



CONGRATULATIONS!

You have reached a milestone in your school career -

You are a

SENIOR!

In this **SENIOR** Handbook, you will find
information about...

Surviving Senior Year

Entering the Workforce or the Military

Navigating the College Application Process

Improving your SAT scores and GPA

Obtaining Money for College

Resources you may need throughout the year

Plan to write down information in your **SENIOR** Handbook as the Guidance Staff provides it to you, or you find the information yourself. This **SENIOR** Handbook will be a valuable tool for you to use as you move toward graduation and on to life after high school.

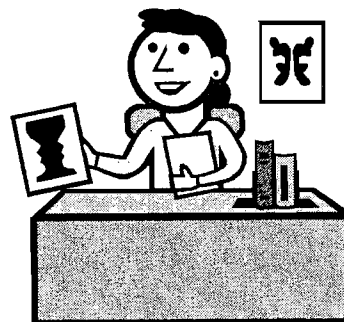
Print your name here: _____

If your **SENIOR** Handbook is misplaced, we'll be able to identify you and return it.

Commonly asked questions...

Who is my counselor?

A-E	Ms. Fowler, 3 rd Floor FC
F-J & A ALL AVID(A-Z)	Ms. Beck, FC Main Office
K-Q	Ms. Ramsey, BT Office
R-Z	Ms. Alexander Lynch, BT Office
Freshmen Counselor & Guidance Department Chair	Mr. Mosher, FC Main Office



Who is my administrator?

A-D	Ms. Custance, Senior Office
E-K	Ms. Boler, BT Office
L-Ri	Ms. Buice, Macland Office
N-Z	Mr. Lockhart, CT Office

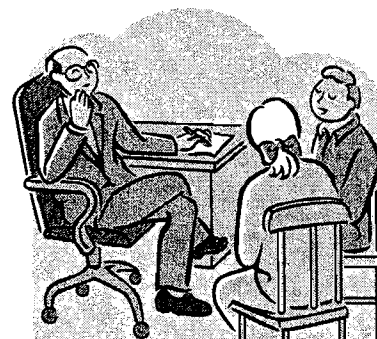
Who are our Guidance clerks?

Ms. May, located in BT
Ms. Richardson, located in FC Attendance Office

Who is our Graduation Coach?

Mr. Patrick Burch, 1st Floor FC

How do I request a transcript? See Ms. May, in the BT main office. She will ask you to fill out your transcript request card. The first transcript is free, each one after that is \$2.00. If possible, please bring exact change. Be sure to include your student profile sheet (included in the back of this packet). Pay attention to deadlines.



How do I request a letter of recommendation or evaluation from my counselor?

Again, see Ms. May in the BT Building main office. She will collect your information and give it to your counselor. Ms. May will forward the entire packet to your counselor. Your counselor will complete their portion and forward the packet back to Ms. May for student pick-up. Students/Parents are responsible for mailing all college/scholarship applications and recommendations. Please allow two weeks before requesting a letter of recommendation or college recommendation. Do not wait until the last minute to apply to college or fill out scholarship applications!

How do I find out about upcoming colleges visiting McEachern?

Check out: http://www.cobbk12.org/~mceachern/guidance/college_visits.asp
Information will also be made available on channel 5 and the morning announcements.

How do I find out about scholarship opportunities that have come to McEachern?

Check out: <http://www.cobbk12.org/~mceachern/guidance/scholarship.asp>

Where can I find important information about HOPE, NCAA, FAFSA, graduation requirements, SAT preparation, after-school tutoring, etc?

All the information is located on the McEachern High School website:
http://www.cobbk12.org/~mceachern/McEachern_Web/Guidance/Guidance.htm

Do I have to take the SAT and ACT?

No, most colleges accept either one, but it is recommended that you try both.

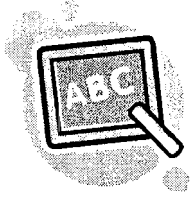
If I want to make an appointment with my counselor, where do I go?

Go to the BT or FC administrative office and fill out a "request to see my counselor" form. We will call you in as soon as we can.

Other cool things you may need and where to go:

Work Permit: Ms. Curry, CT Office
Certificate of Attendance: Ms. Edwards, Senior Building Office

SURVIVING SENIOR YEAR



Pay Attention To Your ABC's.



ATTENDANCE – Attend EVERY class, EVERY day, and BE ON TIME.

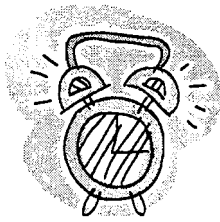
BEHAVIOR – Treat EVERYONE with respect. Follow the Rules and Regulations. Do all your Class work, Homework and Special Projects.

COMMUNICATE – with your Teachers, your Guidance Counselor, and your PARENTS!!!
Keep the lines of communication WIDE OPEN!



AVOID Senioritis!

Keep your eyes on the prize – your diploma – and don't allow yourself to be infected with that dreaded disease: Senioritis! You know the symptoms - laziness, not doing school work, "don't care" attitude, skipping classes or whole days of school, and just generally feeling overwhelmed. If you feel yourself coming down with any of the symptoms of Senioritis, make an appointment with your Guidance Counselor right away and get a "shot" of encouragement.



Time Management

"So much to do, and so little time."

Start from the very beginning of the school year to plan your time wisely. Use your Agenda Book to write down homework assignments, college application deadlines, SAT test dates, project due-dates, and other important dates to remember. If you have a job, write down your work schedule as soon as you get it so you can plan homework time and ask for time off, if you need it. Time flies – make the most of it!

ENTERING THE WORKFORCE OR THE MILITARY

During High School

It's understandable that many students want or need jobs during their senior year to pay for senior expenses like yearbooks, proms, photos and graduation announcements – or to save for college – or to pay for a car and insurance - or to save to get an apartment after graduation – or simply to help with family expenses. REMEMBER – School must be your top priority this year. To paraphrase a slogan from Ford Motor Company: **“SCHOOL IS JOB ONE!”**

If you do get a job this year, be sure to talk to your employer about your school priorities and make sure he/she understands that school comes first. Employers support a well-educated, well-trained workforce and will support you in your effort to maintain good grades while working. Give your employer plenty of notice if you need time off because of school commitments, and always keep the lines of communication open.

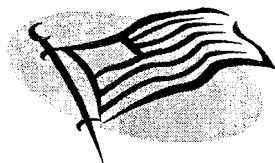
After High School

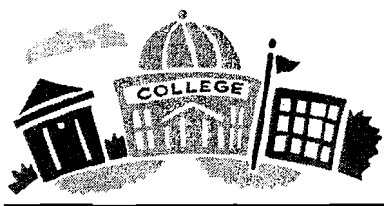
Some students decide to go straight into the workforce following graduation from high school. If this is your plan, start right now to develop your resume. Consult with your Guidance Counselor or teachers in the Career and Technical Education department about what information should be included, and how to format the document. Ask trusted teachers or other adults in your life, who are not relatives, if they would be willing to serve as references for you on job applications. Write their names and contact information in the “Resources” section of your SENIOR Handbook.

Where do you find job leads? The classified section of the newspaper is one place to start. If there is a particular business where you would like to work, dress for success, visit, and ask for an application for employment. Check on the BT building bulletin board for job postings.

What About the U.S. Military?

Recruiters from the U.S. Army, U.S. Air Force, U.S. Marines, U.S. Navy and U.S. Coast Guard, plus the National Guard, all visit high schools regularly to share information about career opportunities with students. You can get basic information from them when they visit the school. You will want to include a parent or other adult family member in the discussions about potential service in the military. Recruiters are often willing to meet with students and their families in their homes or at the recruiting center. The ASVAB (Armed Services Vocational Aptitude Battery) Test is administered at McEachern each year. This test can help you determine which military positions suit you best.





NAVIGATING THE COLLEGE APPLICATION PROCESS

Selecting a College or University

Many factors influence the decision about what college or university you want to attend. Consider cost, choice of major, campus setting, extra-curricular activities, distance from home, etc. You should also carefully and realistically examine the entrance requirements for the schools you select. How do you measure up? It is a good idea to narrow your list down to at least three schools. One school should be a sure thing – you meet or exceed all the entrance requirements. Another should be a stretch – you meet the minimum entrance requirements, but know the school is very selective. The third choice should be somewhere in the middle.

Applying to College

Once you have decided where you want to apply, explore the application process. Most schools now have on-line applications. You may wish to print a copy of the blank application, fill it out on paper and then transfer the information to the on-line form. If you choose to apply on-line, be sure to print a copy of your application **BEFORE** you hit the “send” button! Many schools also accept applications submitted through the mail. The Career Center usually has copies of applications for area colleges and universities, or you may print an application from the schools’ websites. Use blue or black ink and write or print neatly. Make a copy of your application before you mail it. Don’t forget to include the application fee. Remember, if you receive free or reduced lunch and have used a fee waiver to take the SAT test, you also qualify to receive college application fee waivers. Check with your Guidance Counselor to get a fee waiver form to include with your application.

Transcripts

Your college application is not complete until the college receives an official copy of your high school transcript. Your transcript is a record of all the classes you took in high school, the grades you earned, and your cumulative GPA. Your transcript is considered “official” if it goes directly from the high school to the college admissions office, either in a sealed envelope (**DO NOT** open a sealed transcript!) along with your application, or if mailed by the school. The school is not allowed to send ACT or SAT scores anymore. You must request the SAT or ACT to send your scores to your college of choice.

To obtain a transcript, you must fill out a transcript request card (available in the BT Building Office) and submit it to Ms. May. The first transcript is free; **EACH** additional official transcript costs \$2.00

It is important to allow processing time of at least 72 hours for each transcript request. After you pick up your transcript from Ms. May, you may then mail your sealed and stamped transcript to the college of your choice.



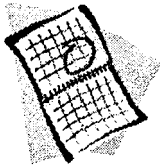
Recommendations

Some colleges and universities require recommendations from your Guidance Counselor, one or more teachers, or other adults who know you and your potential well. Be aware that many students will be asking the same people to write recommendations. Ask early, well ahead of application deadlines...at least two weeks. If the recommendation should be sent directly to the college, provide a stamped, addressed envelope to the person writing the recommendation. You may request letters of recommendation from Ms. May in the BT office. Do not forget to include your student profile. Your student profile is a resume of sorts to help your counselor highlight all of your accomplishments. Blank student profiles are available from Ms. May and at the end of this packet. If you would like to meet with your counselor, please let Ms. May know so she may make a note on your request form. If the recommendation is to be included with your application, ask the writer to seal the envelope and sign across the flap. **DO NOT** open it! Recommendations are considered to be confidential information.



Essays

Some colleges and universities require you to write an essay as part of the application process. Don't procrastinate on this! Unless the instructions indicate you should handwrite your essay, type it on a computer. Do not forget to use spell-check! Ask your English teacher or other trusted adult to proof-read your essay for you. Keep a copy of your essay.



Deadlines

Beat deadlines, don't just meet them. Remember that your Guidance Counselor has to process applications for dozens of other seniors. Plan to submit applications, transcript request cards, requests for recommendations, etc., at least two weeks before the application deadline(s)...a month before would be even better. When you beat the application deadlines, the ball is in the college's court – you simply sit back and wait for your acceptance letters to arrive.



NCAA Clearinghouse

If you are an athlete who wants to play sports in college, you should register with the NCAA Clearinghouse online at <http://www.ncaaclearinghouse.net>. Check with your Coach or your Guidance Counselor if you have questions.

IMPROVING YOUR SAT SCORES AND GPA

One of the best ways to improve your SAT Scores is to improve your GPA – get good grades! If you are studying hard and doing well in school, you should do well on the SAT/ACT tests. But there are some strategies to improving your scores.



Improving Your GPA

College and universities will be making an initial admission decision based on your cumulative grade point average (GPA) from the end of your junior year or the end of the first semester of your senior year. It is very important to maintain good grades and a rigorous course schedule through the end of your senior year. College admissions officers don't like to see students slacking off during senior year, because they know the course work will be harder at the college level. Colleges can also retract an offer of admission if your grades drop during second semester of your senior year. You should work very hard to get the best grades possible in the most advanced courses possible. Colleges like to see A's and B's on transcripts!



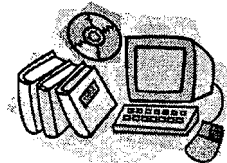
www.collegeboard.com & www.collegeboard.com/satonlinecourseschool

Visit the College Board website and check out the free SAT Tips and Practice Tests online. There is a wealth of information, including online registration for SAT tests, at this website. For the online course, click "Register Now" in the "Students" box. Then enter this access code: ITZZMAF-Y5BMOHRGO



Computer Programs

The computer lab in FC 208 will be open mornings from 7:30 A.M. until 8:00 A.M. and in the afternoons from 3:45 P.M. until 5:00 P.M. on Mondays, Tuesdays, and Thursdays. Students may make use of the SAT test-taking skills prep programs at this time.



Books and CD's

There are many books and CD's on the market that are geared toward improving SAT scores. Learning good test-taking strategies, familiarizing yourself with the format of the test, and actually taking practice tests are some techniques you may use to improve your scores. Knowing how to take the test when you walk into the test center is crucial!



SAT Prep Classes

An SAT Prep class is offered at McEachern High School. It is a half (.5) credit one semester course, available to students who have completed Algebra I and one semester of Geometry. Kaplan offers SAT Prep classes for a fee as well.

SAT Testing Schedule 2008-2009

Test Dates	Tests	Registration Deadlines			
		U.S. Regular	U.S. Late	International Early	International Regular
October 4, 2008	SAT & Subject Tests	Sept. 9, 2008	Sept. 16, 2008	N/A	Sept. 9, 2008
November 1, 2008	SAT & Subject Tests	Sept. 26, 2008	Oct. 10, 2008	Sept. 12, 2008	Sept. 26, 2008
December 6, 2008	SAT & Subject Tests	Nov. 5, 2008	Nov. 18, 2008	Oct. 15, 2008	Nov. 5, 2008
January 24, 2009	SAT & Subject Tests	Dec. 26, 2008	Jan. 6, 2009	Dec. 3, 2008	Dec. 26, 2008
March 14, 2009**	SAT only	Feb. 10, 2009	Feb. 24, 2009	N/A	N/A
May 2, 2009	SAT & Subject Tests	Mar 31, 2009	Apr. 9 2009	Mar. 11, 2009	Mar. 31, 20089
June 6, 2009	SAT & Subject Tests	May 5, 2009	May 15, 2006	Apr. 15, 2009	May 5, 2009

Marietta High, Pope High, Walton High and Southern Poly are local SAT Test Centers.

Marietta High SAT Center Code is 11-555. Pope SAT Test Center Code is 11-549. Southern Poly SAT Center Code is 11-999

CEEB School Code: McEachern 112435

Fees

	Fee
SAT Reasoning Test	\$45.00
SAT Subject Tests (add the \$18.00 Basic Registration Fee to the total fee for the Subject Tests):	\$20.00
Language Tests with Listening	\$20.00
All other Subject Tests	\$ 9.00
Services	Fee
Late registration fee	\$23.00
Standby testing fee	\$38.00
Change test, test date, or test center fee	\$22.00
Scores by Web	Free
Scores by Phone	\$12.50
Extra score report to a college or scholarship program (in addition to four score reports included at no charge on the Registration or Correction Form)	\$ 9.50

ACT Testing Schedule 2007-2008

Local ACT Test Center Locations, Test Dates and Test Center Codes are listed below.
Local High School CEEB School Codes are the same as for the SAT Test.

2008-2009

Test Date	Registration Deadline	<i>(Late Fee Required)</i>
September 13, 2008	August 12, 2008	August 13–22, 2008
October 25, 2008	September 19, 2008	September 20–October 3, 2008
December 13, 2008	November 7, 2008	November 8–20, 2008
February 7, 2009	January 6, 2009	January 7–16, 2009
April 4, 2009	February 27, 2009	Feb. 28–March 13, 2009
June 13, 2009**	May 8, 2009	May 9–22, 2009
Life University	ACT Test Center Code 008450	See website www.act.org For testing dates
Osborne High School	ACT Test Center Code 214060	

2007–2008 ACT Fees

All fees are nonrefundable unless otherwise noted.

\$31.00 Basic registration fee (No Writing)

Includes reports for you, your high school, and up to four colleges requested at registration.

+ \$9.00 each 5th and 6th college choices

Requested as part of registration, refundable if you do not test. Find out how much it costs to send your scores after you've tested.

+ \$46.00 ACT plus Writing test

The \$14.50 Writing Test fee is refundable if you are absent on test day or you remove the Writing Test option before you begin testing.

+ \$20.00 Late fee

+ \$20.00 Test date change

For different date if absent on original date. If you request a test date change after the regular deadline for the new date, a late fee also applies.

+ \$20.00 Test center change

For the same date.

+ \$40.00 Standby testing on test day

+ \$12.00 Telephone registration for repeat test-takers

Receive immediate confirmation of your test center.

+ \$25.00 Test outside the 50 United States

The optional Writing Test is not available outside the 50 United States during 2005–2006.

+ FREE Viewing scores early on line

+ \$17.00 Test information release service



OBTAINING MONEY FOR COLLEGE or OTHER EDUCATION BEYOND HIGH SCHOOL

Rising tuition costs dictate that most students will need to get some sort of financial aid to pay for their education beyond high school. Application information for financial aid and/or scholarships in order to pay for college is listed below.

What is Financial Aid?

Financial aid is simply money that comes from someplace other than your family's pockets or bank accounts to pay for your education. It can come in several forms.

GRANTS – usually need-based; family and student income is often considered; you are not required to pay back a grant.

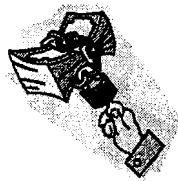
SCHOLARSHIPS – usually awarded for excellence – in academics, athletics, the arts; you are not required to pay back a scholarship, but you may have to maintain a certain grade point average to keep the scholarship or renew it.

LOANS – this is money you or your family borrows. Loans must be paid back by the person taking out the loan. If it is the student, repayment usually begins after graduation from college.

Financial aid comes from a variety of sources: the federal government, the state government, colleges and universities, civic groups, churches, individuals, etc.

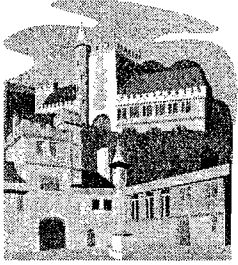
FAFSA – Free Application for Federal Student Aid

The federal government offers money to help students pay for college. To access it, you must fill out a FAFSA – Free Application for Federal Student Aid. The form is available online at www.fafsa.ed.gov – and can be submitted online or by mail. FAFSA forms should not be submitted until after January 1st of the year you plan to attend college. Be sure to familiarize yourself with this process, because the FAFSA is your KEY to obtaining grant or loan money to pay for college.



Scholarships

The Freshman Center maintains a file cabinet and list of available scholarships, applications and contact information. Be sure to follow the instructions for applying carefully, and beat the deadlines. Most scholarships will require an official copy of your transcript. Some require recommendations, and many require that you write an essay.



- Seniors may request two days to visit colleges in an academic year. In order for a college day to count as a field trip, students must bring a note to their administrator from their parent/guardian at least five days before the college visit. In addition, you must bring, on the college/university letterhead, written proof of your visit to the institution the day you return to school.

- The attendance clerk will collect and file your proof in the attendance office. If you fail to follow this procedure exactly, your college visit will count as an absence.
- We strongly encourage you to make these appointments as soon as possible. There are several resources available in the career center and guidance areas to contact schools for private or group tours. See your student handbook for proper attendance procedures.

Helpful Websites:

<http://www.cobbk12.org/~mceachern/index>.

On-line ACT registration and test dates. College, financial aid, and career information as well as online test prep are also available.

<http://www.act.org>

College Board

On-line SAT registration and test dates. College, financial aid, and career information as well as online test prep are also available.

<http://www.collegeboard.com>

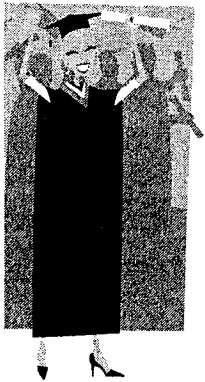
GAcollege411

Plan, apply and pay for college. Georgia's one stop shopping site for students and parents is an excellent resource!

<http://www.gacollege411.org>

www.fastweb.com Over 600,000 scholarships!

www.careercruising.com user name: McEachern password: Indians



Resources

School Information

My Guidance Counselor is _____
(Mr. Mrs. Ms.) First Name Last Name

My Guidance Counselor's email address is _____

My High School mailing address is _____

My Guidance Department phone number is _____

My Guidance Department FAX number is _____

My school CEEB school code is _____

My SAT Test Center Code is _____

My ACT Test Center Code is _____

Important Dates to Remember: _____

Notes: _____

References and Recommendations

Teachers who have agreed to write recommendations for me are:

(Mr. Mrs. Ms.) First Name Middle Initial Last Name Subject

Phone _____ Email _____

(Mr. Mrs. Ms.) First Name Middle Initial Last Name Subject

Phone _____ Email _____

(Mr. Mrs. Ms.) First Name Middle Initial Last Name Subject

Phone _____ Email _____

Others who have agreed to write recommendations for me are:

(Mr. Mrs. Ms.) First Name Middle Initial Last Name Relationship

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

(Mr. Mrs. Ms.) First Name Middle Initial Last Name Relationship

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

(Mr. Mrs. Ms.) First Name Middle Initial Last Name Relationship

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

College Application Checklist

This form will help you keep track of your college application process and help you beat those deadlines! We've included three copies of this checklist. Feel free to make copies of this page if you need more.

#1 College _____

Address _____

Website _____

Phone _____ Email _____

Application method (circle one) On-line Mail

Application Deadline _____

Date Application Submitted _____

Date Transcript Request Submitted _____

Recommendation(s) Required? Yes No

Requested Recommendations from...

Name of person	Received _____	Mailed _____	date _____
Name of person	Received _____	Mailed _____	date _____

Essay Required? Yes No

Notes _____

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#2 College _____

Address _____

Website _____

Phone _____ Email _____

Application method (circle one) On-line Mail

Application Deadline _____

Date Application Submitted _____

Date Transcript Request Submitted _____

Recommendation(s) Required? Yes No

Requested Recommendations from...

Name of person	Received _____	Mailed _____	date _____
Name of person	Received _____	Mailed _____	date _____

Essay Required? Yes No

Notes _____

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#3 College _____

Address _____

Website _____

Phone _____ Email _____

Application method (circle one) On-line Mail

Application Deadline _____

Date Application Submitted _____

Date Transcript Request Submitted _____

Recommendation(s) Required? Yes No

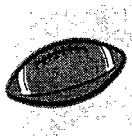

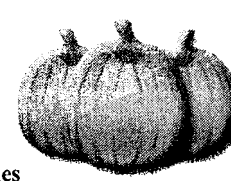
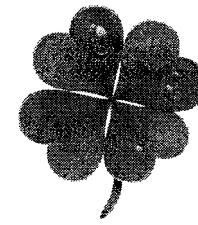

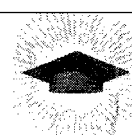

Requested Recommendations from...

Name of person	Received _____	Mailed _____	date _____
Name of person	Received _____	Mailed _____	date _____

Essay Required? Yes No

Notes _____

McEachern High School
Senior Year Calendar of Important Events
2008-2009

<p><u>August/September</u></p> <p>9/6 Senior Parent Breakfast</p> <p>9/8 – 12 Senior Week!</p> <p>9/15-18 GHS GT retakes</p> <p>9/25 AP/Honors Parent Meeting</p> <p>Begin to collect college applications.</p> <p>Provide resumes to individuals that you would like recommendations from.</p> <p>Review senior class schedule.</p> <p>Explore options in the career center.</p> <p>Register for ACT and/or SAT , ASVAB.</p> <p>Check scholarship availability.</p> <p>File applications early in the fall.</p> <p>Register to retake GHS GT if needed</p> 	<p><u>January/February</u></p> <p>1/19 Student Holiday</p> <p>1/29- Open House</p> <p>College Financial Aid Meeting,</p> <p>2/16 Student Holidays</p> <p>2/11 Career Day</p> <p>Obtain FAFSA (Free Application for Federal Financial Aid) available in the guidance offices, career center and on the internet).</p> <p>Send financial aid applications in early!</p> <p>Retake SAT & ACT as needed.</p> <p>Register for AP Exams.</p> <p>Last call for on campus orders for Balfour products: caps, gowns and announcements.</p> <p>Pre-register for GHS GT as needed.</p> 
<p><u>October</u></p> <p>10/15 PSAT</p> <p>10/13-17 Homecoming Week</p> <p>10/18 Homecoming Dance</p> <p>Pre-register for GHS GT re-takes as needed</p> <p>Visit with college/tech school reps on campus</p> <p>Plan for application deadlines and recommendation letters</p> 	<p><u>March/April</u></p> <p>3/23-27 GHS GT- Last Call before graduation!</p> <p>4/6- 10 Spring Break!</p> 
<p><u>November</u></p> <p>11/4 Student Holiday</p> <p>11/14 Veterans Assembly</p> <p>11/24-28 Thanksgiving Holidays</p> <p>Request transcripts as needed</p> <p>Keep up with scholarships- review web page for details</p> <p>Attend college nights and plan campus visits</p> 	<p><u>May</u></p> <p>5/1 Senior Assembly and PROM!</p> <p>5/4 Senior Supper</p> <p>5/12 Honors Night</p> <p>5/5-15 AP Testing</p> <p>5/14-19 Senior Final Exams</p> <p>5/22 Graduation</p> 
<p><u>December</u></p> <p>12/3 College Night</p> <p>12/16-19 Semester Exams</p> <p>12/22 – 1/07/05 Winter Break</p> <p>Watch for campus visits from Balfour:</p> <p>Order cap and gown, plan for invitations on campus or online</p> 	<p>Pay off any and all debts to the school (textbooks, uniforms, parking tickets, etc) to insure your participation in the graduation ceremony!</p> 