

# **Mumford High School**

## **Graduation Guide 2023-24**

## **GRADUATION REQUIREMENTS FOR A DIPLOMA**

To receive a high school diploma from the district, a student must successfully:

- **Achieve passing scores on certain end of course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law;**
- **Complete the required number of state credits;**
- **Complete any locally required courses in addition to the ones mandated by the state;**
- **Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE) – this is met by taking a Speech course; AND**
- **Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).**

### **Certificates of Coursework Completion**

A certificate of coursework completion **will not** be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated required for graduation.

### **Students With Disabilities**

Admission, review, and dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law.

Upon the recommendation of the ARD committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn his or her high school diploma but will only be allowed to participate in one graduation ceremony. [See policy FMH(LEGAL) for more information.]

### **Graduation Expenses**

Because students and parents will incur expenses to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses typically occur in the junior year (senior rings) and the senior year (pictures, invitations, cap and gowns, etc). Please be sure to follow Mumford's facebook page or check the website for Mumford Home Bulletin's which will include information about when these events and other important events will take place.

### **TESTING REQUIREMENTS FOR GRADUATION – END OF COURSE ASSESSMENTS (EOC)**

Students are required, with limited exceptions, and regardless of graduation program, to perform satisfactorily on the following five EOC assessments:

- English I
- English II
- Algebra I
- Biology
- United States History

A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

State law allows a student to meet EOC requirements by substituting satisfactory performance on approved national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations. Failure to attend accelerated instruction may result in violations of required school attendance.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate. See Student Handbook for more information.

## **FOUNDATION GRADUATION PROGRAM**

Every student in a Texas public school graduate under the “foundation graduation program.” Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include, explained below. Endorsements earned by a student will be noted on the student’s transcript. A student can complete the foundation graduation program with a “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will also be completed for each high school student.

### **\* Foundation Program Without an Endorsement: 22 credits**

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student’s sophomore year:

- the student and student’s parent may request that the student graduate without an endorsement. The district will advise the student and the student’s parent of the specific benefits of graduating with an endorsement.  
AND
- the student and student’s parents must then submit written permission to the school counselor for the student to graduate without an endorsement.

A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student’s desired college or university.

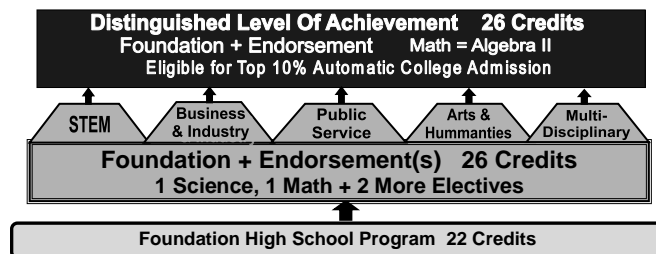
### **\* Foundation with Endorsements: Requires 26 credits.** Endorsements are career paths of interest. A student must specify upon entering 9<sup>th</sup> grade which endorsement he or she wishes to pursue:

- **STEM:** Science, Technology, Engineering, and Mathematics
- **Business and Industry:** Marketing, accounting, finance, graphic design, welding, automotive, agriculture
- **Public Services:** Health Science, education, hospitality, culinary
- **Arts and Humanities:** Literature, world languages, cultural studies, fine arts, history
- **Multidisciplinary Studies:** Variety of courses from any of the other 4 endorsements

### **\* Distinguished level Of Achievement: Requires 26 credits.** Students will complete the Foundations Program plus:

- Have one endorsement  
AND
- Earn credit in Algebra II as one of the required advanced mathematics credits.

**Only students on this plan can be considered for automatic admission purposes to a Texas four -year college or university.**



**Performance Acknowledgments:** A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments are available for outstanding performance in:

- bilingualism and biliteracy
- dual credit course
- Performance on an AP or IB exam
- On certain national college preparatory and readiness or college entrance exams;
- or for earning a state recognized or nationally or internationally recognized license or certificate.

The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student’s parent of this fact. However, the student and parent should be aware that not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

**GRADUATION REQUIREMENTS FOR FOUNDATION PROGRAM**

| <b>Subject Area</b>               | <b>Mumford Foundation Program</b>  | <b>Mumford Foundation With Endorsement</b>   | <b>Mumford Distinguished Level Of Achievement (Foundation w/ Endorsement)</b>                                      |
|-----------------------------------|--|--|--|
| <b>English</b>                    | <b>4</b><br>Must include:<br>English 1, 2, 3, and<br>an advanced English                       | <b>4</b><br>Must include:<br>English 1, 2, 3, and<br>an advanced English   | <b>4</b><br>Must include:<br>English 1, 2, 3, and<br>an advanced English   |
| <b>Mathematics</b>                | <b>3</b><br>Must include:<br>Alg I <b>and</b> Geometry <b>and</b><br>1 advanced Math           | <b>4</b><br>Must include:<br>Alg I, Geom., <b>and</b><br>2 Advanced Math   | <b>4*</b><br>Must include:<br>Alg I, Geom., <b>and</b><br>2 Advanced Math<br><b>MUST INCLUDE: Alg II</b>           |
| <b>Science</b>                    | <b>3</b><br>Must include Biology   | <b>4</b><br>Must include Biology   | <b>4</b><br>Must include Biology   |
| <b>Social Studies</b>             | <b>4</b><br>Must include:<br>Govt, Econ, US History,<br>W. History, <b>and</b> W.<br>Geography | <b>4</b><br>Must include:<br>Govt, Econ, US History,<br>W. History, <b>and</b> W.<br>Geography                     | <b>4</b><br>Must include:<br>Govt, Econ, US History,<br>W. History, <b>and</b> W.<br>Geography                     |
| <b>Fine Arts</b>                  | <b>1</b>   | <b>1</b>   | <b>1</b>   |
| <b>Foreign Language ***</b>       | <b>2</b>   | <b>2</b>   | <b>2</b>   |
| <b>Physical Education **</b>      | <b>1</b>   | <b>1</b>   | <b>1</b>   |
| <b>Locally Required Electives</b> |  |  |  |
| <b>Speech</b>                     | <b>.5</b>  | <b>.5</b>  | <b>.5</b>  |
| <b>Health</b>                     | <b>.5</b>  | <b>.5</b>  | <b>.5</b>  |
| <b>Computer</b>                   | <b>1</b>   | <b>1</b>   | <b>1</b>   |
| <b>Other Electives</b>            | <b>2</b>   | <b>4</b>   | <b>4</b>   |
| <b>Endorsements</b>               |  | <b>Endorsements:</b><br>STEM<br>Business & Industry<br>Public services<br>Arts and Humanities<br>Multidisciplinary | <b>Endorsements:</b><br>STEM<br>Business & Industry<br>Public services<br>Arts and Humanities<br>Multidisciplinary |
| <b>TOTAL CREDITS</b>              | <b>22</b>  | <b>26</b>  | <b>26</b>  |

Mathematics. To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.

\*\* Physical education. A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

\*\*\* Languages other than English. Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.

- A student may satisfy one of the two required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.
- In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

**Course Options** Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year. Note: The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

## **Financial Aid Application Requirement: Began in 2022-23 and THEREAFTER**

Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

FAFSA applications open on October 1<sup>st</sup> for seniors. Additional information on FAFSA applications can be found in this packet under College and Career Information, page 9. Please visit the Mumford Website for resources and information regarding financial aid applications: <https://www.mumford.k12.tx.us/page5.html>.

A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by the district indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by the district indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause.

To confirm that a student has completed and submitted a TASFA, the student must submit one of the following:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite;
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
- A copy or screenshot of the FAFSA acknowledgment page;
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
- An acknowledgment receipt from an institution of higher education (IHE); or
- A copy of a financial aid award letter from an IHE.

Please contact the school counselor for more information.

**Personal Graduation Plans:** A personal graduation plan will be developed for each high school student. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement is a requirement for a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement. Please also review [TEA's Graduation Toolkit \(https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures\)](https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures). A student may amend his or her personal graduation plan after his initial confirmation. The school will send written notice of any such amendment made by the student to the student's parent.

## **COURSE WORK**

### **Credits: Attendance**

To receive credit or a final grade in a class, students must attend at least 90% of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. See policy FEC.

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement, all absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. To determine whether there were extenuating circumstances for any absences, the attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences listed under Compulsory Attendance—Exemptions on page 38 and absences for extracurricular activities will be considered extenuating circumstances
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

- The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL). In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

### **Course Credit: Semester and Year-end Final Grades**

In order to receive credit for a course the students must earn a grade of 70 or above. For a one semester (.5 credit) course the semester grade stands alone as the final grade for the class.

For a two semester (1 credit) course, the student's grades from both semesters will be averaged to make the final year-end grade. When the year-end average is a 70 or above, full credit (1) will be given for the course. If the year end average is below a 70 BUT one of the semester grades is passing, then partial credit (.5) will be given. A student will have to retake only the semester they failed.

### **Class Schedules**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9 – 12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

**Seniors Working:** Seniors who are employed and need to leave after 7<sup>th</sup> period may do so **ONLY** if they have a letter on file with the school from their employer on company letterhead, explaining the need for the student to leave school early. The letter must be accompanied by a letter from the parent acknowledging that their child will be leaving before 3:15 and the reason. Students must sign out each day at the front office before leaving.

**Seniors attending Blinn:** Seniors who are attending Blinn College and will be taking classes on Blinn campus during Mumford School hours must have their schedules approved by Mumford ISD. If they are approved, they may leave campus **ONLY** during the time needed and **ONLY** if they have proof that they are attending college that interferes with school time. There must also be a letter from the parent acknowledging that their child will be leaving and the reason. Students must sign out each day at the front office before leaving.

### **Repeating a High-School Credit Course**

A parent may request in writing that a student repeat a high-school credit course in which the student was enrolled during the previous school year unless the district determines that the student has met all requirements for graduation. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate. Both grades received will count in the students GPA, however credit can only be counted once.

### **Grade Level Classification**

After the ninth grade, students are classified according to the number of credits earned toward graduation.

**Sophomore** – 10<sup>th</sup> Grade: 6 credits

**Junior** – 11<sup>th</sup> Grade: 12 credits

**Senior** – 12<sup>th</sup> Grade: 18 credits

**Graduate:** 22 or 26 credits which meet an approved graduation program and completion of state testing requirements

## **GRADES AND CLASS RANK**

### **Six-Week Grading**

Each six weeks a grade will be given per class. At least 60% of the six-week grade must come from test grades.

Test grades may be single grades for specific assignments (end-of-unit assessment, major projects, tests, etc).

Daily grades, homework, notebooks, projects, equipment ready for participation, etc. are counted as 40% of the six-weeks grade.

### **Semester Grades and Finals**

The semester grade for high school courses will be calculated from the six-week grades and the final exam. The average of the six-week grades will count 80% of the semester grade, and the final exam will count as 20% of the semester grade. Departmental final exams are given in the major academic areas: language arts, science, social studies, math and foreign languages.

### **Exemptions from Final Exams**

Students in grades 11<sup>th</sup> and 12<sup>th</sup> can be exempt from final exams if that student qualifies for an exemption. Students may earn an exemption from semester exams in subjects which they have a 90 or above average and have no more than 3 absences. Seniors can be exempt from all course finals in which an exemption has been earned. Juniors may only be exempt from two course finals per semester. On the day of the final exempt students **MUST** attend the class and **MUST** remain in class all period. Exemptions can not be granted for dual credit courses or College readiness classes.

## **Honors and Advanced Coursework**

Honors or pre-advanced placement (Pre-AP) courses are available at Mumford for students willing to accept the extra challenge in the core academic areas: English, Science, Social Studies, Math and Foreign Languages. Honor courses are weighted and if a student receives a 75 or above for the semester, an additional one weight point or 10 extra points will be added in the GPA. Advanced Placement courses (AP courses) and certain Dual Credit courses (that are deemed appropriate to be given added weight) will receive two extra weight points or will be awarded 20 extra points per semester if a semester grade of 70 is earned. This additional weight will not be seen on report cards or transcripts, but will be used in calculating grade point averages ONLY.

Honors, Pre-AP and AP courses are designed for students who meet the following criteria:

1. Performing at or above grade level on ITBS and STAAR tests.
2. Past history of high achievement as reflected in grades and test scores.
3. Motivation and time to put forth the extra effort demanded.
4. Teacher recommendation and approval.

A student has the first 3 weeks in a semester to enroll or to withdraw from an honors course. The student will need to receive teacher, parent, and counselor approval to enroll in the honors/advanced course. Teachers may also require prerequisite assignments prior to approving a student to be enrolled in the honors class. A student will also need to bring a note from a parent if they wish to withdraw from an honors class once enrolled. Teachers can deny students enrollment in an honors course or recommend withdrawing due to grades and performance. If dropping an honors course, the student will take the current grades to the non-honors course but will not receive extra points. After the first 3-week period of the semester, no honors/advanced course can be changed. The student must remain in the class until the end of the semester and will be held accountable for the honors/advanced coursework assigned. For additional information on enrolling in these courses and who is eligible, please see the counselor.

## **Grade Point Average and Weighted Courses**

Most classes taken for high school credit are averaged to create a grade point average (GPA) for each student. High school courses have weighted values that are used to determine grade point averages. Additional weights are given for advanced classes. A class that is Honors/Pre AP will have one extra weight point per semester, when the student receives a 75 or higher. AP courses and certain Dual Credit courses (that are deemed appropriate to be given added weight) will receive two extra weight points per semester, when a student receives a 70 or higher. Any additional weights are included in the calculation of GPA **only**. Year-end final grades are not used in GPA's and class rank. Grade point averages will be calculated using semester grades that range from 0 - 100, and then they are converted to a point scale depending upon the type of class. For each grade that is less than 100, subtract (.1). A chart on the following page explains the additional grade points that a student will receive.

## **Class Rankings: Senior Year**

Students are initially ranked according to their grade point averages during the summer before their senior year. This initial ranking can be reported to colleges and universities as students apply for admission. Class rankings given prior to that time are un-official. The official class ranking used for final Grade Point Averages and graduation exercises will be calculated after the 5<sup>th</sup> six weeks of the senior year. The 2<sup>nd</sup> semester grade will be calculated by averaging the 4<sup>th</sup> and 5<sup>th</sup> six weeks grades.

## **Graduation recognition: Honors and Highest Honors**

Per state law to be eligible to graduate in the top 10% and top 25% and qualify for automatic college admission a student must graduate on the distinguished level of achievement program. The distinguished level of achievement, graduating with at least one endorsement and must have taken Algebra II as one of the four required math courses. Honor graduates and the top 3 graduating seniors will be identified at the high school graduation exercises.

To be eligible for recognition as an Honor graduate a student must be:

- enrolled at Mumford for at least two semesters,
- earn the distinguished level of achievement under the foundation graduation program, and
- have a grade point average of 3.4 or above (no rounding).

To be eligible as the Highest Ranking Student (Valedictorian) and 2<sup>nd</sup> Highest (Salutatorian) a student must be:

- enrolled at Mumford for at least 4 semesters,
- earn the distinguished level of achievement under the foundation graduation program, and
- have the highest GPA (Valedictorian) and 2<sup>nd</sup> highest GPA (Salutatorian)

The student ranked as Valedictorian will be given the Highest Ranking Graduate Scholarship provided by the state.

## **Transcripts**

A transcript is an official and permanent record of a student's academic performance during high school, and also of high school courses completed in junior high. Entries on this document include courses taken, grades earned, credit awarded, and additional codes which denote special explanations. This form will also specify, after your junior year, student's grade point average and ranking in their class. Students will need official copies of their transcript for college applications and some scholarships. Student's needing transcripts will need to fill out a transcript request form and allow up to 5 working days for the transcript to be processed. See the counselor for more information.

## Grade Point Assigned for Grades

| Semester Grade | Regular Class (4.0) | Honors/Pre AP Class (5.0) | AP Class (6.0) |
|----------------|---------------------|---------------------------|----------------|
| 100            | 4.0                 | 5.0                       | 6.0            |
| 99             | 3.9                 | 4.9                       | 5.9            |
| 98             | 3.8                 | 4.8                       | 5.8            |
| 97             | 3.7                 | 4.7                       | 5.7            |
| 96             | 3.6                 | 4.6                       | 5.6            |
| 95             | 3.5                 | 4.5                       | 5.5            |
| 94             | 3.4                 | 4.4                       | 5.4            |
| 93             | 3.3                 | 4.3                       | 5.3            |
| 92             | 3.2                 | 4.2                       | 5.2            |
| 91             | 3.1                 | 4.1                       | 5.1            |
| 90             | 3.0                 | 4.0                       | 5.0            |
| 89             | 2.9                 | 3.9                       | 4.9            |
| 88             | 2.8                 | 3.8                       | 4.8            |
| 87             | 2.7                 | 3.7                       | 4.7            |
| 86             | 2.6                 | 3.6                       | 4.6            |
| 85             | 2.5                 | 3.5                       | 4.5            |
| 84             | 2.4                 | 3.4                       | 4.4            |
| 83             | 2.3                 | 3.3                       | 4.3            |
| 82             | 2.2                 | 3.2                       | 4.2            |
| 81             | 2.1                 | 3.1                       | 4.1            |
| 80             | 2.0                 | 3.0                       | 4.0            |
| 79             | 1.9                 | 2.9                       | 3.9            |
| 78             | 1.8                 | 2.8                       | 3.8            |
| 77             | 1.7                 | 2.7                       | 3.7            |
| 76             | 1.6                 | 2.6                       | 3.6            |
| 75             | 1.5                 | 2.5                       | 3.5            |
| 74             | 1.4                 | 1.4                       | 3.4            |
| 73             | 1.3                 | 1.3                       | 3.3            |
| 72             | 1.2                 | 1.2                       | 3.2            |
| 71             | 1.1                 | 1.1                       | 3.1            |
| 70             | 1.0                 | 1.0                       | 3.0            |
| 69 and below   | 0                   | 0                         | 0              |

For all students classified as juniors, grade point averages will be released during the summer. GPA's can be calculated in one of two ways: Calculation of Grade Point Averages by weighted scales **or** using 100 point scale.

### Calculation of Grade Point Averages using Weighted Scales

1. Take students semester grades for courses that will be included in GPA (see criteria below) and convert to the grade points earned using the appropriate weight scales (see above table).
2. Add all the grade points earned together.
3. Count the total number of course grades included in GPA calculation.
4. Divide the total grade points by the total number of course grades.

### Calculation of Grade Point Averages using 100 point scale

1. Add the semester grades for courses included in GPA calculation (see criteria below)
2. Add weighted points for each Honors/Pre AP/Dual credit course. Add 10 additional points for Honors/Pre AP course receiving a 75 or above and 20 for each AP/Dual credit course with 70 or above per semester.
3. Count the total number of course grades included in GPA calculation.
4. Divide the total grade points by the total number of course grades.
5. Obtain the GPA on a 100 point scale and now convert to a 4.0 scale (use table above).

### Courses included in GPA calculation:

- Courses taken in middle school for high school credit.
- Courses taken in 9 – 12<sup>th</sup> grades, including summer school courses, failed courses and repeated courses.
- Courses with a grade of NG – no grade (calculated as zero grade points)
- Courses with a grade of WF – withdrew failing (calculated as zero points)
- Dual Credit Courses, including on-line classes

### Courses NOT INCLUDED in GPA calculation:

- Courses taken via gradpoint and odysseyware.
- Correspondence courses
- Credit by Exam (remediation or acceleration)
- Courses with a grade of WP – withdrew passing
- Special Education courses denoted with an "S" grade
- Mastery by Exam courses
- Mumford Courses taken during the spring semester 2020

For UIL eligibility purposes a student who earns a 65 - 69 in a weighted honors course will be eligible for extracurricular participation, but will not receive credit in the course if grade is not 70 or higher.



## **NON-TRADITIONAL METHODS OF EARNING CREDITS**

### **Distance Learning Courses**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television. The additional distance learning opportunities available to district students are Edgenuity Classes and TXVSN.

Edgenuity is distance learning via the Internet and is available to students for enrichment purposes and making up credit. In order to use either of these for graduation credit students will need to register and be approved through the counselor's office.

The Texas Virtual School Network (TxVSN) has been established, by the state, as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. Grades received through these courses will NOT be used in calculating grade point averages and class rankings. Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor. Unless an exception is made by the principal a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course. If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

### **Correspondence Courses**

A maximum of three credits may be earned by correspondence from the University of Texas or Texas Tech University. Students may take only one correspondence course at a time. Prior to enrollment, students must make a written request to the principal for approval to enroll in the course. Correspondence courses may be used for enrichment or in case of emergency and are not a substitute for the regular school program. All correspondence work must be completed with the final grade reported to the counselor's office in order to participate in graduation exercises. Grades from correspondence courses will not be used in calculating grade point averages or class rankings.

### **High School Courses Taken in Middle School**

Students are awarded high school credit for Pre AP Algebra I and for Spanish I, if these courses are taken in middle school. Grades earned in these courses are used in calculating grade point averages and class rankings.

### **Credit by Exam – If student has not taken the course (Acceleration)**

Students who wish to receive credit without formal instruction in a course may do so through credit by examination. The exams offered by the district are approved by the district's board of trustees. A student must score 80 or above on the exam, a scaled score of 50 or higher on an exam administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course. Testing windows will be announced on a quarterly basis. The only exceptions to the published dates will be for any exams administered by another entity besides the district or if a request is made by a student who is homeless or by a student in the foster care system. When another entity administers an exam a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once, and students must register at least thirty (30) days prior to the test date. Grades received for these exams will not be used in calculating grade point averages or class rankings. For further information, see policy EHDC.

### **Credit by Exam - If student has taken the course (Remediation)**

A student who has previously taken a course or subject, but did not receive credit for it or a final grade for it may, in circumstances determined by the principal, or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home schooling, or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination. [For further information, see the counselor and policies EHDB.] If the student is granted approval to take an examination for credit, the student must score at least 70 on the examination to receive credit for the course or subject.

## **College Credit Courses**

Students in grades 9–12 may earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit or Advanced Placement (AP), or college preparatory;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network (TXVSN);
- Enrollment in courses taught in conjunction and in partnership with Blinn College, which may be offered on or off campus;
- Enrollment in courses taught at other colleges or universities
- And Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course.

To enroll in college credit courses a student must talk with the counselor to verify that their GPA is high enough (overall B) to take a college course and additional requirements needed. A student must fill out the college application and ask for a high school transcript to be sent to the college. Student will also take all required to take the TSIA 2 assessment to show college readiness, or be exempt due to scores on SAT /ACT testing. The student will discuss with the Mumford counselor the classes they are interested in taking and complete the Early Admission/Dual Credit Course Approval Form through their My Blinn Portal. The student will complete this form electronically and fill in the information for the course requested, once the student submits the form, it will be automatically be sent to the parents email address for the parent to complete, then to the counselor. Once the counselor approves the student the form will be sent to Blinn College for enrollment. Picking the correct course is important to ensure college credit will transfer to the 4-year college of choice and be applicable to the major the student is interested in pursuing. Each student's situation is different, for more information please speak with your counselor about college credit options. Please see the school counselor for more information.

Depending on the student's grade level and the course, a state mandated end-of-course assessment may be required for graduation. It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

Under the Financial Aid for Swift Transfer (FAST) program, a student may be eligible to enroll at no cost to the student in dual credit courses at a participating institution of higher education. The FAST program allows students who are or have been educationally disadvantaged at any time during the four years preceding the student's enrollment in a dual credit course to enroll at no cost to the student. The district will determine eligibility upon the student's enrollment in the dual credit course. See the high school counselor for more information.

## **COLLEGE AND CAREER INFORMATION**

### **College and University Admissions and Financial Aid**

For two school years following graduation, a district student who graduates as valedictorian, in the top 10% of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program. This means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses ; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including the timely submission of a completed application.

If a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2023 term through the spring 2025 term, the University will be admit the valedictorian or the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice concerning:

- automatic college admission,
- the curriculum requirements for financial aid,
- the benefits of completing the requirements for automatic admission and financial aid, and
- the Texas First Early High School Completion Program, which requires a student to provide an official copy of assessment results and transcripts, as applicable, to receive credit for the assessments and credits required for early graduation under the program
- The Texas First Scholarship Program.
- The Future Texas Teachers Scholarship Program

Parents and students will be asked to sign an acknowledgement that they received this information.

Students and parents should contact the school counselor or college of choice for further information about automatic admissions, the application process, and deadlines.

### **College/Career/Financial Aid Help:**

Many students and parents are unsure of options available for their children after high school. It can be an overwhelming process since every college is different. Some things to think about when looking into college options include:

- College Admission requirements ie. Application process, deadlines, testing, essays, etc
- Majors/degrees offered – what do you want to study? Does the School have it?
- Major Specific Criteria – Does your major have additional requirements: early deadlines, required testing, portfolios and/or interviews?
- Financial aid/Scholarships - Completing the FAFSA, How to apply to scholarships at the college, etc.
- Housing/Meal Plans – Do you have to live on campus the first year? Do you have to buy a meal plan? Do they provide on-campus housing? There are applications for this: when is the deadline and deposit due?

All of this information can be found on the college/university website. It is not always easy to find but is there and takes time and effort to find the answers. Begin looking early and come in and talk to the counselor about your plans. Aside of the college websites there are numerous helpful websites about post high school plans. You can find helpful information on the Mumford Website: <http://www.mumford.k12.tx.us/AfterGraduation.html>.

The links on this page help with college testing, College and FAFSA applications, college and scholarships searches, and career interest and job outlooks, just to name a few. Please check out these resources, to help you make decisions on your college and career path.

### **FAFSA:**

The first step of applying for financial aid from the federal government is the Free Application for Federal Student Aid (FAFSA) application, this is also now a requirement for graduation. For the 2023-24 senior class FAFSA applications are expected to be released **December 1** on the FAFSA website: <https://fafsa.gov/>. Applications can be sent electronically for faster processing times, to sign electronically you and your parents will sign up for an FSA ID. Be sure you are completing the correct application to attend college, **seniors will use the 2024-25 FAFSA application**. Grants, loans and work-study are types of federal student aid provided through FAFSA. Also, when completing the application when asking for your high school, use the SEARCH for your school feature, to ensure the school is recorded correctly. Additional information you will need to apply includes:

- Social security number for you and your parents,
- Driver license number (if applicable),
- Alien Registration number – if not a US citizen,
- Federal Tax information for you and your parents – 2022 tax information,
- Record of your untaxed income,
- Information on cash, savings, investments, etc.

**Verification:** After applying be sure you find out if you were chosen for verification. This is the process your college/university uses to confirm that the data reported on your FAFSA form is accurate. Your college has the authority to contact you for documentation that supports income and other information that you reported. It is your responsibility to find out what documentation the college/university needs completed. Some of the paperwork requested may take several weeks to gather, so be aware of deadlines and timelines.

### **Scholarships and Grants**

Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the TEXAS Grant Program, Teach for Texas Grant Program, and Future Texas Teachers Scholarship Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges and technical schools as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

See College and University Admissions and Financial Aid (All Grade Levels) on page 10 for more information. Students should reach out to their college financial aid department for scholarship information specifically for that school. In addition, there are also numerous nationwide scholarship search sites that provide a wide variety of scholarship opportunities, some of these search engines are provided on the Mumford website link "Planning for College" under Information tab. Finally, there are several local scholarships that will be offered only to area schools, some of these scholarships will be guaranteed to a Mumford student. Local scholarships are posted in the high school hallways and can be found in the HS office in the scholarship dividers. These are typically available 2<sup>nd</sup> semester. Please contact your counselor for more information.

### **College Preparation – Standardized Testing**

**PSAT:** Students at Mumford will be given an opportunity to take the Preliminary Scholastic Aptitude Test (PSAT) their sophomore year. This test is similar to the SAT and is helpful in preparation for the SAT. Students that earned a 1070 total score on the PSAT during their sophomore year will also have an additional opportunity to re-take the test during their junior year in order to try and qualify for the National Merit Scholarship Program. Please see the counselor for information on these tests. The ACT-Aspire is the corresponding test for the ACT.

**TSIA 2 (Texas Success Initiative) Assessment Version 2.0**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSIA 2). The purpose of the TSIA 2 is to assess the reading/writing and math skills that first-year students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances. Mumford School is an approved test site for the TSIA 2. Students will be able to take the test at Mumford School FREE of charge for the first administration. If a student does not score college ready after the first test, they will be able to re-take the test, however it will not be free. Test dates may be on Saturday's or after school, please pay attention to announcements of test dates and times posted in the high school and communicated through the home bulletin. Students will need to sign up to take the TSI assessment through the counselor. Students can also take this test at Blinn College or their college of choice. Blinn College testing information is available in the HS office. The students will have to pay a fee to test at Blinn or any other testing center.

**Armed Services Vocational Aptitude Battery Test**

State law requires Mumford School to give students in 10–12<sup>th</sup> an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. Students are not required to visit with recruiters, however all students in the 11<sup>th</sup> grade will take the ASVAB and be provided the Career Exploration Program (CEP). The ASVAB scores **will not** be released to military personal unless students/parents opt to share the results. The ASVAB CEP is a free career planning resource with 3 components:

- The ASVAB test – multiple aptitude test that allows students to identify their skill strengths
- FYI - A interest inventory that highlights work-related interest areas where students are most likely to succeed
- OCCU-Find - A catalog of careers with relevant occupational data and a full suite of future-oriented planning tools to help students develop an action plan to share with parents and educators

**Students will access to this career exploration program website for 18 months after testing to help prepare them for the next step of their career/college search.**

**SAT (Scholastic Aptitude Test) and ACT (American College Test)**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year, but can be taken before that time or at the latest during the 1<sup>st</sup> semester of their senior year. Students may re-take these assessments if they are not pleased with their scores. Some students maybe qualify for a fee waiver for the SAT/ACT tests, please check with your counselor as there may be a limited number of fee waivers available.

When registering to take these exams students are given an option to specify which colleges they would like to receive their scores. This is a free option, however, if students do not complete this section, and need scores sent after test results are known there will be a fee applied. Most colleges want SAT and ACT scores be sent directly from the testing company, and will not accept scores sent from Mumford ISD or the student. Please be aware of application deadlines set by colleges and be sure your scores will arrive to the college in time. **Note:** Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

**Mumford School Code which is needed when registering for these tests is: 444-968. National test dates are below. Paperwork and registration information can be found in the counselor's office or at the following web sites: ACT test - [www.actstudent.org](http://www.actstudent.org) SAT test - [www.collegeboard.com](http://www.collegeboard.com)**

| <b>ACT Test Date</b> | <b>Registration Deadline</b> | <b>Late Registration Deadline Fee Required</b> | <b>SAT Test Date</b> | <b>Registration Deadline</b> | <b>Late Registration Deadline Fee Required</b> |
|----------------------|------------------------------|--|----------------------|------------------------------|--|
| Sept 9, 2023         | Aug 4                        | Aug 18   | Aug 26, 2023         | July 28                      | Aug 15   |
| Oct 28, 2023         | Sept 22                      | Oct 6  | Oct 7, 2023          | Sept 7                       | Sept 26  |
| Dec 9, 2023          | Nov 3                        | Nov 17   | Nov 4, 2023          | Oct 5                        | Oct 24   |
| Feb 10, 2024         | Jan 5                        | Jan 19   | Dec 2, 2023          | Nov 2                        | Nov 21   |
| April 13, 2024       | Mar 8                        | Mar 22   | Mar 9, 2024 *        | Feb 23                       | TBA  |
| June 8, 2024         | May 3                        | May 17   | May 4, 2024 *        | April 19                     | TBA  |
| July 13, 2024        | June 7                       | June 21  | June 1, 2024 *       | May 17                       | TBA  |

*Test Dates are subject to change so please check with the websites listed above.*  
\* Digital Test

## College Board Check list for Preparing for College:

Please see the following pages for an example checklist on how students can prepare for college. There are many different resources on the internet with this type of information, **so this is just an example**. Keep in mind this is published by the College Board so testing information provided on the checklist is geared toward their products: PSAT, SAT tests and subject tests, and AP exams. **However, anywhere SAT test is listed the ACT would be equally good to take.**

CollegeBoard

Access



9<sup>th</sup> Grade

10<sup>th</sup> Grade

# College Planning: 9th/10th Grade

There are some steps you can take as a ninth- and a 10th-grader to make sure you're on the right track for college. This list will help you navigate the college planning process.

## 9TH GRADE

- Create a four-year high school plan.** Think about what you'd like to accomplish in the next four years.
  - Make sure you know which high school courses are required by colleges, and that you're taking the right classes as early as the ninth grade. You can ask your counselor about what those "right" classes are.
  - Get to know the levels of courses offered by your school.
- Start thinking about your life after school,** including the types of jobs that might interest you. Of course, these will change — often — but it's good to start thinking about the possibilities.
  - Identify your interests — likes and dislikes — not just in classes but also in every area. This will help you focus on your goals.
  - Talk to other people, such as your school counselor, teachers, recent college graduates who are working, professionals in the community, etc., about careers you might find interesting.
- Meet with your high school counselor.** Your counselor knows how to help you get the most out of high school. Be sure to take some time during the school year to discuss post-high-school plans with him or her.
- Participate in extracurricular activities.** Academics aren't everything. Explore your interest in a sport, school club, music or drama group, or community volunteer activity.
  - Remember that colleges would rather see real involvement in one activity instead of a loose connection to several.
  - If you're interested in playing sports in college, research the National Collegiate Athletic Association (NCAA) eligibility requirements. The NCAA requires completion of certain core courses; you can find the specifics at [ncaaclearinghouse.net](http://ncaaclearinghouse.net).
- Save for college.** It's not too late to put money aside for college. Every little bit helps! Learning about financial aid early on can also help you down the road.
- Explore summer opportunities.** Look for a job, internship, or volunteer position that will help you learn about a field of interest.
- Get familiar with the PSAT-related assessments and SAT®.** Most four-year colleges consider applicants' scores on college admission test. Download the free Daily Practice for the New SAT app to get a feel for the kinds of questions you might face on test day.
- Take the PSAT™ 8/9.** If your school offers it, sign up to take the first of the College Board assessments to set a baseline. This test will help you build up your skills to take the SAT in 11th or 12th grade.

## 10TH GRADE

- Meet with your high school counselor — again.**  
Be sure to meet with your school counselor to ensure that your course schedule is challenging enough to prepare you for college.
  - Check into any prerequisites for advanced-level junior- and senior-year courses.
- Take the PSAT/NMSQT® or PSAT™ 10.** Depending on your school, you might have the opportunity to take the PSAT/NMSQT in October or the PSAT 10 in February or March. It provides valuable feedback on your college readiness and a free, personalized plan to help you start getting ready for the SAT — and for college.
- Ask if the PSAT/NMSQT is offered to 10th-graders.** Although this test is usually given in the 11th grade, it is also often offered in the 10th grade. That's because it provides valuable feedback through the Student Score Report. You can then work on any of your academic weaknesses while there is still plenty of time to make improvements.
- Are you interested in attending a U.S. military academy?** If so, you should request a precandidate questionnaire.
- Along with your family, do some research about how to obtain financial aid.** Many students use financial aid to cover college costs. Find out what financial aid is, where it comes from, and how you can apply for it. Read the U.S. Department of Education's *Funding Your Education* (about federal aid programs).
- Attend college and career fairs.** The fairs often take place in the fall at your school or in your area.
- Participate in school activities or volunteer efforts.** Extracurricular activities can help you develop time-management skills and enrich your high school experience.
- Talk to your counselor** about your plans for life after high school. He or she can help you plan your schedule, search for colleges, and navigate the financial aid process. The more your counselor knows about you, the more he or she can help you along the way.
- Tour college campuses.** If possible, take advantage of vacation or other family travel time to visit colleges and see what they're like. Even if you have no interest in attending the college you are visiting, it will help you learn what to look for in a college.



# College Planning: 11th Grade

Junior year marks a turning point. This is because for most students and families, it's when college planning activities kick into high gear. Here are some things you can do this year to stay on track for college.

## FALL

- Start with you:** Make lists of your abilities, social/cultural preferences, and personal qualities. List things you may want to study and do in college.
- Learn about colleges.** Look at their websites and find colleges at [bigfuture.collegeboard.org/college-search](http://bigfuture.collegeboard.org/college-search). Talk to friends, family members, teachers, and recent grads of your school now in college. List the college features that interest you.
- Resource check:** Visit the counseling office and meet the counselors there. Is there a college night for students and families? When will college representatives visit your school? (Put the dates in your calendar.) Examine catalogs and guides.
- At school, speak to your counselor about taking the PSAT/NMSQT<sup>®</sup>,** which is given in October. If you plan to ask for testing accommodations (because of a disability), be sure the College Board has approved your eligibility.
- Make a file to manage your college search, testing, and application data.** If appropriate (for example, if you're interested in drama, music, art, sports, etc.), start to gather material for a portfolio.
- Estimate your financial aid need.** Financial aid can help you afford college. Use the College Board's *Getting Financial Aid* and the financial aid calculator at [bigfuture.org](http://bigfuture.org) to estimate how much aid you might receive.

## WINTER

- Sign up to take the SAT<sup>®</sup> in the spring.** You can register online or through your school. SAT fee waivers are available to eligible students. To prepare for the SAT, you can access free, personalized SAT practice tools at [satpractice.org](http://satpractice.org), including thousands of interactive questions, video lessons, practice tests, and more.
- Begin a search for financial aid sources.** National sources include the College Board's Scholarship Search and electronic sources. Don't overlook local and state aid sources. (Ask a counselor for help or check your public library.)
- With your family, make an appointment with your counselor** to discuss ways to improve your college-preparation and selection processes.
- Ask a counselor or teacher about taking the SAT Subject Tests<sup>™</sup> in the spring.** You should take them while course material is still fresh in your mind. You can download *The SAT Subject Tests Student Guide*, which offers test-prep advice, from [SATSubjectTests.org](http://SATSubjectTests.org).
- Explore AP<sup>®</sup>.** The Advanced Placement<sup>®</sup> Program helps hundreds of thousands of high school students achieve their college dreams each year. Get the facts at [apstudent.collegeboard.org/exploreap](http://apstudent.collegeboard.org/exploreap). If you're in AP classes, register for the AP Exams given in May.
- Opt in to the College Board Opportunity Scholarships at [cb.org/opportunity](http://cb.org/opportunity).** You can earn scholarships ranging from \$500 to \$2,000 by completing individual college planning steps. Complete all six steps and you'll be eligible for the \$40,000 scholarship.

## SPRING

- Contact your counselor** before leaving school for the summer if you are considering military academies or ROTC scholarships. If you want a four-year ROTC scholarship, you should begin the application process the summer before your senior year.
- Develop a list of 15 or 20 colleges that are of interest to you.** You can find many colleges at which you'll be happy and get a great education. The college search is about exploring who you are and what you want and then finding colleges that will meet your goals.
- Stay open to all the possibilities—don't limit your search.** To find the best college for you, you should apply to colleges of varying selectivity. Selective colleges admit a portion of students who apply. Some colleges are highly selective while others are less selective. Make sure to apply to public, private, in-state, and out-of-state schools so that you have plenty of options from which to choose.
- Take the SAT.** The test is typically offered in March, May, and June. Make sure you start preparing for the test several months in advance using the tools available at [satpractice.org](https://satpractice.org). And remember, if you're not happy with your scores when you get them, you might want to test again in the fall. Many students take the test a second time as seniors, and they usually do better.
- Start to gather documents for financial aid:** Be sure to keep a copy of your tax returns handy. You'll use these to complete the Free Application for Federal Student Aid (FAFSA), which opens on Oct. 1.

## SUMMER

- Register with the National Collegiate Athletic Association (NCAA) Eligibility Center** if you are an athlete planning to continue playing a sport in college ([ncaaclearinghouse.net](https://ncaaclearinghouse.net)).
- Get your FSA ID:** Before you can fill out your FAFSA, you need to get a username and password (also known as an FSA ID).
- Find a full-time or part-time job,** or participate in a summer camp or summer college program.
- Visit colleges.** When planning your campus visits, make sure to allow time to explore each college. While you're there, talk to as many people as possible. These can include college admission staff, professors, and students. Take campus tours and, at colleges you're serious about, make appointments to have interviews with admission counselors.
- Create a résumé**—a record of your academic accomplishments, extracurricular activities, and work experiences since you started high school.
- Download applications.** Go to the website of each college's admission office and either complete the application online or request a paper application from colleges to which you'll apply. Check application dates—large universities may have early dates or rolling admission.
- Visit some local colleges**—large, small, public, and private. A visit to a college campus can help you decide if that college is right for you. Make a plan ahead of time to get the most from your visit. Check out the campus checklist at [bigfuture.org](https://bigfuture.org). Attend college fairs, too.
- Scan local newspapers** to see which civic, cultural, and service organizations in your area award financial aid to graduating seniors. Start a file.





# College Planning: 12th Grade

Want to know if you're on track in the college application process? This checklist shows you what you should be doing, and when.

When you complete steps marked with \* you may be eligible for College Board Opportunity Scholarships. Learn more at: [cb.org/opportunity](https://cb.org/opportunity).

## FALL

- Strengthen Your College List\***: Meet with a counselor about your college choices and, if you've not yet done so, download college applications and financial aid forms. Make sure you have a balanced list of academic safety, fit, and reach schools. Plan to visit as many of these colleges as possible.
- Create a master list or calendar that includes:**
  - Tests you'll take and their fees, dates, and registration deadlines
  - College application due dates
  - Required financial aid application forms and their deadlines (aid applications may be due before college applications)
  - Other materials you'll need (recommendations, transcripts, etc.)
  - Your high school's application processing deadlines
- Ask a counselor** to help you request a fee waiver if you can't afford application or test fees.
- Improve Your Score\***: Many seniors retake the SAT in the fall. Additional coursework and practice with Official SAT Practice on Khan Academy® since your last test could help you boost your performance. Plus you already know what to expect on test day.
- Be sure** to have your SAT scores sent to the colleges to which you are applying.
- Complete the FAFSA\***: To apply for most financial aid, you'll need to complete the FAFSA. Oct. 1 is the first day you can file the FAFSA.
- Complete the CSS Profile**: CSS Profile™ is an online application used by certain colleges and scholarship programs to determine eligibility for their aid dollars.
- Prepare** early decision/early action or rolling admission applications as soon as possible. Nov. 1–15: Colleges may require test scores and applications between these dates for early decision admission.
- Ask a counselor or teacher** for recommendations if you need them. Give each teacher or counselor an outline of your academic record and your extracurricular activities. For each recommendation, provide a stamped, addressed envelope and any college forms required.
- Write first drafts** and ask teachers and others to read them if you're submitting essays. If you're applying for early decision, finish the essays for that application now.
- Apply to College\***: Submit your applications to the schools that you want to attend.
- Ask counselors** to send your transcripts to colleges. Give counselors the proper forms at least two weeks before the colleges require them.

## WINTER

- Keep photocopies** as you finish, and send your applications and essays.
- Give the correct form** to your counselor if the college wants to see second-semester grades.
- Have your high school send a transcript**—it is sent separately by mail to colleges if you apply online to colleges.

## SPRING

- Keep active in school.** If you are waitlisted, the college will want to know what you have accomplished between the time you applied and the time you learned of its decision.
- Visit your final college before accepting.** You should receive acceptance letters and financial aid offers by mid-April. Notify your counselor of your choice. If you have questions about housing offers, talk to your counselor or call the college.
- Inform every college** of your acceptance or rejection of the offer of admission and/or financial aid by May 1. Colleges cannot require your deposit or your commitment to attend before May 1. Talk to your counselor or adviser if you have questions.
- Send your deposit** to one college only.
- Take any AP® Exams.** Show what you've learned in your AP classes. A successful score could even earn you credit, advanced placement, or both in college.
- Waitlisted by a college?** If you intend to enroll if you are accepted, tell the admission director your intent and ask how to strengthen your application. Need financial aid? Ask whether funds will be available if you're accepted.
- Work with a counselor** to resolve any admission or financial aid problems.
- Ask your high school** to send a final transcript to your college.
- Review your financial aid awards:** Not all financial aid awards are the same, so it's important to choose the aid package that's best for you and your family. Be sure to note what you have to do to continue receiving financial aid from year to year, and how your aid might change in future years.





Family & Friends





Interests





College

# The Step-by-Step Guide to College Planning



**Earn + \$22k/yr**

**College matters — for life**

A college education is a gateway to success in today’s knowledge-based, global economy.

College graduates earn an average of \$22,000 more per year than high school graduates.

College is more than a classroom. It’s an important opportunity to learn and grow as a person, gaining independence, confidence and life skills.



**The website to help your student plan for college**

BigFuture™ by the College Board is a free, comprehensive website that guides families — step by step — in preparing for, finding and enrolling in college. At bigfuture.org, you can:

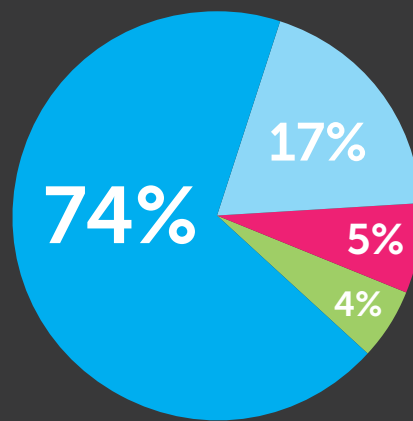
- Use intelligent search-and-match tools and informative videos to find colleges that are a good fit for your student;
- Learn how families like yours have paid for college; and
- Create a personalized plan for college so you and your student know what to do and when to do it.

**Help your student navigate the steps to college using BigFuture.**

## Financial aid comes from many sources:

Federal government grants, loans and other aid: **74%**  
 College grants and scholarships: **17%**  
 State government grants and scholarships: **5%**  
 Private employer grants and scholarships: **4%**

Be sure to take advantage of federal- and college-provided funds that add up to 91% of all aid.



BigFuture guides students as they find, afford and enroll in a college that's a good fit for them.



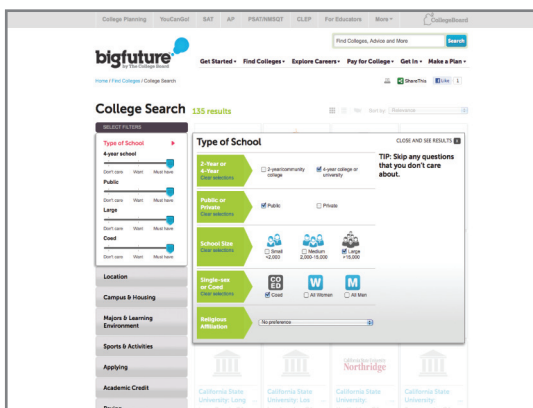
## Using BigFuture™

The College Board developed BigFuture in collaboration with parents, students and educators to make the college planning process easier and less overwhelming. Students can:

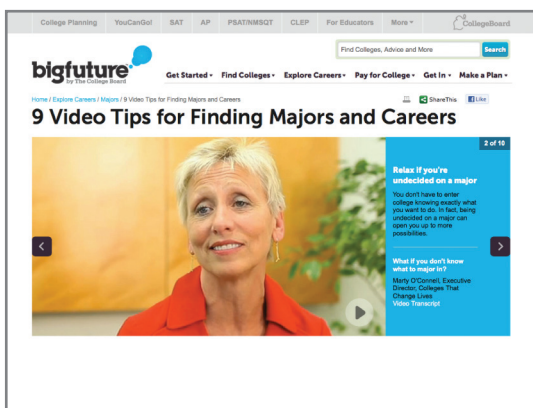
- **Start with a focus on themselves;** their interests, what and where they want to study, how much financial assistance they think they'll need and other important considerations;
- **Search for colleges** and easily compare them based on factors ranging from majors to size and location;
- **Watch videos from real students** who explain what they did to get into college and what their college experience has been like;
- **Hear from education professionals** who provide the inside story on preparing for and getting into college;
- **Learn about the different kinds of colleges** and how to find one that is the right fit for them;
- **Find valuable help in paying for college** by discovering what goes into college costs and how to find financing; and
- **Build a personalized plan** for realizing their goals and getting into a college that meets their needs.

BigFuture will make you feel more confident about your student's ability to go to college. And it will give you the tools you need to help your student get there.

**Get free expert guidance in helping your student go to college. Go to [bigfuture.org](http://bigfuture.org).**



Search and compare colleges.



Hear the inside story from educators.

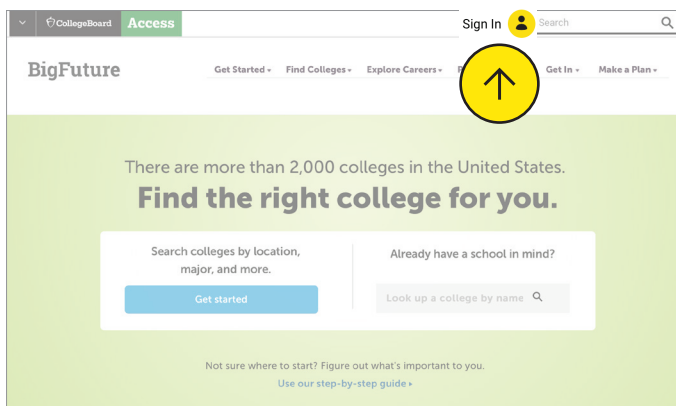


# How to Build a College List

The next step in your academic career is exploring colleges and finding what’s right for you. We can help.

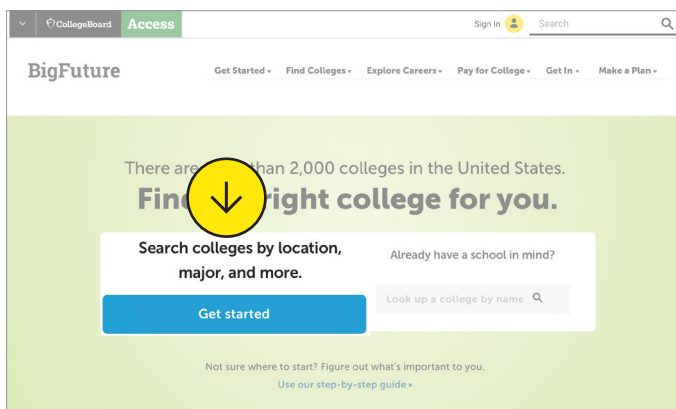
## 1 CREATE A FREE COLLEGE BOARD ACCOUNT

Visit [bigfuture.org](http://bigfuture.org) and sign up for an account. You can register for exams, get test scores, find colleges, and learn about financial aid and more with this account.



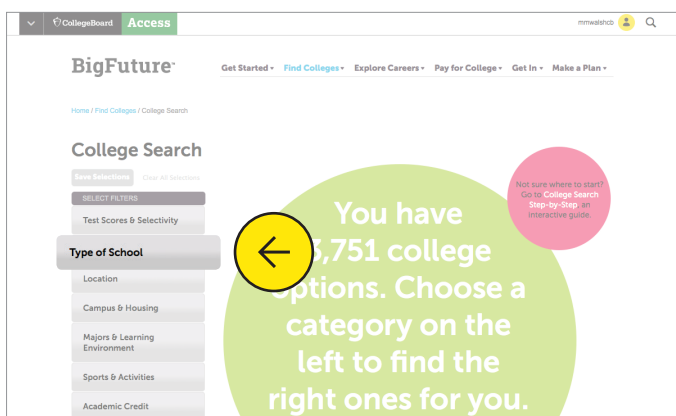
## 2 SEARCH COLLEGES BY LOCATIONS, MAJORS, AND MORE

Use this tool to find the right college for you. Search by type, size, location, majors, cost, and more.



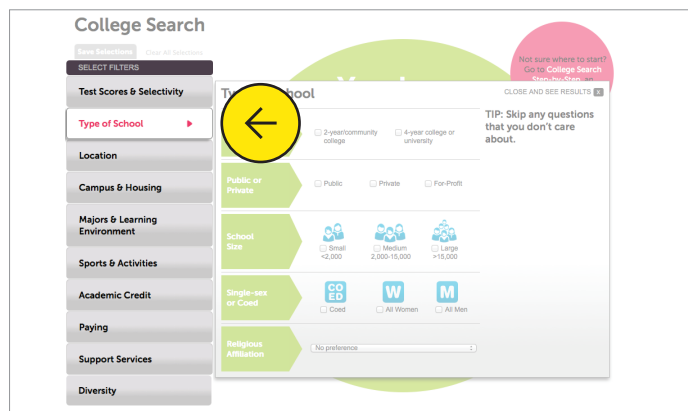
## 3 CHOOSE A FILTER TO GET STARTED

Start with one that’s important to you—from type of school, test scores, location, majors, cost/financial aid, sports, or any other popular category.



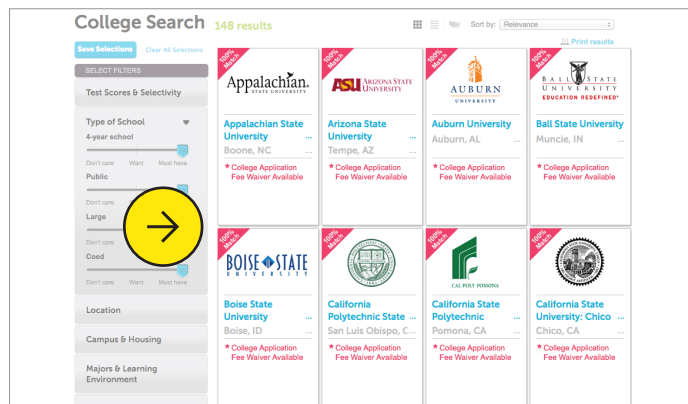
## 4 SELECT YOUR PREFERENCES AND GET GUIDANCE ON EVERY STEP

Review your options and answer the questions. You'll get tips and advice as well as videos from college planning experts and college students to help you understand your choices.



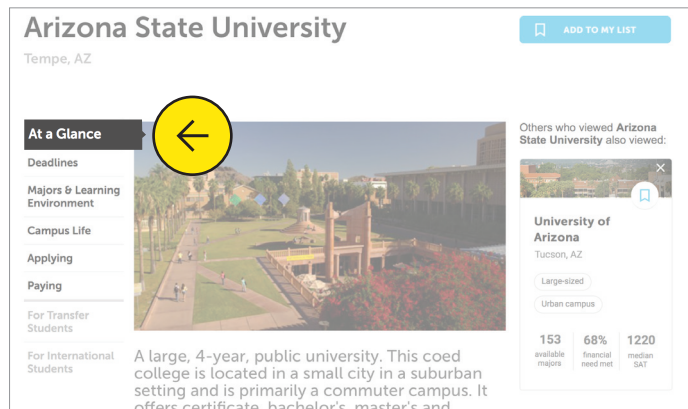
## 5 GET YOUR SEARCH RESULTS

Your list, which appears behind the filters, automatically updates as you make selections. You can refine your list by selecting more options. Your choices appear to the left of your list, so you always know what you're searching.



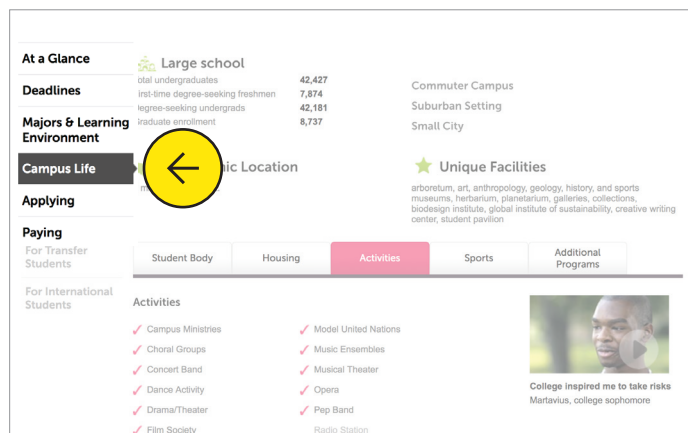
## 6 CHOOSE A COLLEGE TO EXPLORE

Click on a college to learn more about the school. On the **At a Glance** page, you'll get quick facts about the school.



## 7 GET MORE DETAILS ABOUT THE SCHOOL

Browse the topics on the left menu—such as **Majors & Learning Environment**, **Paying**, or **Campus Life**. Tabs within each section offer even more specific information.



## 8 SEE IF YOU'RE ACADEMICALLY ON TRACK

Academics and GPA, while important, are just a few factors colleges consider when they look at your application. Keep this in mind as you search, and think about what could be a good academic, social, and financial fit. Click on the **Applying** section and the **Academics** tab to see the high school coursework required by this college. Also in this section, you can see how your grades, class rank, and test scores compare with those of admitted students.



The screenshot shows a college profile page with a sidebar on the left containing navigation tabs: 'At a Glance', 'Deadlines', 'Majors & Learning Environment', 'Campus Life', 'Applying', 'Paying', 'For Transfer Students', and 'For International Students'. The 'Applying' tab is selected. The main content area has a 'Regular Applicants' table with columns for 'total applicants', 'admitted', and 'enrolled'. A yellow circle with a left-pointing arrow highlights the 'Applying' tab. Another yellow circle with a downward-pointing arrow highlights the 'Academics & GPA' tab in the bottom navigation bar. A green box on the right contains 'Application Deadline', 'Application Fee \$50\*', and buttons for 'Go to Online Application', 'Request Information', and 'Fee Waiver Information'.

## 9 ADD THE COLLEGE TO YOUR LIST

Click the **Add to My List** button to add this college to your list.

The screenshot shows the profile for Arizona State University in Tempe, AZ. A blue button labeled 'ADD TO MY LIST' is in the top right corner, with a yellow circle and an upward-pointing arrow highlighting it. The page includes a sidebar with navigation tabs, a main image of the campus, and a 'Others who viewed Arizona State University also viewed:' section featuring a card for the University of Arizona. The card for the University of Arizona shows '153 available majors', '68% financial need met', and '1220 median SAT'.

## 10 EXPLORE MORE COLLEGES

On the right side of the page, you can see who else has viewed this college and others like it. Click the  icon above the college's name to add to your list, or click the  button to remove and view a new one in its place.

Build a list of six or more colleges to improve your chances of finding a college that is a good fit for you.

This screenshot is identical to the previous one, showing the Arizona State University profile. However, a yellow circle and an upward-pointing arrow highlight the 'X' button in the top right corner of the 'University of Arizona' card, indicating how to remove it from the list.

Visit [bigfuture.org](https://bigfuture.org) for more information.

 /MyBigFuture 
  @MyBigFuture 
  @collegeboard

# Connect with Colleges and Scholarship Programs

YOU HAVE A LOT TO OFFER.  
SEE WHAT COLLEGES CAN OFFER YOU



## What is Student Search Service?

College Board's Student Search Service® (Student Search) allows students to connect with a wide range of opportunities to better understand what they want to do after high school. When students join Student Search, they can receive information from colleges and scholarship programs on majors, campus life, and ways to make college more affordable.

## Benefits for Students

- Over **1,500 four-year colleges** rely on Student Search to find the right students for their campuses.
- Our scholarship partners offer over **\$300 million in scholarships** each year.
- Students contacted by colleges through Student Search are, on average, **31% more likely to graduate on time from a four-year college**.<sup>\*</sup> This benefit is as large or larger for Black, Hispanic, Native, and first-generation students.

## About Your Data

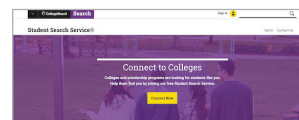
Students and families are in the driver's seat when they use search. When you join Student Search Service, you agree to share some of your information with participating organizations. Organizations rely on this information to discover students who may be a good fit for their programs. Your privacy matters. Learn more about what information is shared or opt out at any time by visiting [cb.org/studentsearch](https://collegeboard.org/studentsearch).

<sup>\*</sup> More than 90% of students who opt-in to Search were contacted by colleges among students graduating in 2020 and 2021.

## How to Participate

Join Student Search Service in a few easy steps:

- 1 Visit [cb.org/studentsearch](https://collegeboard.org/studentsearch).
- 2 Log in or create an account by clicking **Sign In** on the top navigation.
- 3 At the top of the page, you'll be able to see if you're currently participating in Student Search Service. If you're not, click the yellow button to join.



- 4 If you're already participating, click the yellow button to update your info and preferences. Keeping your information up-to-date helps colleges and scholarships send you relevant communications.

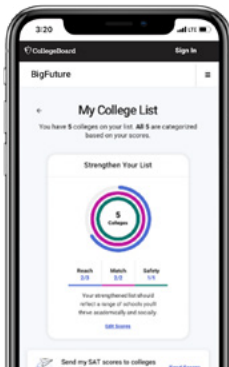


## PLAN FOR COLLEGE

# 3 Steps for Students to Plan for College on BigFuture

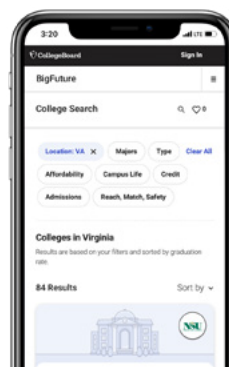


Powered by College Board, BigFuture® is the free online planning guide that helps all students take the right first step after high school. Informed by student and educator feedback and with detailed information provided by thousands of colleges, BigFuture simplifies the college and career planning process.



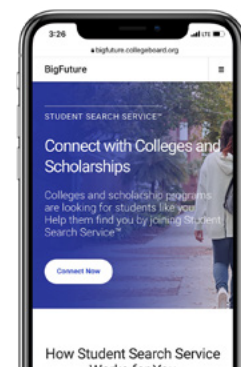
## 1. Take a Quiz. Get Personalized Options.

Students answer a series of questions about college preferences (e.g., GPA range, intended major, institution type, and college setting) and get a personalized list of recommended colleges.



## 2. Explore Over 3,600 College Profiles With Credible Information.

Students can search and filter profiles with rich content about campus life and admissions provided by the colleges themselves. They can save schools to their college list and sort by reach, match, or safety based on SAT® score.<sup>1</sup>



## 3. Connect with Colleges Through Student Search Service.

Student Search Service™ is the way thousands of colleges and scholarships connect with more than five million students. On average, students contacted by colleges through Student Search receive 29% more college admission offers than similar students who aren't in Student Search.<sup>2</sup>



### PREPARE STUDENTS TO SUBMIT THEIR COLLEGE APPLICATIONS

- Check out the [Ultimate Guide to Writing Your College Essay](#) with videos and articles provided in partnership with Khan Academy®.

<sup>1</sup> The categorization is based on the average score range (25th to 75th percentile of test scores) of last year's first-year class. As students build balanced lists of colleges, it's important to consider a range of factors, including location, cost, size, and majors offered. Together, these help students determine which colleges are an overall good social, financial, and academic fit.

<sup>2</sup> All Access. (2021). New Research Links Student Search Service Participation to More College Admission Offers. Retrieved March 13, 2023, from <https://allaccess.collegeboard.org/new-research-links-student-search-service-participation-more-college-admission-offers>

Learn more at [bigfuture.org](https://bigfuture.org).

