



Brooks DeBartolo Collegiate High School Senior Checklist

You are rapidly approaching your high school graduation! It is imperative you remain focused and finish this year strong to complete your high school career with the best experiences, grades, and options possible. Below is an overview of the tasks you must complete throughout this year in order to pave the way for a smooth transition to post-secondary opportunities.

Throughout Senior Year

- Maintain at least a "C" in all courses; all college letters of acceptance are contingent upon successful completion of senior year
- Complete college and financial aid applications ahead of the deadline (many have October/November priority deadlines)
- Give proof via email of college acceptance, scholarship award, and/or enlistment papers to your School Counselor
- Complete and document at least 75 or 100 hours of community service, applicable to the Bright Futures Scholarship
- Attend District college fairs (sem 1), NACAC Tampa National College Fair (sem 2), meet visiting college reps, visit colleges
- Apply to at least four scholarships and complete the FAFSA, FFAA, Hillsborough Ed Fdn., and DeBartolo Family Fdn. apps
- Visit the Student Services Portal and FloridaShines and review all of the resources for college, career, and assessment prep
 - Take the MyCareerShines career exploration assessments, explore career options and college majors
- For those on Free/Reduced lunch, or a part of a government subsidy program, receive up to two fee waivers for both the SAT/ACT (up to four college app fee waivers available only if an SAT fee waiver was used and only for participating colleges)
- Request official transcripts to be sent to a college by filling out a Transcript Request Form with the Data Processor
 - \$2 fee; < 18 years old must have a guardian signature on the form; students must send the transcript(s)

August

- Make sure you are scheduled for the classes you need to graduate
- Calendar college and scholarship deadlines, college fairs, senior events, and SAT/ACT test dates and registration deadlines
- Review your academic grade history and ensure all information is accurate (all credits are listed, classes coded correctly, etc.)
- Complete the Initial Senior Survey

September

- Review your graduation plan with your BDCHS School Counselor to make sure all requirements will be fulfilled by graduation
- Review the Spring Activities Rule and the Senior Exam Exemption Rule in the Student and Family Handbook
- Order cap and gown (based off of assembly information)
- If interested in college athletics or a military academy, make sure you understand requirements and all materials are submitted: NCAA Eligibility Center (www.eligibilitycenter.org), NAIA Eligibility Center (www.playnaia.org)
- If an online course is needed, the student must register on FLVS.net for a 0.5 credit course
- Complete all SAT and/or ACT testing, or have registered for any remaining tests you want to take
- Request letters of recommendation; provide a resume, materials needed, and submission date (give at least 3 weeks notice)

October

- Both the student and parent/guardian must apply for an FSA ID at www.fafsa.ed.gov; then complete and submit the FAFSA
- Complete the Florida Financial Aid Application (FFAA) which is needed in order to apply for Bright Futures and other state aid
- Apply to either Hillsborough Community College or Pasco-Hernando State College
- Finalize all portfolios, audition tapes, writing samples, or other evidence of talent required by colleges or for scholarships

February

- Submit fees for honor society and club stoles and cords (used for graduation) to the appropriate faculty sponsor
- Final class rank is established on the freeze date determined by the school district (traditionally early Feb, but can be earlier)
 - Make sure your transcript is accurate and HCC Fall transcripts have been received well ahead of the deadline
- Register for and take ASVAB if interested in military career opportunities

April

- Complete all online courses and recovery course work by BDCHS' established deadlines (can be earlier than April)
- Decide on a college you want to attend and ensure you submit all necessary follow-up paperwork (deposit, housing, etc.)

May

- Submit to the Registrar the Request for Final Transcript form so your final transcript will be sent to your chosen college
- Complete the Senior Exit Survey and any other required forms
- Take any required senior exams and pass all classes
- Return all BDCHS and dual enrollment textbooks and materials by the last day of exams; pay debts by the deadline
- Enjoy the senior field trip and senior awards night; attend graduation rehearsals and the End of Year Awards Ceremony
- On graduation day, be ready to attend graduation, represent BDCHS in the community, and graduate!