity. A student may not graduate with an Incomplete “I” in a required course.

Pass/Fail grading is available in a limited number of classes. A Pass or Fail does not impact a student’s grade point average.

**Valedictorian and Salutatorian Selection**
Selection shall follow the procedure listed below.

1. A student must have attended Ajo High School a minimum of two full consecutive school years.
2. A student must be registered for a minimum of six classes each semester or 4 classes plus work release.
3. The Valedictorian shall be the senior who has achieved the highest cumulative grade point average (GPA) at the completion of seven (7) consecutive semesters. Ties shall be broken by computing the grade point to the .000 (thousandths) place.
4. The Salutatorian shall be the senior who has achieved the second highest cumulative grade point average (GPA) at the completion of seven (7) consecutive semesters. Ties shall be broken by computing the grade point to the .000 (thousandths) place.

**Class Rankings**
Colleges and universities on transcripts submitted for entrance evaluation require ranking in class. Class rank shall be determined as follows:

1. Class ranking will be determined each semester beginning with the first semester of ninth grade.
2. Class rank will be based only on the grades earned in regular education classes, though the use of district approved educational software, or alternative educational programs.

3. Total grade points begin accumulating with the ninth grade. These are divided by total units attempted to produce the cumulative grade point average (GPA). Students are then ranked according to grade point average (GPA), with 4.0 as high.

**Honor Roll**

To qualify for the Principal’s Honor Roll, a student must earn all A’s and B’s in all classes with a grade point average (GPA) of 3.50 or better. To qualify for the Honor Roll, a student must earn a grade point average (GPA) of 3.00 or better. A grade of “F” in any class will disqualify a student from the honor roll.

**Schedule Changes**

Schedule changes are disruptive to a student’s learning process. After enrollment in a class, the only changes that will be considered are those that improve the student’s educational plan.

**Adding and Dropping of Classes: High School Only**

1. A student may add a new class to his/her schedule the first two weeks of each semester. Students adding classes within this time period will be required to make up all back assignments in their new classes. Parent/guardian permission will be required prior to adding a new class.

2. A student request to drop a class shall be made before the end of the second week of each semester. Prior to approving that request, teachers and parents will be consulted. The student must meet all course load requirements.

3. All drops and additions must have the approval of the principal and parent/guardian.

**CREDIT CONSIDERATIONS WHILE EARNING A HIGH SCHOOL DIPLOMA**

**COLLEGE ADMISSIONS REQUIREMENTS**

Academic review for college admissions will not only include an examination of a student’s GPA and college entrance examination scores (SAT/ACT), but will also be based upon an evaluation of a student’s rigor of curricula, including senior year course selections, and in some cases a college essay. A significant grade improvement through the junior year may be taken into account. Please note that special education and resource classes do not meet admission requirements for a four year college/university. Requirements at out-of-state colleges and universities, as well as all selective college course requirements, vary. Students and parents should consult the websites of colleges in which they are interested.

**ADVANCED PLACEMENT (AP)**

The Advanced Placement Program (AP) offers students the opportunity to participate in challenging college-level course work while still in high school. Students can receive credit, advanced placement, or both from thousands of colleges and universities that participate in the AP Program. Exams are administered each May. Each exam has a score range of 1-5. Students
who receive a 3 or better may receive college credit or advanced placement, or both. To find out if a college/university is participating in the AP Program, students will need to check with the college or university of their choice. There is a fee for each AP test.

**HIGH SCHOOL CREDIT FOR 7th AND 8th GRADE STUDENTS**

All 7th and 8th grade students who complete high school level credit courses are eligible to have those grades and credits placed on their high school transcript.

**SCHOOL DIRECTED ATHLETICS**

Students in school-directed athletics have the opportunity to waive 0.5 credits of PE for graduation if two sports are successfully completed in the same academic year. Please note that this means the student still needs to complete a minimum of 22 credits for graduation.

**ADDITIONAL CONSIDERATIONS**

**CREDIT RECOVERY PROGRAM**

Students who have previously failed a graduation requirement in areas such as English, Social Studies, Math or Science and need to make up credit for graduation, will need to contact school staff to discuss what options may be available such as after school, summer school, or online learning.

**EARLY GRADUATION**

Upon completion of a letter, completion of high school graduation requirements, and approval from the principal, students may receive permission to graduate one year or one semester early. A letter of request must be submitted for approval at least 18 weeks (one semester) prior to the anticipated graduation date.

**EXTRACURRICULAR ACADEMIC ELIGIBILITY**

In order to participate in an academic, athletic, or fine arts extracurricular activity, a student must be enrolled in seven classes, be passing all classes, be in good disciplinary standing, and maintain acceptable attendance in all classes. The office will determine student eligibility regularly.

**GRADE CHANGES**

On occasion, students may feel that a grade received did not truly reflect what they earned. Students who wish to challenge a grade must first respectfully communicate their concerns to the teacher who gave the grade. *Students will have until the end of the following semester to resolve the disputed grade.* After that time, all grades will be deemed final and may no longer be changed. If a mediator is necessary, the student may contact the principal.

**NCAA**

Students desiring to practice and compete their freshman year at a NCAA Division I or Division II college must satisfy the requirements of NCAA Bylaw 14.3, commonly known as Proposition 48. Students wishing to receive financial aid from a Division I or II college must also satisfy the requirements of NCAA Bylaw 14.3.
A student’s eligibility for practice, competition and financial aid in the freshmen year at a Division I or II college must be certified by the NCAA Initial Eligibility Clearinghouse. It is important to see your school staff by September of your senior year to allow time for processing the required information.

During your senior year, students should register online with the NCAA. Prospective college athletes for Division I and II schools need to apply online. The website is: www.eligibilitycenter.org. From the home page, the athlete should click on “NCAA College-Bound Student-Athletes enter here”, which will link the student-athlete to the necessary information.

Students must be aware that it is their responsibility that when they register online at www.eligibilitycenter.org, they will be prompted to print forms and these must be given to the registrar. These forms are necessary to have transcripts sent to NCAA. However, it is the student’s responsibility to submit all SAT/ACT scores to NCAA directly from the College Board; the office does not submit these scores to the NCAA.

**COUNSELING AND CAREER DEVELOPMENT**

**Counseling and Student Success services include:**
- Academic planning
- Maintenance of academic records
- Classroom presentations
- Individual and group post-high school planning, career counseling and guidance
- Coordination of information about vocational programs, colleges, financial aid, military programs, and scholarships
- Coordination of academic, college and vocational testing and test interpretation
- Consultations with teachers/parents to assist in diagnosing learning disabilities and working to resolve academic problems
- Coordination and information for drug/alcohol intervention and assessments
- Personal counseling with students
- Parent and student interventions and personal concerns
- Consultation and referral to Child Protective Services and law enforcement
- Consultation and referral to community agencies
- New student enrollment
- Assistance in teacher/student/parent conferences

It is our goal that development of career awareness and the education required to get there be an integral extension of the school’s curriculum. For this reason, the high school has a College and Career Center, which serves as an excellent resource for students, faculty and parents needing information about post-secondary education and career decisions. Career information is presented in grades 9-12.
FOUR YEAR PLANNING GUIDE AND WORKSHEETS

Students will find it advantageous to develop a worksheet for planning high school course work. Key issues to consider when developing your specific plan are:

- Plan for all graduation requirements (read the requirements for high school carefully).
- Homework load, variety of interests, and balance of subject matter should be considered, semester by semester.
- High school counselor, student success personnel and teaching staff are available to answer specific questions.
- Students and parents should review the student’s four-year plan each semester, updating it as necessary.
- Review the sample four-year student plans which appear in this guide. Different course sequences will help the student prepare for post-high school and career goals.

Sample plans help students see the sequence of required courses, as well as electives available, for a variety of post-high school plans.

PLANNING

The number of decisions to make about course selection may seem daunting. We’re here to help! The Counselor and Student Success Coach are primary consultants as students plan to meet future goals. Please use the checklist below as a guide to review their progress each year.

Ninth Grade
- Complete High School and Beyond Plan.
- Complete a tentative plan for courses in grades 9-12 (sample four-year planning pages are included on the following pages)
- Consider several post-high school choices. Consult with adults in various occupations, the School Counselor and Student Success Coach.

Tenth Grade
- Complete High School and Beyond Plan. Change plan as necessary to ensure meeting high school graduation requirements.
- Continue consideration of other post-high school choices. Experiment with various course options.
- Take the Preliminary Scholastic Assessment Test (PSAT) in October to assess college preparatory skills.
- Review admission requirements for any colleges and universities under consideration. Include these in planning.
- Investigate career and technical education programs available. Enroll in any possible prerequisite classes required for entry into a program.
- Confer with the school’s Counselor and Student Success Coach about the variety of educational and career options.
• If necessary, meet with your Counselor and/or Student Success Coach regarding any questions.

Eleventh Grade
• Complete High School and Beyond Plan. Adjust planning sheets as necessary.
• Focus your consideration of post-high school options. The Student Success Coach and Counselor are both good resources for this inquiry.
• Take the Preliminary Scholastic Assessment Test (PSAT) in October to assess college preparatory skills as well as prepare for the SAT exam.
• Correspond with vocation-technical schools, community colleges, or four-year colleges about possible post-high school training programs. Consider on-site visitations during school breaks or summer.
• Take either the SAT or ACT in the spring if applying to a four year college that requires these scores. Some colleges require the SAT II subject tests.
• Meet with college, military, or service personnel when they visit Ajo. Attend Phoenix and Tucson college fairs in the fall.
• Begin the nomination process if planning to apply to a military academy.

Twelfth Grade
• Review graduation requirements to ensure proper enrollment in courses necessary for graduation.
• Take the SAT or ACT in the fall if applying to a college requiring these scores. Take SAT II for colleges requiring these scores.
• Apply to colleges under consideration. Notify the vocational-technical school to place name on a waiting list for the chosen program.
• Be aware of deadlines for colleges.
• Ask teachers if they are able to write favorable letters of recommendation. Make arrangements as early in the school year as possible. Prepare a resume to provide with the recommendation request.
• Follow the guidelines regarding financial aid and scholarship applications.
• Survey possible job choices if choosing to work immediately following high school. The Student Success Coach can assist with this process.
• Finalize decisions regarding post-high school choice. Meet application deadlines.

Four-Year Worksheets
Students and families will find it helpful to develop a worksheet for planning high school course work. A sample worksheet is available on page 18 and in the College and Career Center. Please keep the following points in mind:

• Plan for all graduation requirements (read the requirements carefully).
• Review the sample four-year student plans which appear on the following pages. Different course sequences will help the student prepare for post-high school and career goals.
• Homework load, variety of interests, and balance of subject matter should be considered, semester by semester.

• High school counselor, Student Success Coach and teaching staff are available to answer specific questions.

• Students and parents should review the student’s four-year plan each semester, updating it as necessary.

Some courses may be taken in different semesters than the samples indicate.

• All students must take one semester of health during grades 9-12.

• All students must take at least two semesters of English, Math, and Social Studies in 12th grade.

• Elective courses are used to expand knowledge, deepen interest, or to experience a discipline. Please keep graduation requirements and your post-high school plan in mind as you select these courses.
### SAMPLE FOUR-YEAR STUDENT PLAN: COLLEGE PREPARATORY PROGRAM

#### 9th Grade

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. English 9</td>
<td>1. English 9</td>
</tr>
<tr>
<td>2. Algebra 1 or higher</td>
<td>2. Algebra 1 or higher</td>
</tr>
<tr>
<td>3. Lab Science</td>
<td>3. Lab Science</td>
</tr>
<tr>
<td>4. PE or Health</td>
<td>4. PE or Health</td>
</tr>
<tr>
<td>5. Foreign Language</td>
<td>5. Foreign Language</td>
</tr>
<tr>
<td>6. Fine Art</td>
<td>6. Fine Art</td>
</tr>
<tr>
<td>7. Elective</td>
<td>7. Elective</td>
</tr>
</tbody>
</table>

#### 10th Grade

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. English 10</td>
<td>1. English 10</td>
</tr>
<tr>
<td>2. Social Studies</td>
<td>2. Social Studies</td>
</tr>
<tr>
<td>3. Geometry or higher</td>
<td>3. Geometry or higher</td>
</tr>
<tr>
<td>4. Lab Science</td>
<td>4. Lab Science</td>
</tr>
<tr>
<td>5. PE or Elective</td>
<td>5. Health or PE</td>
</tr>
<tr>
<td>6. Foreign Language</td>
<td>6. Foreign Language</td>
</tr>
</tbody>
</table>

#### 11th Grade

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. English 11</td>
<td>1. English 11</td>
</tr>
<tr>
<td>2. Social Studies</td>
<td>2. Social Studies</td>
</tr>
<tr>
<td>3. Algebra 2 or higher</td>
<td>3. Algebra 2 or higher</td>
</tr>
<tr>
<td>4. Lab Science</td>
<td>4. Lab Science</td>
</tr>
<tr>
<td>5. Foreign Language</td>
<td>5. Foreign Language</td>
</tr>
<tr>
<td>6. Fine Art or Elective</td>
<td>6. Fine Art or Elective</td>
</tr>
<tr>
<td>7. Elective</td>
<td>7. Elective</td>
</tr>
</tbody>
</table>

#### 12th Grade

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. English 12</td>
<td>1. English 12</td>
</tr>
<tr>
<td>2. Social Studies</td>
<td>2. Social Studies</td>
</tr>
<tr>
<td>3. Advanced Math</td>
<td>3. Advanced Math</td>
</tr>
<tr>
<td>4. Lab Science</td>
<td>4. Lab Science</td>
</tr>
<tr>
<td>5. Elective or PE</td>
<td>5. Elective or PE</td>
</tr>
<tr>
<td>6. Foreign Language</td>
<td>6. Foreign Language</td>
</tr>
<tr>
<td>7. Elective</td>
<td>7. Elective</td>
</tr>
</tbody>
</table>
## SAMPLE FOUR-YEAR STUDENT PLAN: TECHNICAL PROGRAM

<table>
<thead>
<tr>
<th>Grade</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9th Grade</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>English 9</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Math</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Lab Science</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>PE or Health</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Fine Art</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Elective</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td><strong>10th Grade</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>English 10</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Social Studies</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Math</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Lab Science</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>PE or Health</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Fine/Visual/Performing Arts</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>Career &amp; Tech Education or Elective</td>
<td>7</td>
</tr>
<tr>
<td><strong>11th Grade</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>English 11</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>US History</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Math</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Lab Science</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Career &amp; Technical Education or Elective</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Career &amp; Technical Education or Elective</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td><strong>12th Grade</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>English 12</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Economics</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Math</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Career &amp; Technical Education or Elective</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Career &amp; Technical Education or Elective</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Elective</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>
## Course Planning Sheet for the Year
### AHS Requirements Class of 2013 and Beyond

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.0</td>
</tr>
<tr>
<td>Social Studies:</td>
<td></td>
</tr>
<tr>
<td>World History/ Geo</td>
<td>1.0</td>
</tr>
<tr>
<td>US History</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>1.0</td>
</tr>
<tr>
<td>Government</td>
<td>0.5</td>
</tr>
<tr>
<td>Math</td>
<td>0.5</td>
</tr>
<tr>
<td>Lab Science</td>
<td>4.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>3.0</td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
</tr>
<tr>
<td>Vocational/ Fine Arts</td>
<td>0.5</td>
</tr>
<tr>
<td>Electives/Additional Core</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>22.0</strong></td>
</tr>
</tbody>
</table>

*Each ____ equals one semester class or 0.5 credits*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9</td>
<td></td>
</tr>
<tr>
<td>English 10</td>
<td></td>
</tr>
<tr>
<td>English 11</td>
<td></td>
</tr>
<tr>
<td>English 12</td>
<td></td>
</tr>
<tr>
<td>World History/ Geography</td>
<td></td>
</tr>
<tr>
<td>US History</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>Gov’t ___</td>
<td></td>
</tr>
<tr>
<td>Math ___ ___ ___ ___ ___ ___ ___ ___</td>
<td></td>
</tr>
<tr>
<td>Science ___ ___ ___ ___</td>
<td></td>
</tr>
<tr>
<td>Physical Education ___</td>
<td></td>
</tr>
<tr>
<td>Health ___</td>
<td></td>
</tr>
<tr>
<td>Vocational/ Fine Arts ___</td>
<td></td>
</tr>
<tr>
<td>Electives ___ ___ ___ ___ ___ ___ ___ ___</td>
<td></td>
</tr>
<tr>
<td>___ ___ ___ ___</td>
<td></td>
</tr>
</tbody>
</table>

### Electives/Additional Core

*College bound students should include 2-3 years of the same world language, and Advanced Math with Algebra II as prerequisite.*

<table>
<thead>
<tr>
<th>Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td></td>
</tr>
<tr>
<td>Sophomore</td>
<td></td>
</tr>
<tr>
<td>Junior</td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td></td>
</tr>
</tbody>
</table>
WHAT ABOUT THE FUTURE?
What options do I have?

APPRENTICESHIP
EARN WHILE YOU LEARN

What is apprenticeship?
Apprenticeship combines classroom studies with on-the-job training supervised by a journey-level craft person or trade professional. Like a college education, it takes several years to become fully trained in the fields that offer apprenticeships. As an apprentice, you’ll earn while you learn. At first, you’ll make less money than skilled workers do. As you progress, you’ll get regular raises and, once you’ve mastered the craft, you’ll receive the same wages as a professional.

Why should I choose apprenticeship?

Proven success. Today’s carpenters, electricians and plumbers were yesterday’s apprentices. And tomorrow’s asbestos workers, communication technicians, and health care coordinators may be apprenticeship “graduates” as well. You can find apprenticeship opportunities in many long-standing and emerging occupations.

Proven methods. Whatever your field of interest, you’ll be taught by experienced trades people. You’ll take at least 144 hours of related classes each year. And you’ll have a chance to practice your new skills as you gain the necessary technical knowledge to do your job well.

Higher wages. Workers who finish apprenticeships generally earn more during their working years than those who don’t learn their skills in a formal training program.

Advancement potential. Apprentices who become journey-level works usually advance more rapidly than other workers. Higher-paying jobs often come more quickly. Some apprentices move into supervisory positions within just a few years.

Equal opportunity. All apprenticeship programs must provide equal opportunity to all interested individuals. In fact, employers with five or more apprentices must show they are making a special effort to hire women and minorities.

Documented training. When you complete your apprenticeship, you’ll become a qualified journey-level worker in your chosen occupation. You’ll receive a state-issued certificate valid anywhere in the United States that indentifies you as a qualified professional in your field.
Requirements
Some apprenticeship programs may have additional prerequisites. General requirements are:

- **Age** – Many programs require you to be at least 18 years old. In some cases, apprenticeships may begin at 17 years old.
- **Education** – Most trades will require you to have a high school diploma or GED certificate. You may need specific mathematical training to enter certain trades. Basic reading and writing skills are also expected.
- **Physical ability** – Some trades may be unsuitable for people who don’t have the necessary strength or stamina to perform the required work.
- **Aptitude** – You may be asked to take an aptitude test to see whether you’re suited to the trade that interests you.

How do I become an apprentice?
Choose your trade carefully. Be sure it makes the most of your special talents. Visit work sites and ask people about their jobs. Would you enjoy doing what they do? Remember, apprenticeship is a commitment that prepares you for a lifetime career. You may want to contact a Labor and Industries’ apprenticeship coordinator for assistance. In instances where you need to find an employer to hire you as an apprentice, L&I can give you tips to make the search easier.

Apprenticeship training programs include:

- Automotive Machinist
- Boilermaker
- Bricklayer
- Carpenter
- Cement Mason
- Commercial Glazier
- Corrections Officer
- Dispensing Optician
- Electrician
- Firefighter
- Insulation applicator
- Meat Cutter
- Pipe Fitter
- Plumber
- Roofer
- Sprinkler Fitter
- Stationary Engineer
- Tool and Die Maker
- Traffic Control Painter
- Tree Trimmer
- Utility Wire Worker
- and many more

For more information on Apprenticeship:

- US Department of Labor: [www.dol.gov](http://www.dol.gov)
- AZ Apprenticeship Information:
  - **Colleen Henry**
  - Acting State Director
  - USDOL/ETA/OA
  - 600 S. Las Vegas Blvd, Suite 520
  - Las Vegas, NV 89101
  - Tel: (702)388-6771
  - E-Mail: henry.colleen@dol.gov
THE MILITARY

The Military offers careers for a short time or until retirement. Branches of the military include the: Air Force, Army, Coast Guard, Marines, National Guard, and the Navy.

Men must register with the Selective Service when they turn 18. By registering on time, men stay eligible for opportunities like student loans, job training, government employment, and US citizenship for male immigrants wishing to become citizens. Register at www.sss.gov or pick up a Selective Service Registration at your local post office.

Military Programs Available:

- **Enlistment**: Eligibility varies greatly between services, but all require a high school diploma, completed ASVAB (offered on campus every year), US citizen, at least 17 years old, and meet physical and medical requirements.

- **Commissioning Programs**: Apply between April 1st and December 1st before graduation. Entrance to the Federal Service academies (Air Force, Coast Guard, Military, and Naval) is highly competitive. Candidates must start the application process early and have the nomination of a US Senator or Congressman. For an officer candidate, Aviation Officer Candidate, Reserve Officer Training Corps (ROTC), Marine Platoon Leader Class, one must satisfy the same eligibility requirements for enlistment; as well as above average grades; participation in athletics, clubs, and extracurricular activities; and demonstrated leadership characteristics. SAT or ACT scores will also be considered.

Military Academy Information:

US Air Force Academy
Colorado Springs, CO
www.usafa.af.mil/

US Coast Guard Academy
New London, CT
www.cga.edu/

US Military Academy
West Point, NY
www.usma.edu/

US Naval Academy
Annapolis, MD
www.usna.edu/
COLLEGE: Community, Technical, Tribal, Public, Independent

Community and Technical Colleges offer students an affordable option to the high cost of attending baccalaureate (four year) colleges. Tuition is far less than attending a state university and the “Open door” policy means that anyone 18 years of age or older may attend. Students can take one or two classes while working at a steady job or they can carry a full load of classes on track to an associate’s degree or to a professional or technical certificate.

Community colleges provide a wide range of educational opportunities beyond high school. Programs usually fall into three categories:

- Liberal Arts and Pre-professional programs are designed primarily to provide transfer credit to baccalaureate colleges with an associate in arts (AA, AS, or AAS) degree.
- Vocational-Technical programs prepare students for employment in a variety of jobs
- Apprenticeship instruction is offered to students in sponsoring industries.

Technical Colleges offer instruction leading directly to employment in vocational, artistic, and technology fields.

Tribal Colleges offer a wide spectrum of programs from vocational and technical training to four-year and Master’s degrees. The cultural context and ability to learn the Native language is part of the fabric of the tribal institution. In Arizona, we are fortunate to have both Tohono O’odham Community College and Dine’ College. Dine’ serves as the first tribal college founded in the US.

Public Institutions include the community colleges and the state universities, partially funded with taxpayer dollars. A listing of AZ public institutions is included on the next page, followed by a chart of the admissions standards at ASU, NAU and U of A.

Independent Colleges are sometimes called private colleges, not to be confused with for-profit institutions. Costs at the independent college will often be quite expensive, but financial aid can put this type of college within reach. Independent colleges seek students from varied backgrounds and may offer substantial financial aid to “land” a particular student applicant.
Arizona Public Postsecondary Institutions

Arizona State Universities:

Arizona State University  www.asu.edu
Northern Arizona University  http://nau.edu/
University of Arizona  http://www.arizona.edu/

Community College Districts

Arizona Western Community College District  http://www.azwestern.edu/
Central Arizona College  http://www.centralaz.edu/
Cochise Community College District  http://www.cochise.edu/
Coconino Community College District  http://www.coconino.edu/Pages/default.aspx
Eastern Arizona College  http://www.eac.edu/
Gila Community College  http://www.gilaccc.org/
Maricopa County Community College District  http://www.maricopa.edu/
Mohave Community College District  http://www.mohave.edu/pages/1.asp
Northland Pioneer College  http://www.npc.edu/
Pima Community College District  http://www.pima.edu/index.html
Yavapai Community College District  http://www yc.edu/

Tribal Community Colleges

Dine College  http://www.dinecollege.edu/
Tohono O’odham  http://www.tocc.cc.az.us/
ARIZONA TRI-UNIVERSITY ADMISSION STANDARDS

ABOR Policy 2-102: Undergraduate Admission Requirements (Fall 2006)

Assured Admission for Residents of Arizona

<table>
<thead>
<tr>
<th>FRESHMEN</th>
<th>TRANSFER STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Less than 24 transfer credits)</td>
<td>(24 or more transfer credits)</td>
</tr>
<tr>
<td>• Class Rank: Top Quarter (25%) and • Satisfactorily complete all core competency areas</td>
<td>• GPA: Minimum 2.5 (4.0 scale) on a minimum 24 transferable credits in basic academic subjects and • Satisfactorily complete all core competency areas</td>
</tr>
<tr>
<td>Core Competency Areas: English, Mathematics, Laboratory Science, Social Science, Foreign Language and Fine Arts.</td>
<td>OR • Complete the Arizona General Education Curriculum (AGEC) or an associate degree with a minimum 2.0</td>
</tr>
</tbody>
</table>

Delegated Admission for Resident and Non-Resident Students

<table>
<thead>
<tr>
<th>FRESHMEN</th>
<th>TRANSFER STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-Residents</td>
</tr>
<tr>
<td>• Class Rank: Second Quarter (26-50%) or • GPA: have a 2.5 GPA on a 4.0 scale and • Core Competencies: No more than one deficiency in two areas, except both not in mathematics and laboratory sciences</td>
<td>• GPA: Minimum 2.5 on 24 transferable credits and • Core Competencies: No more than one deficiency in two areas, except both not in mathematics and laboratory sciences</td>
</tr>
</tbody>
</table>

[ASU, NAU, U of A Admission Requirements continued on next page]
ASU, NAU, U of A ACADEMIC COMPETENCY REQUIREMENTS

• Competency may be demonstrated by 16 core courses from high school or the appropriate college courses within each subject area. In some cases, ACT or SAT scores may be used to satisfy competencies. Please refer to ABOR Policy 2-102:
• A minimum GPA of 2.0 is required for each competency (subject) area.
• All FIRST YEAR and TRANSFER students with a combination MATH/LABORATORY SCIENCE deficiency are not admissible.

<table>
<thead>
<tr>
<th>SUBJECT AREAS</th>
<th>HIGH SCHOOL CORE COURSES</th>
<th>COLLEGE COURSE WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>English I, English II, English III, English IV</td>
<td>• One 3-credit English course</td>
</tr>
<tr>
<td>4 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Composition or Literature)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>Algebra I, Geometry, Algebra II, Advanced Math (Alg II Prereq)</td>
<td>• One 3-credit College Algebra course (for which at least intermediate Algebra, or its equivalent, is a prerequisite).</td>
</tr>
<tr>
<td>4 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LABORATORY SCIENCE</td>
<td>One unit in at least three of the four areas (Biology, Chemistry, Physics, Earth Science) An advanced level, e.g. advanced placement (AP) or honors course in a lab science completed previously can be used for a third unit.</td>
<td>• Three transferable 4-credit lab science courses from a regionally accredited institution of higher education (including one semester each from three of the following: Biology, Chemistry, Physics, and Earth Science).</td>
</tr>
<tr>
<td>3 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIAL SCIENCE</td>
<td>One unit of American History and one additional unit of any combination of 2 semesters of social science such as: European/World History, Economics, Sociology, Geography, Government, Psychology, Anthropology, or Philosophy</td>
<td>• One 3-credit transferable American History course and • One 3-credit social science course such as: European History, World History, Economics, Sociology, Geography, Government, Psychology, Anthropology, or Philosophy</td>
</tr>
<tr>
<td>2 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOREIGN LANGUAGE</td>
<td>Two units of same foreign language</td>
<td>• Two 3-credit courses in the same foreign language</td>
</tr>
<tr>
<td>2 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINE ARTS</td>
<td>One unit of fine arts or any combination of 2 semesters of fine arts</td>
<td>• One 3-credit fine arts course</td>
</tr>
<tr>
<td>1 unit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
College Entrance Exams (Info for 2011-2012)

The SAT and ACT exams are recognized college admission tests that let you show colleges what you know and how well you can apply that knowledge. They test your knowledge of reading, writing and math — subjects that are taught every day in high school classrooms. Most students take the SAT or ACT during their junior or senior year of high school, and almost all colleges and universities will accept the SAT to make admission decisions.


ACT – online registration and test dates [www.act.org]

<table>
<thead>
<tr>
<th>ACT TEST DATES 2011-2012</th>
<th>Registration Deadline</th>
<th>Late deadline $55 or $70.50 with optional writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 2011</td>
<td>August 12, 2011</td>
<td>August 26, 2011</td>
</tr>
<tr>
<td>December 10, 2011</td>
<td>November 4, 2011</td>
<td>November 18, 2011</td>
</tr>
</tbody>
</table>

*last test date for seniors applying to most colleges for the following fall

SAT online registration and test dates [www.collegeboard.com]

<table>
<thead>
<tr>
<th>SAT TEST DATES 2011-2012</th>
<th>Registration Deadline $49</th>
<th>Late deadline $75</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1, 2011</td>
<td>September 9, 2011</td>
<td>September 21, 2011</td>
</tr>
<tr>
<td>November 5, 2011*</td>
<td>October 7, 2011</td>
<td>October 21, 2011</td>
</tr>
<tr>
<td>May 5, 2012</td>
<td>April 6, 2012</td>
<td>April 20, 2012</td>
</tr>
</tbody>
</table>

*last test date for seniors applying to most colleges for the following fall

Fee Waiver forms are available for regular ACT and SAT (not late or standby) fees. Please see Dr. Carriere for more information.

SAT Subject Tests – Some colleges recommend and others require SAT Subject Tests for admission or course placement. While some schools will ask you to take tests on specific subjects, other schools will let you choose a specific subject, like math, science, history or languages.

PSAT – One of the best preparations for the SAT is the Preliminary SAT National Merit Scholarship Qualifying Test (PSAT/NMSQT). The PSAT is a national test offered annually in October. AHS encourages all sophomores and juniors to take the exam. We offer the test at school. Top scorers in their junior year may qualify for National Merit Scholarship consideration.
NCAA INFORMATION

Are you a student-athlete? Ever thought about continuing athletics while pursuing a college degree? Then you need to know about the NCAA & the NCAA Eligibility Center.

What is the NCAA?

The NCAA, or National Collegiate Athletic Association, is a governing organization controlling college sports for men & women. The NCAA functions as a general legislative & administrative authority, formulating & enforcing rules of play for various sports & eligibility criteria for athletes. Established in 1906, it has about 1,200 member schools & conducts about 80 national championships in a total of about 20 sports. The NCAA was established to provide the student-athlete with competition that is fair, safe, and inclusive & promotes good sportsmanship.

The NCAA membership includes Division I, Division II & Division III members. One of the differences among the divisions is that colleges & universities in Divisions I & II may offer athletic scholarships, while Division III colleges & universities may not.

Can’t I just try out for my sport at college?

Not necessarily. NCAA regulations are set by NCAA colleges & universities and require all incoming student-athletes to meet a prescribed level of academic performance while maintaining their amateur status before entering college. To assist with this process, the NCAA established the Eligibility Center to partner with high schools, high school coaches & college-bound athletes.

What is the NCAA Eligibility Center?

The Eligibility Center certifies the academic and amateur credentials of all college-bound student-athletes who wish to compete in NCAA Division I or II athletics. The Eligibility Center will collect data from high schools, home schools, on-line schooling and sport sanctioning bodies, and most importantly, from the student-athlete themselves in order to make eligibility decisions. Ultimately, the individual student-athlete is responsible for achieving and protecting his or her eligibility status.

How do I find the answers to my questions?

There are two primary NCAA websites. The NCAA’s website is: www.ncaaclearinghouse.net, which is different than the Eligibility Center’s website, which is: www.ncaa.org. You will find answers to your questions from either one (or both) of these two resources. In addition, there is a student-oriented website: www.ncaastudent.org, which contains the same information, but is presented via flash web technology to reach the student population.

If you have additional questions, you can contact the Eligibility Center at the address & phone number below. (In addition, use this address if you are sending transcripts or additional information to the center.)
NCAA Eligibility Center  
Certification Processing  
P.O. Box 7136  
Indianapolis, IN 46207-7136  
Phone: Toll Free 1-877-262-1492 (Customer Services M-F 8 a.m. – 6 p.m. EST)

“How Should the Eligibility Process Work?”

Grades 9 and 10
• Student takes academic college-preparatory courses, preferably one in each of the following areas: English, math, science, social studies and foreign language. The student should compare course selection against the list of NCAA-approved core courses.

Grade 11
• Student continues to take college preparatory courses in the areas listed above.
• Student registers for the SAT and/or ACT, making sure to use code 9999 at the time of registration. Using code 9999 will ensure the score is reported directly to the Eligibility Center.
• Student registers with the NCAA Eligibility Center and completes both the academic information and the amateurism questionnaire.
• At the end of the student’s sixth semester, the guidance counselor sends the student’s transcript (or transcripts, if more than one high school) to the Eligibility Center.

Grade 12
• Student continues to take college preparatory courses in English, math, science, social studies and foreign language.
• Student registers for additional ACT/SAT tests if necessary, making sure to use code 9999 at the time of registration.
• On or after April 1 of the senior year, the student goes back into their Eligibility Center account to update their academic and amateurism information and request final amateurism certification.
• After graduation, the guidance counselor sends the student’s final transcript (which needs to include evidence and the date that the student graduated) to the Eligibility Center.”

Information from:
APPLYING TO COLLEGE

PUBLIC UNIVERSITY APPLICATION PROCEDURES

CHECKLIST:
- Obtain an application from or create an on-line account for any of the in-state public universities you plan to apply
- Provide a current, appropriate email address
- Include the application fee (payable to the university) or use a credit card
- Request & pick up an official transcript from the Office if required by the college
- Include a personal statement or essay, if required
- Mail your official transcript to the college

OUT-OF-STATE & INDEPENDENT COLLEGE APPLICATION PROCEDURES

CHECKLIST:
- Complete an application form
- Provide a current, appropriate email address
- Read all the instructions on the application very carefully
- Determine if the college requires a letter of recommendation from your counselor. If so, follow directions & college application flow-chart in the senior handbook
- Due to the high volume of college applications that are processed in our office, please allow a minimum of two weeks for completion
- If your college requires letters of recommendation from your teachers, please provide stamped, addressed envelopes for each school directly to the teacher(s), as well as your resume.
- Give teachers/counselors 3 weeks or more to write your recommendation

Reminder – For applications that need to be mailed out before winter break, early December will be the deadline to submit to the Office for processing.

HELPFUL HINTS FOR FILLING OUT COLLEGE APPLICATIONS

1. Carefully read all instructions on the application. Universities generally encourage students to apply on-line. You can pay the application fee with a credit card.

2. Make a copy of your application and use as a draft. Keep the clean copy to use for your final draft.

3. Most schools require you to write a personal statement, which may turn out to be the most important part of your application. Ask at least two people to read it over before you send it.

4. You will be asked if you have taken a college entrance exam (ACT or SAT). If you have not taken a college entrance exam, or if you are repeating one, fill in the date that it will be taken.
The college for which you are applying will receive your results directly from the testing corporation as long as you designate the college code when you register for your exam. (Check your score reports which are sent to you four weeks after you take your exam to verify the colleges.) If you did not request the testing corporation to send your test results to the colleges, follow the directions about sending scores at www.collegeboard.com for SAT or www.actstudent.org for ACT.

5. Class rank, GPA and high school official’s signature are included on your official transcript.

SENIORS’ MONTHLY “TO DO” CHECKLIST

OCTOBER
- Create checklist of deadlines for applications, financial aid, and scholarships due dates
- Contact schools online, by mail, or telephone for applications
- Sign up for SAT or ACT if needed (collegeboard.com or actstudent.org). Check with your college to see if SAT II subject tests are required
- Order SAT or ACT test scores to be sent from the organization to your colleges
- Update your resume
- Request letter of recommendation from teachers/counselor (if required). Make sure to give the recommender a copy of your resume and a minimum of 3 WEEKS AHEAD OF DEADLINES. (Send thank you notes)
- Sign up in the College and Career Center to meet with representatives from visiting colleges and the military
- Spend time with parents/guardians discussing costs
- Prospective college athletes for NCAA Division 1, 2, & 3 schools need to apply online
- The website is www.ncaaclearinghouse.net. From the home page, the student athlete should click on “Prospective Student-Athletes”, which will link the student-athlete to the necessary information. It is the student’s responsibility to have all ACT/SAT scores sent directly to NCAA

NOVEMBER
- All of the things you should have done in October!
- Re-check deadlines! Especially for college apps, scholarships and other financial aid opportunities
- Some private colleges require an additional form, the College Scholarship Services (CSS)

DECEMBER
- Begin the process of completing the Free Application for Federal Student Aid (FAFSA)
- Students and parents are encouraged to complete the process online (www.fafsa.ed.gov)
- Complete print forms should not be mailed until January 1st
- Check with your college to see if they require additional information, such as the CSS Profile, to be considered for scholarships and other aid
- Visit the schools you want to attend, if possible
• THE COUNSELING/ COLLEGE and CAREER CENTER ARE CLOSED DURING WINTER BREAK. This means the Counselor and Student Success Coach are not available. Plan ahead with your deadlines.

JANUARY/FEBRUARY/MARCH
• If applying to schools not on the Common App that requires a mid-year transcript or mid-year report, turn in an addressed, stamped envelope to the counseling office with the appropriate forms.
• Mail your FAFSA after January 1st
• In March register for May AP tests if you plan to sit for a test

APRIL/MAY/JUNE – DECISION TIME!
• Most schools will extend offers of admission by April 15th and require a response from you by May 1st
• If you applied for financial aid, review your offer of aid before mailing your non-refundable deposit to the school you have selected
• Notify the college of your choice of your intention to attend and pay your deposit
• Notify the Counseling/ College and Career Center of any scholarships or awards you may have received so you may be honored at the Senior Awards presentation
• If you have earned any college credits, request a copy of your college transcript(s) to be sent to the college you be attend next year

• Fill out a Final Transcript Request Form so that we can send a copy of you your transcript to the school you will attend in the fall. Failure to do so may slow down your July or August college registration process as final acceptance is provisional until the final high school transcript is received.
Transcripts and College Application Process

Do you need a Counselor’s signature on your application?

Do you need a letter of recommendation?

YES

1. Make an appointment for a college recommendation interview with your counselor at least 3 weeks before your application deadline
2. Provide your counselor with a recommendation form (found online or in the counseling office) & current resume
3. Do not fill out the transcript request form

NO

• Fill out a transcript request form in the Counseling/College and Career Center.

Common Application Online

• Create your student account on the Common App website.
• After you have completed your recommendation interview with your counselor, fill in the high school and counselor information in the Education section.
• In the School Forms section, sign the “release” and click on “Invite an Official” – counselor
• When you click on “Send Invitation,” an email is sent to your counselor.
• Check back on the Common App website prior to your deadlines to view the status of required items.

All Other Applications

• Download forms our school needs to process
• Turn in to the counseling office your college forms and manila envelope addressed to the college (don’t add postage)
• You may include any other materials to be mailed (teachers’ letters of rec, checks, etc.)
• Plan ahead!! We require a minimum of 2 weeks for processing paperwork

• Counseling/College and Career Center will include an official transcript, school profile, correct postage when we mail your application materials
• You will be notified once the materials have been mailed

• 48 hours later return to the Counseling/College and Career Center to pick up your official transcript(s)

• Mail your transcript to your college(s)
Date: ________________

College Recommendation Form

It is important that this form be filled out accurately and completely to aid us in preparing recommendations for your college and/or scholarship applications.

(Please print legibly.)

Student Name: ___________________________________________________

Email: _____________________________Cell phone number: ____________________

List the colleges you are applying to and their specific due dates:

<table>
<thead>
<tr>
<th>College</th>
<th>Due Date</th>
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Describe your college majors and/or career plans (including area of study, field of interest, timeline, etc.)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Do you need a recommendation? Remember, not all colleges require or want recommendations. If you do need a recommendation, please list those you have requested them from:
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________

Please attach a copy of your resume to this form. Thank you.
SO, how do you pay for college???

GENERAL STUDENT AID INFORMATION

There are three types of aid:

- **Free Money:** scholarships and Grants
- **Loans:** Have to be paid back
  - Subsidized: no interest while in college
  - Unsubsidized: interest accrues while in college
- **Work-Study**

Colleges have all students applying for financial aid complete the FAFSA, the Free Application for Federal Student Aid.

www.fafsa.ed.gov

FAFSA Tips For Getting Aid Without Delay!

Financial aid administrators and guidance counselors from around the country agree that the following tips speed up the application process.

- **Important: Read the instructions!**
  - Many questions on the FAFSA are straightforward, like your Social Security Number. But many questions are asked specifically for the purpose of student financial aid. Common words like “household,” “investments,” and even “parent” may have a special meaning. Read all instructions carefully.

- **Apply Early!**
  - State and school deadlines will vary and tend to be early. Check with them to find out their exact deadline dates.
  - Federal Student Aid will process your FAFSA if it is received on or before the deadline. However, in order for you to actually receive aid, your school must have correct, complete FAFSA information before enrollment.

- **Complete Your Tax Return!**
  - We recommend that you (and your parents if you are a dependent student) complete your tax return before filling out your FAFSA. This will make completing the FAFSA easier, but you must provide correct income and tax data once you have filed.

- **Save Time: File Electronically!**
  - Complete and submit your FAFSA online. It is the fastest and most accurate way to apply for student aid.
• **Ask: Do I Need Additional Forms?**
  - Many schools and states rely on the FAFSA as the single application for student aid. However, it would be wise to check your state agency and financial aid office of the school that you plan to attend to find if they require additional forms.

**Why fill out a FAFSA?**
The (Free Application for Federal Student Aid), or FAFSA, is the first step in the financial aid process. Use it to apply for federal aid, such as the Pell Grant, student loans, and college work study. In addition, most states and schools use FAFSA information to award their financial aid. For instructions on how to complete the FAFSA, select Completing the FAFSA.

***Many colleges base financial aid offers on how soon a student/family submitted the FAFSA. You do not need to wait until current year taxes have been filed to submit the FAFSA. You can go back into the FAFSA and make corrections/updates once your current year taxes have been filed.***
COLLEGE AND CAREER WEBSITES

• College:
  o Know How 2 Go - www.knowhow2go.org
  o ACT, Inc. : A Student Site for ACT Test Takers - www.actstudent.org
  o SAT - http://sat.collegeboard.org
  o Regional College Access Center - http://metedu.org/rcac
  o Lumina Foundation - www.luminafoundation.org
  o College Depot - www.phoenixpubliclibrary.org/collegedepot

• Career:
  o Exploring Career Information from the Bureau of Labor Statistics
    • http://bls.gov/k12
  o AzCIS (Arizona Career Information System) - www.azcis.intocareers.org
    • Student Login: ajohs
    • Password: 4azcis02
  o Career Forward - http://nroc.careerforward.org

• Financial Aid and Scholarships:
  o Federal Student Aid - http://studentaid.ed.gov
  o FAFSA (Free Application for Federal Student Aid) - www.fafsa.ed.gov
  o FastWeb - www.fastweb.com
  o Ajo Pay-It-Forward Higher Education Loan
    • http://earthonly.com/ajo/pay_it_forward.php

• Military
  o Air Force - www.airforce.com
  o Army - www.goarmy.com
  o Coast Guard - www.gocoastguard.com
  o Marines - www.marines.com
  o National Guard - www.nationalguard.com
  o Navy - www.navy.com
We hope this information helps you prepare for a terrific future! Remember, Red Raiders Dominate! You can do this!!!!

Ajo Red Raiders

Focus on the Future

“Everyone graduates ready for college”