

Planning Timeline: 12th Grade

The senior year of high school is an exciting time as you make final decisions about your postsecondary plans. As you leave the familiar company and surroundings of your high school, you will be looking forward to meeting new people and experiencing new opportunities in the workplace or in a new education environment. During your senior year, we suggest you do the following:

- Attend career fairs and visit with school representatives who come to your campus.
- Continue to record accomplishments, extracurricular activities, and work experiences in your *Kuder* Career Portfolio using the Resumé Builder and/or the Note Taker area, as appropriate. These features are located on the Nebraska Career Connection website.

September/October

- Meet with your guidance counselor and review your education plan one more time to ensure you will meet graduation requirements and entrance requirements for the postsecondary schools or training programs that interest you. While meeting with your counselor, confirm that your transcripts are accurate and up-to-date.
- Use the Options after High School feature of the Nebraska Career Connection website to narrow your list of potential postsecondary schools or programs to your top three or four.
- If you are interested in an apprenticeship program which combines on-the-job experience with classroom instruction, speak with individuals who work in your field of interest. Labor unions often sponsor apprenticeships through local community colleges or self-study courses. Consider a part-time job with a company that hires people in the occupation that interests you. Being accepted into an apprenticeship can be difficult. Knowing an employer who hires apprentices or a person in the occupation of your choice may help you get into a program.
- If you are interested in military service, there are many ways to join. Speak with recruitment representatives about the options. You may enlist after completion of high school or its equivalency, and you would have opportunity for job training and future education.
- If you plan to retake one or more of the standardized national exams, register in September for the October and November SAT I, SAT II, or ACT tests.
- Apply to the colleges, schools, or training programs that interest you. Apply to more than one school with different levels of admission requirements to give yourself options.
- Continue searching for scholarships using the Scholarship Search feature under the Financial Aid link on the Nebraska Career Connection website and by asking your guidance counselor about local scholarships.
- Ask teachers and counselors to write letters of recommendation to support your college and scholarship applications.
- Begin writing essays for college and scholarship applications. Discuss your essays with teachers, counselors, parents, and other trusted advisors.
- If you plan to play any Division 1 or Division 2 college sports, register with the NCAA Clearinghouse to ensure your eligibility.
- Continue to revise and update your resumé with the Resumé Builder on the Nebraska Career Connection website by adding activities in which you have participated, jobs which you have held, and places or programs where you have volunteered.

November/December

- Check application deadlines for postsecondary institutions, scholarships, and financial aid. Complete the necessary applications. Make photocopies of all application materials before sending them.
- If you are interested in an early decision option with one of your potential colleges, check the guidelines for that program.

January/February

- If you plan to attend a postsecondary institution with a specific application deadline, prepare to submit those applications now. The application deadlines for many schools is between January 15 and March 1; however, you should check with the specific schools to which you are applying. Some open admissions colleges only require that you register by the time classes start.
- If you plan to enter the workforce after high school, begin looking for job openings. One of the best ways to find out about job openings is through networking—telling friends and acquaintances that you are looking for a position. You can also search the help wanted ads in newspapers, use job search web sites, and contact companies directly about possible openings.
- Whether you are seeking a full-time job or a part-time job to help pay for your education, it is important to work on your job-seeking tools and skills. Make sure your resumé is up-to-date, accurate, and as attractive as possible. Try the various options for styles and formatting available to you through the Resumé Builder. Have someone with good proofreading skills look over your resumé to make sure it is letter perfect.
- Talk to your counselor about job-seeking aids such as resumé and cover letter assistance and mock interviews.
- If you are applying for scholarships through a college or postsecondary program, apply as soon as possible. The earlier you apply, the more scholarship funds that will be available.
- Fill out the Free Application for Federal Student Aid (FAFSA) form to apply for free financial aid. When you access the form through the Financial Aid section of the Nebraska Career Connection website.

March/April

- If you applied to schools in January and February, begin looking for admissions decisions in the mail in March and April.
- Make a final decision about which school you plan to attend. Contact all schools to which you were accepted and inform the admissions office of your final decisions.
- If you plan to enter an apprenticeship or the military following graduation, contact the admission or enlistment personnel to finalize your plans.
- If you plan to enter the workforce following graduation, submit applications and/or resumé for positions that seem best suited to your interests and abilities.

May through August

- If you took any Advanced Placement courses, consider taking the AP tests in May in order to qualify for college credit.
- After the end of the school term, send your final high school transcript to the school you plan to attend.
- Update your resumé in the Resumé Builder to include your graduation information and any recent additions.
- If entering the workforce, continue to apply for jobs and pursue interviews.
- If you are attending a two-year or four-year college, ask about placement tests. Some colleges allow you to test out of a subject area rather than take that general coursework which can save you time and money.