

What You Need to Do!

Senior Planning Guide

August – October

	Sign up for Class of 2023 Remind. Parents can also sign up to receive messages.
	Be sure you are meeting graduation requirements.
	Take your senior pictures with Bruce Wilson Photography.
	Learn how to write/communicate through a professional email.
	Learn how to scan an item as a PDF with your phone and save it.
	Complete the Beginning of the Year Senior Survey (mandatory for all seniors).
	Apply for free/reduced lunch to cover college applications & the ACT/SAT exams.
	Research schools and military branches to make your application list.
	Take the SAT and/or ACT.
	SAT School Day – October 12. This is a FREE SAT at Toho and you don't need to register.
	Keep a file for all your college application information
	Become familiar with Xello (only login through ClassLink).
	Apply to colleges.
	Create and complete your Common App account for schools using Common App.
	Connect Xello with Common App.
	Find 2 references for letters of recommendation and Common App recommenders.
	Write your essay for college applications and have a trusted individual critique it.
	Request transcripts via Xello ONLY.
	Complete and submit all 4-year college applications by October 31.
	Research and apply for scholarships (local ones will be listed on Xello).
	Complete the FAFSA for Federal Student Aid (FAFSA). The application opens October 1.
	Complete the Bright Futures FFAA Application. The application opens October 1.
	Purchase cap & gown for graduation through Jostens.

November - February

	Apply for Education Foundation Scholarships (one application for multiple local scholarships).
	Apply for more scholarships.
	Earn volunteer hours and submit them to your counselor.
	Visit/tour schools (in-person or virtually).
	Take ACT/SAT again if you did not reach desired scores.
	Order cap and gown before January 1. The price will increase!
	AA Degree DE students: Your Valencia graduation application deadline is in January.

*This timeline is for planning purposes only and dates are subject to change.
Always reference official sites to ensure accuracy of information and deadlines.*

March – April

	If a dual enrollment student and staying at Valencia, complete the required forms before graduation and see the Valencia Coach at Toho on Thursdays or Fridays.
	Start narrowing down your acceptances to the schools you like.
	If needed for scholarships or Bright Futures, get your community service hours done.
	Make a decision and pay deposits to your schools, if necessary.
	Continue to apply to available scholarships.
	Get your Grad Bash details.
	Get your senior prom details and forms signed to attend.
	Make sure all deposits and requirements are completed for your final school by their deadline.

May

	Communicate your final school decision or plan with Ms. DaSilva (mandatory!)
	Complete the End of Year Senior Survey (mandatory for all seniors).
	Follow-up on your Bright Futures status.
	Your final transcript will be sent to the school you listed as your final decision with Ms. DaSilva.
	Know your transition resources for your academic advisor, financial aid advisor, housing, counseling, and security.
	If you are living on-campus, get your shopping list organized.

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