

PASSPORT FOR SUCCESS

Your Guide To Helping You Prepare
for College and Career

HOLMES HIGH SCHOOL

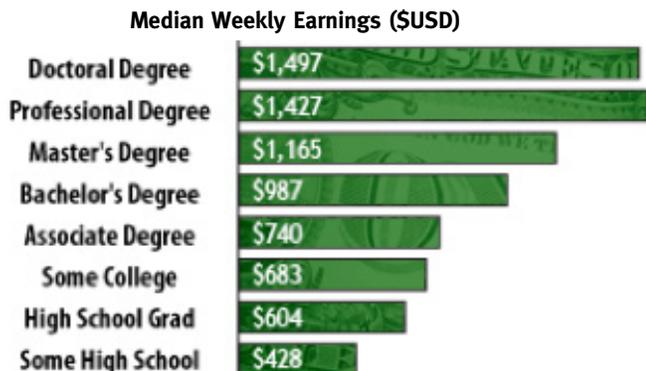
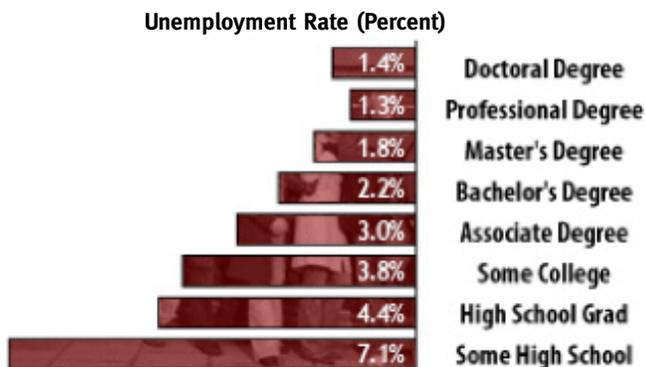
OVERVIEW

This passport can help take you anywhere you want to go. Whether your dreams after high school include college, a career or the military – this document can help get you there.

Along with your teachers, family, friends, mentors, coaches – use this as a resource and refer back to it frequently during your high school career.

EDUCATION AND TRAINING PAYS, 2008

Unemployment and earnings for workers 25 and older by educational attainment; earning for full-time wage and salary workers.



Source: U.S. Bureau of Labor Statistics

www.bls.gov

HOLMES HIGH SCHOOL CAREER CLUSTERS

- Business, Marketing and Information Technologies
 - Marketing, Management, Media Arts, Informatics
- Health Sciences
 - Allied Health, Biomedical
- Advanced Manufacturing and Construction
 - Carpentry, Welding

HOLMES HIGH SCHOOL GRADUATION REQUIREMENTS

ENGLISH - 4 Credits

1. English I
2. English II
3. English III
4. English IV

MATHEMATICS - 4 Credits

A mathematics course must be taken each year of high school.

1. Algebra I
2. Algebra II
3. Geometry
4. Math Elective

Arts and Humanities - 1 credit

Technology Competency: a technology course or other approved method to demonstrate technology competency

SCIENCE - 3 Credits

1. Biology
2. Chemistry
3. Additional lab-based science course

SOCIAL STUDIES - 3 Credits

1. One must be U.S. History

PHYSICAL EDUCATION - 1/2 Credit

HEALTH - 1/2 Credit

ELECTIVES - 9 Credits

Elective courses are those courses that relate to your needs and interests and provide additional support in preparing for success in a chosen pathway. Holmes High School uses “career clusters” to help organize elective courses into groups based on career fields. After you choose your career cluster, make sure your electives are in line with what you want to do after high school.

TOTAL: 24 CREDITS

FRESHMAN YEAR

GPA

- ❑ Your grade point average (GPA) is an indicator of your overall scholastic performance. Your GPA is computed by multiplying the number of grade points you earned in each class (A=4, B=3, C=2, D=1, F=0) times the number of credits, then dividing the sum by the total number of credits carried.

KEES Money

- ❑ The KEES program provides scholarships to students who earn at least a 2.5 GPA each year they attend a certified Kentucky high school. The better you do in high school, the more you earn toward college. You may also earn extra money for ACT scores and Advanced Placement (AP) or International Baccalaureate (IB) test scores.
- ❑ To learn more and to use the online calculator, visit www.kheaa.com. You can also create a “MyKHEAA” account to get access to more resources.

What is an ILP?

- ❑ Students across Kentucky are required to complete an Individual Learning Plan (ILP). The Career Cruising ILP Tool is designed to help students bring together their academic achievements, extracurricular experiences, and career and education exploration activities. This enables the student, parents or guardians, teachers, and counselors to work together to develop a course of study that meets the student’s needs and goals.
- ❑ The Student ILP Tool allows students to:
 - Record your career, education, and life goals.
 - Bookmark careers and colleges that are of interest to you.
 - Store your results from standardized tests like the ACT.
 - Keep track of your career and educational exploration activities.
 - Record your extracurricular activities, hobbies, and interests.
 - Document your community services and work experience.
 - Develop your four-year high school education plan.
 - List awards and recognitions you have received.
 - Upload files, such as essays, scanned artwork, and letters of recommendation.
 - Create personalized, professional-looking resumes.
- ❑ Get Involved – Choose something that you are willing to make a long-term commitment, especially volunteer service at school, church or in the community. You can also choose to join an extracurricular activity, such as a sports team or the band.

College Search – Let’s Get Started

- ❑ Start keeping track of achievements, community service, sports, clubs and jobs in your ILP.
- ❑ Begin to think about what you want in a college. Review college websites; request information from colleges; talk to your counselor; talk with teachers, mentors or coaches who attended colleges you are interested in.
- ❑ Do you want a big school with lots of students or a smaller school?
- ❑ Do you want to stay close to home or go away to college?

- ❑ Are you interested in a particular major? Which school has your major?
- ❑ What are the admissions requirements (GPA, ACT score)?

Get Organized

- ❑ Beginning good organizational habits during your freshman year will help make the rest of your time in high school and college easier.

Getting Organized at Home

- ❑ Eliminate the Early Morning Rush. If 30 minutes is needed to get up, shower and dress, waking up at least 45 minutes prior to departure should be the goal.
- ❑ What to wear? Making the decision and preparing the night before cuts down on stress and the flinging of clothes in the morning.
- ❑ Avoid the need to cram. Creating a home study area and studying at the same time every day reduces the need for last-minute learning.

Getting Organized At School

- ❑ A Student Planner – One that has both a month and days of the week view is best. A monthly planner allows you to see the big picture at a glance; the weekly lets you keep track of details.
- ❑ Binders and Notebooks – You should maintain a separate notebook for each class. If you use a binder, inserts with tabs and labels create a separate area for each class.
- ❑ Folders provide a place to put papers for each class so they don’t wind up just stuffed in a textbook.
- ❑ Color Coding – From assignments in your planners (blue for paper due, yellow for quiz, red for test, etc.) to individual notebooks for class, you should create a system that works for you.
- ❑ Lockers – Locker dividers or shelves help maximize space and are a great way to separate notebooks, textbooks, lunch, and backpacks. Cup-sized magnetic holders are great for storing the smaller stuff (calculators, pens, pencils).
- ❑ Spring – Meet with your counselor to schedule classes for next year and to pick the career pathway that you are most interested in pursuing.

Parent Portal (For Parents)

- ❑ Infinite Campus is a secure website used by Kentucky schools to manage student records – and a place where you can get the most current information about your child’s grades and attendance. The Parent Portal is a confidential and secure website that is available for all parents and guardians of high school, middle school, and elementary school students. The goal of the Parent Portal is to create a better partnership between parents and teachers. Before registering for the parent portal, a distinct activation key is required to log in. In addition, a Parent Portal Acceptable Use Policy must be signed before your activation key is issued. For the acceptable use policy and for your activation key, please contact the school office.

SOPHOMORE YEAR

Update your ILP

- ❑ Career Matchmaker – Use the Career Matchmaker to find out what careers might be a good fit for you. This will help you narrow your list of potential colleges to those that offer the major you want to pursue.
- ❑ Include any new awards, community service or jobs so you won't forget them when applying to colleges in two years.

Benchmarks for ACT

- ❑ Benchmarks - The ACT College Readiness Benchmarks are the minimum ACT® college readiness assessment scores required for students to have a high probability of success in credit-bearing college courses—English Composition, Social Sciences courses, College Algebra, or Biology. Set up a meeting with your counselor and talk about taking challenging classes in your junior year – Holmes offers Advanced Placement and International Baccalaureate courses. You can also take dual credit courses with Gateway Community and Technical College.
- ❑ Start to visit colleges you may be interested in attending. Sign up with colleges to get on their mailing lists.
- ❑ ACT has national benchmarks as well as benchmarks adopted by Kentucky institutions of higher learning.

College Course or Course Area	ACT Subject Area Test	ACT Kentucky Benchmark	ACT National Benchmark
English Composition	English	18	18
Social Sciences	Reading	20	20
College Algebra	Math	19	22
Biology	Science	24	23

Student Athletes

- ❑ For student athletes, this year is a good time to register with the NCAA Eligibility Center. For students to be recruited to play in college, they must be registered with the clearinghouse and maintain updated test scores and grades. Register at www.collegesportsscholarships.com.

For Parents

- ❑ Create a Learning Space at Home – In college, most learning takes place outside the classroom. This transition begins in high school, where more independent study is required. If students understand how to create an environment that helps them learn at home, it will keep them on the right track now and help them have good study habits in college.



JUNIOR YEAR

Update your ILP

- ❑ Make sure you are keeping track of courses, activities, accomplishments – this will help make filling out college applications and scholarship applications easier!
- ❑ You can save essays that you have written for different classes in your ILP and use those for college and scholarship applications later.
- ❑ You can also start creating a personalized resume!

The ACT

- ❑ A group of tests administered by ACT and required or recommended by most colleges as part of the admission process. The tests measure educational development in English, math, reading, science and writing. All students in the state of Kentucky are required to take the ACT in March of their junior year. ACT scores range from 1-36.
- ❑ The ACT will be the most important test you take in high school. Like it or not, the ACT will determine which colleges you will be accepted to and how much money in scholarships you will receive. Preparing for and doing your best will be a big part of your junior year. ACT Prep classes are offered after school throughout the school year; check with your counselor for specific days and times.

KEES

- ❑ You can earn a bonus award for an ACT score of 15 or above. For example, a KEES-eligible student who has a score of 25 would earn an additional \$393 for each year of college.

ACT	Score Bonus
15	\$36
16	\$71
17	\$107
18	\$143
18	\$179
20	\$214
21	\$250
22	\$286
23	\$321
24	\$357
25	\$393
26	\$428
27	\$464
28+	\$500

College Search

- ❑ Attend a few local college fairs and start asking college admissions counselors what you need to do in the next year to be ready to apply to their schools.
- ❑ Ask them about admissions requirements. What does your GPA need to be for admission? What is their minimum ACT score for admission?
- ❑ Ask about the actual costs of attending their schools – not just tuition, but also room and board, books and miscellaneous expenses.
- ❑ Ask to schedule a campus tour.
- ❑ Develop a list of your top 5 colleges.
- ❑ Start to create your college admissions resume. Use the information you've been storing in your ILP.
- ❑ Study for your Advanced Placement or International Baccalaureate exams – every college credit you earn in high school is money you are saving down the road.
- ❑ Plan for the summer following your junior year. Perhaps you can get a job related to your career interest, shadow a professional in the field or volunteer in your career field.
- ❑ Check your KEES scholarship amount. It will go up every year if you maintain good grades, do well on the ACT and take AP courses.
- ❑ Start researching scholarships that you are eligible for and begin writing draft essays so your teachers can help you edit and improve them.



SENIOR YEAR

August/September

- Meet with your counselor to make sure you're on track to meet graduation and admissions requirements.
- Keep doing your best in your classes.
- Narrow your list of schools and request admissions information from each.
- Check out the catalog from each school you're interested in. Most catalogs are online, or you can ask the school to send you one.
- Request your personalized College Guide online through your MyKHEAA account.
- Most early decision or early action admission deadlines are in October and November.
- Create a college access calendar to track:
 - Test dates, fees and deadlines.
 - College application due dates.
 - Financial aid applications and deadlines.
 - Deadlines for requesting recommendation letters, transcripts and other necessary material. Ask people at least two weeks before you need them.
 - Register for the October ACT if you want to increase your score to meet admissions requirements or be eligible for more scholarships.

October

- Begin writing admissions essays. Ask a teacher or counselor to review and provide feedback. You can use essays that you've saved in your ILP over the past 3 years.
- Request recommendations from teachers, employers, counselors and mentors. Give each person your resume; a stamped, addressed envelope; and any required forms.

November

- Use Affording Higher Education and the Scholarship Search link on www.kheaa.com to find scholarships. Apply for all scholarships for which you are eligible.
- Complete any college essays you have to submit. Have a teacher, parent or mentor proofread for mistakes.
- Make a list of your top college choices and begin preparing applications.

December

- Get recommendation letters from your references and send them thank you notes.
- Finish and submit your college applications. Keep copies of everything you send.
- Have your high school send transcripts to the colleges you selected.
- Request your Federal Student Aid PIN at www.pin.ed.gov so you're ready to submit the Free Application for Federal Student Aid (FAFSA) as soon as possible after Jan. 1.

January

- If you're accepted for early decision, withdraw applications to other schools.
- Gather information you need to file the FAFSA. Submit it as soon as possible after Jan. 1. The best way to file is online at www.fafsa.gov.
- Complete any additional financial aid applications required by schools. Keep copies of everything you send.
- Contact colleges to make sure they received your application.

- Submit mid-year grade reports to schools that require them.
- Register at www.parchment.com. All final high school transcripts will be sent to colleges from this service.

February

- Register for the April ACT. This may be your LAST CHANCE to earn your full KEES scholarship award.
- Review college acceptance letters and compare financial aid offers.

March

- Make your final choice. Send acceptance letters, any other documents and deposits to the school you chose.
- Notify the schools you won't be attending.
- Request course descriptions and schedules from the school you have selected.
- Review your Student Aid Report, which will tell you how much your family is expected to pay for your education. If any information is incorrect, make corrections online at www.fafsa.gov.
- If selected for financial aid verification, provide documents to the college.
- Prepare to take the KOSSA Exam and/or other industry certification exams.
- Place orders for graduation (cap and gown, announcements, etc.) with the school office.

April

- Confirm housing arrangements and send in any required deposits.

May

- Take AP or IB exams.
- Submit scholarship acceptance forms.
- Make sure you've returned all financial aid award notices.
- Plan to attend freshman orientation and registration.

June

- Make sure your final high school transcript is sent to the school you will attend.
- Consider getting a summer job to help you pay some of your expenses.
- Send thank you notes to anyone who helped you during the application process.

July

- Make a list of what you'll need to take with you to college.
- If you haven't met your roommate, take time to get acquainted.
- Check your school's social media websites to connect with other students.

August

- Make sure you have your housing documentation when you move into the dorm.
- Review a campus map. Learn how to get around at your new school.
- Buy your books and supplies after the first class meeting.
- Work hard in your classes so your college career will be a success.



TERMS USED IN THE COLLEGE PLANNING PROCESS

Accreditation: Recognition of a college or university by any regional or national accrediting bodies, indicating that the institution as a whole has been judged to be meeting its objectives.

ACT: A group of tests administered by ACT and required or recommended by most colleges as part of the admission process. The tests measure educational development in English, mathematics, reading, science, and writing and are given at specified test centers throughout the year. ACT scores range from 1-36. Taking the ACT Plus writing provides students with two additional scores. They receive a Writing Test subscore and a combined English/Writing score.

ACT Online Prep: The only online test preparation program designed by ACT test development professionals. ACT Online Prep offers practice test questions, a practice essay with real-time scoring, a diagnostic test, and personalized Study Paths to help students improve. Students can access ACT Online Prep via the Internet anywhere and at any time.

Advanced Placement: Advanced Placement courses offer students the opportunity to earn a wide range of college credits by completing a rigorous curriculum and passing national exams.

Aid Package: A combination of aid (possibly including a scholarship, grant, loan, and work) determined by a college financial aid official.

ASVAB: The Armed Services Vocational Aptitude Battery is a multiple-choice test, administered by the United States Military Entrance Processing Command, used to determine qualification for enlistment in the United States Armed Forces.

Credit Hour: A unit of academic credit that often represents one hour of class time per week for a period of study (semester, quarter, etc.).

Deferred Admission: The practice of some colleges of allowing an accepted student to postpone enrollment for one year.

Early Action: The application process in which students make application to an institution of preference and receive a decision well in advance of the institution's regular response date. Students who are admitted under Early Action are not obligated to accept the institution's offer of admission or to submit a deposit until the regular reply date (not prior to May 1).

Early Admission: Admitting students of superior ability into college courses and programs before they have completed the standard high school program.

Early Decision: The application process in which students make a commitment to a first-choice institution where, if admitted, they definitely will enroll. Should a student who applies for financial aid not be offered an award that makes attendance possible, the student may decline the offer of admission and be released from the early decision commitment.

Free Application for Federal Student Aid (FAFSA): The application required for students to be considered for federal student financial aid. Obtain a FAFSA form or electronic filing information from a high school or college for the appropriate year (usually available in November). The FAFSA is processed free of charge, and it is used by most state agencies and colleges.

GEAR UP Kentucky: The GEAR UP program offers a wide range of services to help students prepare for college such as academic advising, life skills training, study skills, personal finance, summer enrichment programs, career exploration, college tours and help understanding the process for applying for college and financial aid.

Grade Point Average: An indicator of the student's overall scholastic performance. The GPA is computed by multiplying the number of grade points earned in each course (generally, A=4, B=3, C=2, D=1, F=0) times the number of course hours/credit hours, then dividing the sum by the total number of course hours/credit hours carried.

Grants: Awards based on financial aid need that do not require repayment. Grants are available through the federal government, state agencies, and educational institutions.

Honors Program: Any program offering opportunity for superior students to enrich their educational experience through independent, advanced, or accelerated study.

International Baccalaureate Program: The IB program offers rigorous courses aligned to international standards. Students may earn college credit by passing annual exams and may receive an IB diploma by meeting several criteria.

KOSSA: The Kentucky Occupational Skills Standard Assessments measure student mastery of career content and skills.

KYOTE: The KYOTE (Kentucky Online Testing Environment) Placement Exam administers standardized examinations used to measure preparedness for college level learning in English, mathematics and reading.

Major: The college subject of study in which the student chooses to specialize; a series of related courses, taken primarily in the junior and senior years.

Open Admissions: The policy of some colleges of admitting virtually all high school graduates, regardless of academic qualifications such as high school grades and admission test scores.

PIN (U.S. Department of Education): A personal identification number that can be used by students and parents to electronically "sign" the Free Application for Federal Student Aid (FAFSA) and access federal aid information.

Regular Decision: The application process in which a student submits an application to an institution by a specified date and receives a decision within a reasonable and clearly stated period of time, but not later than April 15.

Rolling Admission: The application process in which an institution reviews applications as they are completed and renders admission decisions to students throughout the admission cycle.

SAT: A test of verbal and mathematical abilities given by the College Entrance Examination Board (CEEB) at specified test centers throughout the year and required or recommended by many colleges as part of the admission process.

Scholarships: Non-repayable awards to students based on merit or merit plus need.

Student Aid Report: The information you will receive approximately 2-4 weeks after your FAFSA has been processed. It will report the information from your application and, if there are no questions or problems with your application, your SAR will report your Expected Family Contribution (EFC).

Transcript: The official record of high school or college courses and grades as part of the college application.

Wait List: An admission decision option utilized by institutions to protect against shortfalls in enrollment. Wait lists are sometimes made necessary because of the uncertainty of the admission process, as students submit applications for admission to multiple institutions and may receive several offers of admission. By placing a student on the wait list, an institution does not initially offer or deny admission, but extends to a candidate the possibility of admission in the future, before the institution's admission cycle is concluded.

WorkKeys: A national system designed to improve workplace skills and to help individuals equate learning with earning. WorkKeys measures workplace skills, relates those skills to specific jobs, and helps individuals acquire the levels of skills needed for the jobs they want.

HELPFUL LINKS:

www.covington.kyschools.us

www.kheaa.com

www.gearupky.org

www.act.org

The Holmes High School “Passport for Success” was created by the Covington Partners College Access Collaborative. Organizations represented on the collaborative include Covington Independent Public Schools, Northern Kentucky University, Thomas More College, Gateway Community and Technical College, GEAR UP Kentucky, and the Kenton County Public Library.

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