

# **Class of 2024**

## **Senior**

## **Handbook**



## **Class of 2024 Important Dates**

### **AUGUST 2023**

#### **08 - SENIOR YEAR BEGINS!**

25 - Career Coach presents “25 Important Things All Seniors Need to Hear” during history classes (See Appendix A for outline of the presentation.)

### **SEPTEMBER 2023**

Date TBD - WorkKeys Introduction and WorkKeys Curriculum account setup (during history or English classes)

Date TBD - FSA ID account setup and WorkKeys Curriculum practice (during history or English classes)

28 – Graduation announcements meeting and packets (10:15 a.m.)

### **OCTOBER 2023**

03 – PHS College Fair (during history classes)

12 – Graduation announcements order collection (during lunches – 11:00-12:15)

16-20 – College Application Week

16 – “I Applied!” Event (during history classes)

18 – TESTING: WorkKeys (All seniors)

### **NOVEMBER 2023**

Currently no events scheduled.

### **DECEMBER 2023**

Date TBD – 2024-2025 FAFSA opens

### **JANUARY 2024**

05 – TESTING: Civics Test (during history classes)

05 – Group photos for local newspapers’ special graduation editions (1:15 p.m.)

### **FEBRUARY 2024**

06 – (Tentative) Workforce Expo at Ingalls Harbor (Field Trip)

### **MARCH 2024**

Date TBD – Graduation announcements delivery day (Balance must be paid in full before delivery.)

22 – Prom – Witt House – Parent-sponsored and -led

### **APRIL 2024**

Date TBD – Graduation supplies (cap, gown, tassel) delivery (Payment due at or prior to delivery.)

## **Class of 2024 Important Dates (Continued)**

### **MAY 2024\***

Date TBD – “Signing” Day

Date TBD – Senior picnic

Various dates – AP Exams

13 – Senior Awards Night (6:30 p.m.)

19 – Baccalaureate – Location and time TBD

20 – GRADUATION DAY!

8:00 a.m. - Senior Walk at PES

8:30 a.m. - Graduation practice

6:00 p.m. - Report for graduation - PHS library

7:30 p.m. - Graduation ceremony!!!

**\*Per Mr. Hopkins, seniors will not be allowed to participate in any May events until all financial obligations are cleared and the student is considered in good standing. You must turn in your Chromebook and charger!!**

## CONTACTS/RESOURCES

- Sonya Kennedy, School Counselor - [sbkennedy@morgank12.org](mailto:sbkennedy@morgank12.org)
- Heather Stidham, School Counselor – [hestidham@morgank12.org](mailto:hestidham@morgank12.org)
- Michelle Holmes, High School to College Coordinator - [mwholmes@morgank12.org](mailto:mwholmes@morgank12.org)
  - Typically at PHS on Mondays.
- Pending, MCS Career Coach
  - Currently unknown what days he/she will be at PHS.
- Administration
- Teachers
- School website - [www.pricevillebulldogs.org](http://www.pricevillebulldogs.org)
  - Homepage
    - Parchment Link
    - Announcements
    - Upcoming Events
    - Quick Links
  - Parent and Student Resources
  - Guidance Pages
  - Scholarship Opportunities
- Schoology College Transition Services: Class of 2024 course (Michelle Holmes)
- Campus Recognition/Jostens – 205-985-0150
  - Graduation announcements, senior apparel and more, cap/gown/tassel, diploma and diploma cover.
  - [www.jostens.com](http://www.jostens.com)

## General Topics

### ATHLETIC ELIGIBILITY (COLLEGIATE LEVEL)

- If you are interested in playing at the collegiate level and have not already done so, visit eligibility websites for NCAA and NAIA for information on collegiate athletic eligibility ASAP.
  - Pay close attention to academic requirements.
  - NOTE: NCAA DOES NOT recognize Math Modeling as a math course. Unsure about NAIA.
- Send your transcript to NCAA through Parchment.
- Your counselor must upload transcripts directly to NAIA.

### AWARDS NIGHT

- Awards Night will include:
  - Scholarship presentations from many colleges and universities
  - Academic award presentations from teachers
  - Recognition of:
    - Mr. and Miss PHS
    - Mr. and Miss Bulldog recognition

### COLLEGE APPLICATION WEEK – OCTOBER 16-22, 2023

- Many universities waive their application fee during this week.
- “I Applied!” Event – PHS Library
  - During history class periods, seniors will be encouraged to complete at least one college application. Each student who applies will receive a treat and have the opportunity to get their photo taken to celebrate!

### COLLEGE DAY VISITS

- Seniors are allowed two college day visits. Juniors are allowed one college day visit. Seniors who did not use their junior day are allowed three college day visits.
- Requirements for taking a college visit day on a school day:
  - Normal attendance policy applies.
  - **Student must return with documentation on official college letterhead, which must include the student’s name and the date of the campus visit.** The documentation should be turned into the attendance secretary.
  - The absence will be counted as a field trip, with the following exceptions:
    - The student has already used all of his/her allotted college days, in which case, the absence will be counted as excused rather than a field trip.
    - The student has over 10 absences and requires a doctor’s note for any absences. This is applicable per class period.

### FAFSA (Free Application for Federal Student Aid)

- Now a graduation requirement. See Appendix D for FAFSA Information and FAQs.
- Class of 2024 is required to complete the **2024-2025 FAFSA**, which will not open until December.

## FEE WAIVERS

- Students who are on free or reduced lunch may qualify for certain fees to be waived, such as ACT and SAT testing fees and college application fees.
- For ACT and/or SAT waivers, email Sonya Kennedy at [sbkennedy@morgank12.org](mailto:sbkennedy@morgank12.org).
- For college application fee waivers, check with the college to find out what they require in order for your fee to be waived. Once you know the procedure, reach out to Sonya Kennedy at [sbkennedy@morgank12.org](mailto:sbkennedy@morgank12.org) for any steps that require her involvement/assistance.

## GRADUATION AND GRADUATION SUPPLIES

- Graduation announcements
  - **Seniors ARE NOT required to order announcements through Campus Recognition/Jostens.** Many families opt to have them printed locally or print their own.
  - When ordering from Jostens, a \$50 deposit is required when placing the order.
- Graduation supplies (cap, gown, tassel, diploma, and diploma cover)
  - Reserved in the fall. Instructions will be included in the announcements order packet.
  - Payment for graduation supplies is collected at delivery during 2nd semester.
  - Typically, cash payment only if paying in person at delivery, but you can pay with card by phone prior to delivery.
  - 2022-23 cost was \$75, but we expect a slight increase for the 2023-24 year.
- **At graduation practice, each senior will receive 11 tickets for admission to the graduation ceremony.**
- Seniors will wear appropriate attire to the Graduation Ceremony.
  - Boys
    - khaki or dark slacks (no jeans)
    - dress shirt
    - dress shoes or boots (must be clean) Tennis shoes and flip flops are unacceptable.
  - Girls
    - dress
    - appropriate shoes - Shoes must have a closed back or back strap. Flip flops, mules, and tennis shoes are unacceptable. Extremely high heeled shoes are strongly discouraged.
  - Boys and Girls
    - You must adhere to the dress code to participate in the ceremony. Not having appropriate attire is not an excuse. If you are unable to get appropriate attire, see your advisor, school counselor, or principal. We will take care of you.
    - Gowns must be fully zipped.
- The graduation ceremony is about the entire Class of 2024. It is not about you only. In light of that, our policies about dress and behavior are meant to celebrate that class as a whole.

## GRADUATION REQUIREMENTS

- Successful completion of all academic graduation requirements.
- Additional graduation requirements:
  - Civics Test
    - All graduates must pass a Civics Test with a grade of 60 or higher.
    - Students take the test on Monday, January 5, 2023 during history periods.
    - Students can attempt the test twice but not on the same day.
  - FAFSA
    - Opens in December
    - All graduates are required to complete the Free Application for Federal Student Aid (FAFSA).
    - Graduates (if 18) or a parent (if senior is under 18) can sign a waiver to have this graduation requirement waived. (provided ALSDE does not remove this option)
- College and Career Readiness Indicator Attainment  
(NOT REQUIRED BUT HIGHLY RECOMMENDED)
  - Alabama defines a student as college- and career-ready if the student earns at least one OR a combination of the following six indicators:
    - A benchmark score on any section of the ACT test
      - The benchmark score on each ACT subtest equates to a 50% chance of getting a B or above in a credit-bearing course in the same subject in a student's freshman year in college:
        - English = 18
        - Math = 22
        - Reading = 22
        - Science = 23
    - A qualifying score on an AP or IB exam
      - AP Qualifying Score = 3, 4, or 5
    - Approved transcribed college or postsecondary credit while in high school
    - A benchmark level on the ACT WorkKeys,
      - A minimum of 4 must be earned in each of the three areas tested.
    - An approved industry credential
      - Current state-approved industry credential list for meeting your industry credential accountability indicator can be found at [www.alcareerinfo.org](http://www.alcareerinfo.org).
    - Documented acceptance for enlistment into the military.
      - A student must have completed the formal enlistment process and provide documentation.
    - Career and Technical Education (CTE) Program Completer
      - To meet the CCR Indicator as a CTE completer, a student must earn three (3.0) credits with the grade of a "C" or higher in CTE courses that are part of an approved CTE program of study, along with some additional requirements.

## **JOB SHADOWING**

- Seniors are allowed two job shadowing days. Documentation from the job shadowing site is required. See your Career Coach for additional details. Your Career Coach can facilitate job shadow dates and locations.

## **LETTERS OF RECOMMENDATION**

- When requesting a letter of recommendation, give the person at least one week to prepare the letter. Also, provide a brag sheet or resume to assist them in writing the best possible letter of recommendation for you.

## **PORTRAITS**

- Senior portraits (both drapes & cap and gowns) will be handled through Prestige (Lifetouch) Portraits.
- Schedule your portraits any time before December 8 at [prestigeportraits.com/studio](https://prestigeportraits.com/studio) and use the PHS code 92CG8. Portraits will be taken at the Huntsville Studio.
- There will only be 1 make-up date at school, which is scheduled for October 4, 2023 from 2-5 p.m.
- Portraits taken after December 8 are not guaranteed to be in the yearbook.

## **SCHOLARSHIPS**

- See the school website Scholarship pages (under Guidance) for a list of scholarship search engines and a list of available independent scholarships.
- Michelle Holmes regularly posts scholarships to her College Transition Services: Class of 2024 course in Schoology. All seniors are members of the course and receive the notifications.
- For college and university scholarships, see their website for information or contact the admissions or financial aid office.

## **STANDARDIZED TEST SCORES (ACT and AP)**

- Students can access their [my.act.org](https://my.act.org) account to view or send ACT scores or register to take the ACT.
- Students can access their [myap.collegeboard.org](https://myap.collegeboard.org) to view or send AP scores.

## **TRANSCRIPTS**

- Transcript orders must be placed through the student's Parchment account.
  - In rare instances, a printed, signed, and/or sealed transcript may be needed. In these instances, email Sonya Kennedy at [sbkennedy@morgank12.org](mailto:sbkennedy@morgank12.org).
- Important note for dual enrollment students:
  - Although dual enrollment courses are listed on your high school transcript, **colleges and universities will not award college transfer credit based on a high school transcript.** Dual enrollment students must request that the college(s) through which they dual enrolled send their official college transcript to other colleges.

## **WORKKEYS**

- WorkKeys is to business and industry what ACT is to colleges and universities. Many employers require WorkKeys scores as part of their hiring process. All seniors will take WorkKeys on October 18, 2023. Students will have access to WorkKeys Curriculum to help them prepare for this assessment.



## **APPENDICES**

Appendix A – 25 Important Things Seniors Need to Know

Appendix B – College Application Timeline

Appendix C – Class of 2024 Exit Checklist (May 2024)

Appendix D – FAFSA FAQs and FSA ID Worksheet

## **25 Important Things Seniors Need to Hear 23-24**

**(Courtesy of Monica Doherty, MCS Career Coach)**

1. Know yourself - Take time to think about your likes, dislikes, career choice, goals, dreams. Take a career assessment!
2. Use your resources! - Resources include websites, counselors, teachers, parents, trusted adults. Ask for help!
3. Don't quit! - Don't let senioritis take over! Finish strong!
4. Be involved! - Get involved in your school and community. You might help someone and it looks great on a resume!
5. Pay attention to announcements and what is going on around you so you don't miss things!
6. Regularly check your school email for information.
7. Personal email account and voicemail - Make sure you also have a personal email account with a professional sounding name and set up the voice mailbox on your phone!
8. Scholarships - Be on the lookout for scholarship opportunities and apply!
9. Essays - Get started on an essay that may be used for scholarship applications.
10. Free Application for Federal Student Aid (FAFSA) - December - Everyone should apply!
11. Career Center - Be aware of resources available through your local Career Center - WIOA Funding
12. ACT - Be aware of college deadlines and register to take your ACT again before December if needed.
13. WorkKeys Assessment - Try your best! Your score is an indicator of career readiness for employers. October 18th here on your campus.
14. College Applications - Begin completing college applications now and be aware of deadlines! Use your legal name!
15. Application Fees - Be aware of college app fees. Waivers are possible through your counselor for some students and during ALCAC Week!
16. Resume - Spend time creating an awesome resume for yourself to make a good first impression!
17. Clean up your social media!
18. Social security number and complete mailing address - Know your complete social security number and complete mailing address from memory!
19. Male students 18 or over remember to register with Selective Service - Some apps ask!
20. College Visits - Visit colleges to get a feel for the campus - do a virtual tour if you can't go in person!
21. Job shadow someone with a career you might be interested in for yourself!
22. Practice interviewing, look up common interview questions and practice answering them.
23. Back-up Plan - Have a plan and then have a back-up plan in place just in case!
24. Take action for yourself - make things happen!
25. Take time to enjoy your senior year. - Do what needs to be done but don't stress! Ask for help if needed!

# College Application Timeline

(Courtesy of Michelle Holmes, High School to College Transition Coordinator)

Does the thought of all those decisions, applications, and deadlines make your head spin? Don't panic! Here's everything you need to know:

## JULY

- **Do your research.** Visit prospective colleges.
- **Look up admissions and scholarship requirements.**
- **Register for September ACT.**
- **Set up a separate email account** that is dedicated only to college applications and communication.
- **Start applying to colleges!**

## AUGUST

- **Finalize your list of colleges.**
- **Get organized.** Create a folder for each college to hold documents and forms.

## SEPTEMBER

- **Work on your resume.** Include academic achievements, extracurriculars, community service, and work experience.
- **Start writing application essays.**
- **Request recommendation letters.** Provide a copy of your resume and a deadline. Follow up, and don't forget to send thank-you notes to the mentors who provide them.
- **Activate your Parchment account** for sending transcripts.
- **Register for the December ACT.**

## OCTOBER

- **Take advantage of College Application Week.** You can apply for free during the designated week in October.

## NOVEMBER/DECEMBER

- **Check-in with the housing office.** Some schools with limited space fill up quickly, so send your deposit early to secure your dorm choice.
- **Keep applying to schools and scholarships.**
- **File your FAFSA.** The FAFSA portal opens in December. It is a graduation requirement, and some schools require it for scholarship consideration, so file even if you don't think you'll qualify for financial aid.

## JANUARY/FEBRUARY

- **Check the medical requirements** for your school. Get the required vaccinations.

## College Application Timeline (Cont.)

### MARCH/APRIL

- **Avoid catching Senioritis!** Colleges have been known to revoke acceptance if your grades fall, so stay on track.

### MAY

- **May 1st is decision day!** If you haven't picked a school yet, today is your deadline.
- **Take AP Exams**
- **Send your final transcript!**

### JUNE

- **Keep copies of EVERYTHING!** Keep a record of college applications, financial aid papers, and essays- you may be asked to resend documents, so have them ready!

## Class of 2024 Exit Checklist (May 2024)

- ☐ Complete the FAFSA OR complete and sign a waiver (attached).
  - FAFSA resources are located on the homepage of the school website.
  - If you need assistance completing the FAFSA, contact Michelle Holmes at [mwholmes@morgank12.org](mailto:mwholmes@morgank12.org).
  - If you need a printed copy of the waiver, notify Sonya Kennedy at [sbkennedy@morgank12.org](mailto:sbkennedy@morgank12.org) or come by her office to pick up a paper copy.
- ☐ Review the Class of 2024 Senior Handbook.
  - **Please review it before you ask questions.**
- ☐ Place orders in Parchment for your final transcript to be sent to appropriate recipients.
  - Final transcripts will be ready and uploaded to Parchment no later than Friday, May 31, 2024.
  - Place orders in Parchment for your final transcript to be sent to the desired locations. Instead of 'Send Now', select 'Hold for Grades' so that the order will be held until your final grades are posted to your transcript.
- ☐ Have a personal email address as your primary email address in Parchment. Since your school email address will be deactivated, you need a personal email address attached to the account.
- ☐ Forward or print any emails from your school email account that you want to keep and download any files from Google Drive that you want to keep. **Your school email will be deactivated after the school year closes.**
- ☐ Dual enrollment students:
  - If planning to transfer dual enrollment credits, place an order with the dual enrollment college for your transcript to be sent to the college/university to which you are transferring.
  - If you plan to continue attending the college/university where you dual enrolled, you will likely be required to apply as a First Time Freshman to continue there in the summer or fall. Check with their Admissions Office for guidance.
- ☐ Complete and submit the Class of 2024 Scholarship Offers form
  - Will be emailed to all seniors near the end of April.
- ☐ Complete and submit the Class of 2024 Final Information form
  - Will be emailed to all seniors near the end of April.
- ☐ **Accept scholarships!!**
  - Most colleges and universities require that you **ACCEPT** scholarship offers in order for you to receive the scholarships. **Do not lose out on scholarships by not accepting them by the acceptance deadline!!**

## **Class of 2024 Exit Checklist (May 2024) (Continued)**

- ☐ Notify scholarship presenters about Awards Night
  - While the majority of colleges and universities reach out to us asking the date and time of our Awards Program, many other scholarship presenters do not. If you are receiving a scholarship award, you may want to reach out to make sure they know the date/time of our Awards Program.
  
- ☐ Clear outstanding items or debt
  - Clear any outstanding items or debt.
  - Turn in any items received this year, such as textbooks, Chromebook and charger, uniforms, etc.
  - Per Mr. Hopkins, seniors will not be allowed to participate in any May events until all financial obligations are cleared and the student is considered in good standing. Seniors must turn in their Chromebook and charger!!

## **FAFSA Frequently Asked Questions**

### **What is the FAFSA?**

The Free Application for Federal Student Aid (FAFSA) is the online application that allows a student to apply simultaneously for federal student aid (including the Pell Grant, work-study opportunities, and federal student loans). Many colleges and universities also use it for their scholarship programs as well.

### **Isn't the application too long and difficult to complete?**

Most applicants complete the FAFSA in 30 minutes or less. If you have questions, talk to your school counselor. Help is also available for FREE from Alabama Possible ([www.alabamapossible.org](http://www.alabamapossible.org))

### **If I want to learn a trade, can the FAFSA still be of assistance to me?**

The FAFSA is not just for associate's or bachelor's degree programs. Students may receive need-based Pell grants, federal student loans, and other federal student aid, including career and technical education programs at community colleges and at many other schools and training programs. Students may check with the school they want to attend or use the federal government's online College Navigator tool to find out which institutions participate in the programs: <https://nces.ed.gov/collegenavigator/>.

### **Does my family make too much money to benefit from the FAFSA?**

Financial aid is left on the table every year by students who did not apply because they erroneously thought they were ineligible. You really don't know until you apply! Income and assets are factors in determining your eligibility, but so are things like the number of students in the family who are in school and the age of the parent(s). For students from families that do make too much to qualify for need-based grant aid, the FAFSA may still be helpful, since it's needed for work-study, or a federal student loan. Your college may offer aid based on your FAFSA info too, and your eligibility may be different depending on your school. Additionally, some scholarship programs use information from the FAFSA as part of the application process. As most financial aid is awarded in date order based on FAFSA filing date, it is a very good idea to complete the FAFSA as early as possible. Your "place in line" may be used for opportunities that come up later, and also may be used if family financial circumstances suddenly change.

### **What if I don't want a student loan?**

Filing the application does not commit you to anything. You will just find out whether you might be eligible for aid!

### **How is FAFSA data protected?**

I don't want my information sold, and I don't want my school to have it. By law, your personally identifiable Information (PII) included in the FAFSA may only be used in furtherance of administering financial aid, including research. Although your high school will know whether you completed the FAFSA, it will not have access to the information that you provide on your FAFSA.

### **If I choose to file an application, how will I know that my application is complete?**

Once you submit the FAFSA, you will receive a confirmation of receipt at the email address you provided in the application. This will allow you to demonstrate that you've met the requirement of filing an application even if there are circumstances that will need to be addressed with the college/university's financial aid office later.

# FSA ID WORKSHEET - fsaid.ed.gov

Federal Student Aid IDs are required for students to electronically sign the FAFSA. One parent of a dependent student will also need to create an FSA ID.\* *KEEP IN A SAFE PLACE.*

## ENTER AN EMAIL ADDRESS \_\_\_\_\_

- 1** The email address must be unique to each individual. You will not be able to use the same email address for student and parent. DO NOT use high school email accounts.

## 2 CREATE A USERNAME \_\_\_\_\_

Must be 6 — 30 characters. Avoid using personal identifiers like your name or birthdate.

## 3 CREATE A PASSWORD \_\_\_\_\_

Must be 8 — 30 characters and contain upper- and lowercase letters and numbers. Avoid personal identifiers.

## COMPLETE YOUR PROFILE

- 4**
1. Enter your Social Security number
  2. Enter your birthdate
  3. Enter your name exactly as it is listed on your social security card
- Social Security matches are confirmed within 1 to 3 days. Errors can cause delays.

## CHALLENGE QUESTIONS & ANSWERS

There are four challenge questions and answers. Select the questions from drop down menus and provide your answers below.

- 5**
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_

## VERIFY YOUR EMAIL ADDRESS & MOBILE PHONE NUMBER

- 6** FSA will send an email with a code that must be entered to verify your email address. FSA will send a text message with a code used to verify your mobile phone number. Your FSA ID is ready to use!

\*Parents without a social security number cannot create an FSA ID; they'll sign the FAFSA by mailing a signature page to the Federal Student Aid Program.