

## **INTRODUCTION**

Senior year is busy, crazy, exciting, overwhelming, emotional and stressful all at the same time! For seniors and their parents, there are many questions which need to be asked as the end of high school approaches and graduation nears.

1. Where can a graduate go to seek help in gaining full-time employment?
2. What other programs are available to develop or further improve marketable skills for the world of work?
3. Is college a good choice?
4. If so, which colleges are good for which types of student?
5. What are entrance requirements?
6. What tests need to be taken?
7. How is my student going to pay for college?
8. What can I do to be supportive to my senior through this process?

This booklet is prepared to be a resource for both students and parents of the various options available for graduating seniors in regards to college and work. This publication may create many more questions as you read through it. Please do not hesitate to reach out to Mrs. Edds or Mr. Shaffer for any assistance as you navigate your senior year.

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\*\*\* The counselors communicate with seniors frequently via email groups. There is also a parent email group that receives the same communications that are sent to students. If you as a parent are interested in adding your name to the email group, contact Mrs. Edds.

# **EMPLOYMENT**

## **QUESTIONS TO THINK ABOUT WHEN CONSIDERING FULL TIME EMPLOYMENT**

1. What type of employment do you wish to seek?
2. Do you know the necessary qualifications for this employment?
3. Where can you find out about this employment position?
4. Do you wish to stay in the Kalamazoo area?
5. Is additional training after high school necessary to achieve this position?
6. If so, where is this training available? How much will it cost?
7. Have you asked people for references to use in applying for a job?

## **IF YOU ARE GOING TO WORK AFTER GRADUATION- HAVE YOU...**

1. Secured your Social Security number?
2. Researched job opportunities?
3. Had your senior audit to double check graduation requirements?
4. Had some work experience?
5. Learned some skills you can sell to an employer?
6. Prepared yourself for a job interview?
7. Explored possibilities of post-high school vocational or technical training?
8. Taken advantage of tests available to learn your aptitudes, abilities and interests? (Career Cruising).
9. Secured extra copies of your birth certificate?
10. Established a bank account for yourself separate from your parents?
11. Prepared a resume for employers? References are required.

## Apprenticeships

**Apprenticeship** = a method of training individuals for a particular job while paying them for this training. An apprenticeship can be anywhere from 1-5 years in length, during which time apprentices earn wages to learn that particular career fields. Apprenticeships include:

- **Business Involvement:** Employers are the foundation of every apprenticeship program. They play an active role in building the program and remain involved every step of the way. Employers frequently work together through apprenticeship councils, industry associations, or other partnerships to share the administrative tasks involved in maintaining apprenticeship programs.
- **Structured On-the-Job Training:** Apprenticeships always include an on-the-job training component. Apprentices receive hands-on training from an experienced mentor at the job site. On-the-job training focuses on the skills and knowledge an apprentice must learn during the program to be fully proficient on the job. This training is based on national industry standards, customized to the needs of the particular employer.
- **Related Instruction:** One of the unique aspects of apprenticeships is that they combine on-the-job learning with related instruction on the technical and academic competencies that apply to the job. Education partners collaborate with business to develop the curriculum, which often incorporates established national-level skill standards. The related instruction may be provided by community colleges, technical schools, or apprenticeship training schools – or by the business itself. It can be delivered at a school, online, or at the job site.
- **Rewards for Skill Gains:** Apprentices receive wages when they begin work, and receive pay increases as they meet benchmarks for skill attainment. This helps reward and motivate apprentices as they advance through their training.
- **Nationally-Recognized Credential:** Every graduate of an Apprenticeship program receives a nationally-recognized credential. This is a portable credential that signifies to employers that apprentices are fully qualified for the job.

Apprenticeships prepare individuals for in-demand skilled trades jobs, including:

- Electrician
- Machine Repairer
- Machinist
- Maintenance Mechanic
- Millwright
- Mold Maker
- HVAC Technician
- Tool & Die Maker
- Welder
- Pipefitters and Plumbers
- and more!

The skilled trades are looking for apprentices to fill the void left by many retiring workers. An abundance of jobs are available in these areas, and employers are willing to train and pay hard working apprentices!

So where do you find more information about local apprenticeships?

Kalamazoo Electrical JATC (electricians): [www.kalamazoojatc.com](http://www.kalamazoojatc.com)

Local 357 Plumbers/Pipefitters/HVAC/Welders: [www.ualocal357.com/apprenticeship-information.html](http://www.ualocal357.com/apprenticeship-information.html)

Michigan Statewide Carpenters and Millwrights: <http://www.realapprenticeship.com/>

Pure Michigan Talent Connect: [www.mitalent.org](http://www.mitalent.org) Click on “Skilled Trades” then “Apprenticeship”

Local job search sites like [www.linkedin.com](http://www.linkedin.com) or [www.indeed.com](http://www.indeed.com), type in “apprenticeships”

## **INTERVIEWING FOR JOBS**

Getting a foot in an employer's door by virtue of the right training and good grades is only half the job. Equally important is the overall impression made during the initial interview. For example, an applicant who establishes and maintains eye contact with the interviewer, who expresses a desire to be creative or innovative on the job, and who comes across as composed, cordial, cooperative, enthusiastic, and sincere is viewed positively. A clean and neat appearance is also a plus.

Employers have been known to check social media accounts of applicants- be sure your social media is clean! The things you post could stand in the way of you getting hired!

The use of slang normally means points against the applicant. Other no-no's include asking the interviewer's views on matters unrelated to the job at hand and being shy, nervous, tense, quiet and skeptical.

When it comes to experience, you can refer to any of the following that are true of you:

- ✓ Experience getting along well with other people.
- ✓ Experience in accepting supervision from people in authority.
- ✓ Experience in regular, prompt attendance in school.

Be sure to have friends or relatives put a good word or recommendation in for you if they are already employed where you are applying for a job. Knowing someone in that place of business is a big asset in getting a job.

### **RULES FOR A SUCCESSFUL INTERVIEW**

1. Show that you are knowledgeable about the company and its operation.
2. Present a positive attitude.
3. Unfreeze your face - Smile!
4. Shake hands firmly.
5. Listen attentively.
6. Be mindful of your physical appearance.
7. Show enthusiasm.
8. Approach the question of salary cautiously.
9. Don't talk too much and talk yourself out of a job.
10. Never keep the interviewer waiting

## **Sample Resumes**

Thomas William Hinton  
11411 178th Street S.W.  
Miami, FL 33101  
305-421-1179

### **WORK EXPERIENCE**

Mondell's Bakery S. CauseWay Drive Miami, FL 33101	December, 2000 - January, 2002	Responsible for 420 employees, making french twists, packing all goods to be sold to retailers.
The Crab Apple Pie Co. 4212 Morengo Avenue W Palm Beach, FL 33401	April, 1997-October, 2000	Responsible for making specialty pies and cakes.
Annie's Restaurant 1411 W. Tennessee Tallahassee, FL 32302	November, 1996-March, 1997	Was the head baker at restaurant.
Taco Palace 617 S. Monroe Tallahassee, FL 32302	January, 1996-November, 1996	Baked the taco shells at the restaurant and those sold to customer's home.
O'Nan Furniture Store 410 W. Dewey Street Tallahassee, FL 32302	April, 1995-December, 1995	Helped move furniture from warehouse to salesroom to Customer's home.

### **EDUCATION**

East Tallahassee High School Route 7 Airport Road Tallahassee, FL 32302	September, 1997 - February, 2002
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### **REFERENCES**

Louis W Fender	Former Manager, Little Annie's Restaurant 4236 Lakeshore Dr., Tallahassee, FL 32302 (904) 643-1475
Maurice Hardee	Owner, Taco Palace 617 S Monroe, Tallahassee, FL 32302 (904) 576-1492
Richard Barry	Neighbor 11419 178th St. S.W., Miami, FL 33101 (305) 419-2914

# BRUCE GREGORY ROBERTSON

## Home Address

105 Comstock Drive  
Pierre, South Dakota 57501  
(605) 257-7236

## College Address

435 Vine Street  
Kalamazoo, MI 49008  
(616) 020-2020

**CAREER INTERESTS** I am interested in the marketing of producer or services in industries such as banking, publishing, and retailing.

**EDUCATIONAL** High School Graduate, Parchment High School, 2002.

**EMPLOYMENT** Sales - Southwestern Publishing Company, Memphis, Tennessee. Educational dictionary sales to families with high school pupils: Summer, 1994, in Tucumcari, New Mexico; 1985, in Asheville, North Carolina.

Administrative and Clerical - Temporary Help Inc. Typing and other business machine operations, bookkeeping, clerking, complaints, adjustments; short-term assignments with auto dealers, banks, real estate operations, schools, and similar employers. Summer, 1993; part-time, 1992.

Miscellaneous - Camp counselor, stock clerk grocery store, baby-sitter, newspaper boy. From high school on, have earned money for clothes, travel, and Purchase and maintenance of an automobile.

**ACTIVITIES** Vice president, seven-come-eleven club  
Varsity basketball  
Coach and tutor, St. Paul Concord Boys Club  
Debate Club

**SKILLS** Typing  
PLC and FORTRAN computer language  
German: fluent

**HONORS** Dakota Interstate Scholarship  
Hubert H. Humphrey First Prize, Minnesota Intercollegiate  
Debate

**INTERESTS** Public speaking and debate  
Writing  
Parachute jumping



# **VOCATIONAL-TECHNICAL TRAINING**

## Trade/Technical School

Trade/technical programs focus on providing students with the education they need for a specific job. Trade/technical programs differ from 4 year colleges in a number of ways:

- They focus only on the skills necessary for a particular job, cutting out the “general education” credits that don’t directly apply to your career.
- Trade/technical programs typically focus on hands-on learning and less classroom lecture.
- They are much shorter in length. Students can typically finish a trade/technical program in anywhere from 6 months to 2 years.
- The tuition is generally less expensive, as many of these programs are located at community colleges, where tuition is much more affordable than 4 year colleges.
- They have a great job placement rate. The instructors maintain working relationships with professionals in the industry, and through these relationships many students in these programs already have jobs lined up before they graduate.

Not every career requires a 4 year bachelor’s degree! In fact, a larger percentage of jobs require skilled training rather than an advanced degree. Locally, Kalamazoo Valley Community College has MANY trade/technical programs that can earn you a Certificate or Associate’s Degree and get you ready for a job. Here are some examples of trade/technical programs at KVCC:

Dental Hygiene	Culinary Arts
Nursing (RN)	Brewing
Certified Nurse Asst (CNA)	Graphic Design
Emergency Medical Technician	Web Development
Welding	Administrative Assistant
Automotive Tech	Wind Turbine
Manufacturing Tech	Corrections Officer
Fire Science	Police Academy ....and many more!!

Aside from local community colleges, many other public colleges have trade/technical programs, including Baker College, Ferris State University, and Davenport University. You may also find private trade/technical schools that focus on your specific career of interest, for example, cosmetology schools (ex. Empire Beauty) or schools focused on automotive technology (ex. Universal Technical Institute).

# WHY YOU SHOULD CONSIDER TRADE SCHOOL

## DRAWBACKS OF TRADITIONAL COLLEGE

### 1 LENGTH

A Bachelor's Degree typically takes 4 years to complete, compared to a 2-year Associates or Trade School program. Students at four-year colleges enter the workforce at age 22, having already missed out on two years of income and workplace experience.



### COST 2

An average Bachelor's Degree in the U.S. costs \$127,000. 70% of students take out loans to pay for school. One in five will graduate owing \$50,000 or more. Another 5.6% leave school owing more than \$100,000 in debt.

### 3 DROP-OUT RATE + LATE GRADUATION

According to the Institute of Education Statistics, 40% of students at four-year colleges drop out -- meaning many will leave school in debt with no degree to show for it. Of those that do finish school, 64% take longer than four years to graduate, costing themselves nearly \$70,000 per year between lost wages and educational expenses, according to U.S. News.



### 4 POOR ECONOMIC CONDITIONS

A college degree hardly guarantees a good job. The unemployment (8.5%) and underemployment (16.8%) rates for college graduates under the age of 25 are nearly double what they were in 2007, according to a recent report by the Economic Policy Institute.

## TRADE SCHOOL AS AN ALTERNATIVE

### What is Trade School?



Trade school, or Vocational/Tech School, is a streamlined approach to education that teaches skills related to a specific job.



SMALL CLASS SIZES

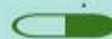


HANDS-ON LEARNING

ENTER WORKFORCE  
—2 YEARS SOONER



Mechanic, Dental Hygienist, Electrician, Nuclear Technologist, & Pharmacy Technician are among the many lucrative career paths available for Trade School graduates.



### BACHELOR'S DEGREE

It would take 2.7 years of income to pay for cost of an average college degree.

### VOCATIONAL TRAINING

It would take 11 months of income to pay for an average Trade School education.

### H.S. DIPLOMA



## **QUESTIONS TO THINK ABOUT WHEN CONSIDERING VOCATIONAL-TECHNICAL TRAINING**

1. Where can I get this training in the Kalamazoo area and outside of it?
2. Do I qualify for this type of training?
3. What apprentice programs might I enter to achieve a skill?
4. What facts do I need to know about apprenticeship training?
5. When and where can I apply for apprenticeship training?
6. What high school subjects are required for this particular program?
7. Is the school I am thinking about properly accredited?
8. How much will this training cost?
9. Is there financial aid available?
10. Will this training enable me to meet any state licensing regulations?

# **MILITARY SERVICE**

The military is a great option for students looking to use their talents and skills to serve our country. There are 5 branches of the military:

Army  
Navy  
Marine Corps  
Air Force  
Coast Guard

The graphic on the next page explains the focus of each branch and full time versus part time options. There are many jobs within the military aside from the front line combat that most people associate with being a soldier. There are jobs in nursing/medicine, communications, mechanics, cyber security, environmental services, human relations, and many more!

The best way to learn more about your options within the military is to schedule a meeting with a local recruiter. They will sit down with you and your family and explain the opportunities available in the various branches of the military. Here is the contact information for the Kalamazoo area recruiters:

Army Recruiting Center	269-372-2593	3254 Stadium Drive
Navy Recruiting Center	269-372-0346	3254 Stadium Drive
Marine Corps Recruiting	269-324-4122	3254 Stadium Drive
Air Force Recruiting Center	269-775-1579	3266 Stadium Drive
Coast Guard Recruiting	248-582-8364	Detroit

Many of the questions you would ask yourself about post-high school training programs, or colleges, apply here, too. Specifically:

1. Does the branch of service offer the training you want?
2. Do you qualify for this training and can you get written assurance that once you have enlisted, you will be given this training?
3. If you are promised specific training or placement, is the person making the promise in a position of authority sufficient to assure the promise?
4. Can you visit a base or post for a closer look at day-to-day activities?
5. Have you spoken to friends or relatives who may have already served in this branch of the military? (This view of service life may be different from the one presented by a recruiter).



**Army**  
FULL/PART-TIME

**FULL-TIME**

**Army**

As the oldest branch of the U.S. Military, the Army protects the security of the United States and its resources.



**Marine Corps**  
FULL/PART-TIME

**FULL-TIME**

**Marine Corps**

The Marine Corps is often first on the ground in combat situations.



**Navy**  
FULL/PART-TIME

**FULL-TIME**

**Navy**

The Navy delivers combat-ready Naval forces while maintaining security in the air and at sea.



**Air Force**  
FULL/PART-TIME

**FULL-TIME**

**Air Force**

The Air Force protects American interests at home and abroad with a focus on air power.



**Coast Guard**  
FULL/PART-TIME

**FULL-TIME**

**Coast Guard**

The Coast Guard is a maritime force offering military, law enforcement, humanitarian, regulatory and diplomatic capabilities.

**PART-TIME**

**Army Reserve**

The Army Reserve trains part-time near home until needed, and members deploy alongside the Army.

**PART-TIME**

**Marine Corps Reserve**

Marine Corps reservists train domestically and deploy with the rest of the Corps.

**PART-TIME**

**Navy Reserve**

The Navy Reserve trains close to home. They serve in the U.S. or abroad in support of the Navy's mission.

**PART-TIME**

**Air Force Reserve**

The Air Force Reserve trains and serves on a part-time basis, performing flying and other specialized missions for the Air Force.

**PART-TIME**

**Coast Guard Reserve**

The Coast Guard Reserve typically trains and serves near home, offering the chance to contribute part-time and make a difference.

**Army National Guard**

Army National Guard members deploy with the Army on a part-time basis. Their service focus is on the state level, but they may also serve nationally.

**Air National Guard**

The Air National Guard trains part-time to assist, first on the state level, but they may also serve nationally.

# **4- YEAR COLLEGE**



You should be spending the next several weeks continuing to look into the different types of colleges. After careful consideration and investigation, apply to the college(s) of your choice, preferably before November 1<sup>st</sup>, definitely before the close of your first trimester. The earlier the better for more competitive colleges!

Selection of a college is a process and not an event. There are a number of factors that should be considered before you select and enter a college.

1. Does that college offer the curriculum you need to reach your career goals? Example: "I'd like to be a pharmacist or a biologist or an occupational therapist." Western Michigan University offers Biology and Occupational Therapy. Wayne State offers all three.
2. Do you meet the minimal entrance requirements of the school you want to attend?
3. Do you want to go to a small, medium, or large school?
4. What type of housing is available and at what cost?
5. What extra-curricular activities are available (clubs, associations, church groups, fraternities, sororities)?
6. Do you have money necessary to go to the college of your choice?
7. Have you looked into financial aid opportunities?
8. Is the school of your choice too far from your home? Or not far enough?
9. Do you like the physical appearance of the school and campus?
10. What are the curriculum offerings? How long will it take to complete a degree? What are the required classes? Read the descriptions of classes required for your major area. Do they fit your expectations?
11. What is the ratio of students to teachers in classes?
12. What percentage of their graduates are placed in jobs relating to their degrees upon graduation?
13. Do you need a 4-year degree or will a 2-year degree permit you the career you want? Talk to people in your field.
14. Is the college accredited? If not, you may lose credits if you choose to transfer.
15. If you are attending a community college first, will the 4-year college or university accept all or part of your credits? Work closely with your community college advisor to make sure your credits will transfer.
16. Don't be influenced by friends in your selection process. Visiting colleges gives you something to make comparisons with. Be sure to visit classes, talk to students and faculty.
17. Have you applied to the college of your choice? Be sure you know about cut-off dates for admissions, scholarships, and so on. See your counselor early.

## **DEFINITION OF COLLEGE TERMS**

**Tentative Acceptance** - an acceptance rendered by a college pending successful completion of high school, completion of application or payment of reservation fees.

**Final Acceptance** - an acceptance rendered by a college upon fulfillment of all admission requirements.

**Early Decision vs. Early Action** - Early decision plans are binding — a student who is accepted as an ED applicant must attend the college. Early action plans are nonbinding — students receive an early response to their application but do not have to commit to the college until the normal reply date of May 1. Early decision and early action deadlines for application are usually November 1<sup>st</sup>.

**Rolling Admission Decisions** - as colleges receive completed applications they will take action on them and notify the student of his status.

**Regular Decisions Committees** - the traditional method of a decisions committee meeting once or twice a year to offer admissions to qualified students at that time only.

**Deferment** – Your application will be reconsidered and a decision will be made at a later date.

**S.A.T.** Also referred to as College Boards, S.A.T. Required by colleges and universities as an entrance exam.

**A.C.T.** - American College Testing Program. Since Michigan requires that students take the SAT, the ACT is optional for those interested in obtaining scores from a different test.

**Free Application for Federal Student Aid (FAFSA)** - This application is a financial statement on parental income based on income tax information. Information is confidential in nature and treated accordingly. Most colleges require this form for a student to be considered for scholarship or loan application. Some colleges require additional supplemental forms - see your counselor for more information.

**G.P.A.** - Grade Point Average. The student's academic average based on 4.0 scale (A=4.0, B=3.0, C=2.0, D=1.0). Many colleges will reweight your high school GPA, dropping elective courses (PE, art, etc.) and focusing on the 5 academic areas: English, Science, Social Studies, Math, and Foreign Language.

## **GETTING ACCEPTED**

Getting into college does not depend on a single factor but on a combination of factors. Colleges look for well-rounded individuals who can contribute to their campus. They want a student who will be academically successful, but also has a history of involvement with school/community, a unique personal story to tell, and/or a struggle that they have overcome.

These factors are:

1. Your total high school record - grades, activities, volunteer experiences, work experiences, and school citizenship.
2. Your standardized test scores on national tests such as the A.C.T. or S.A.T. These indicate your **academic potential only**.
3. Your choice of study in high school - that is, taking courses required by that particular college, and following the college preparatory curriculum. Keep a rigorous class load your senior year – don't be tempted to slack off!
4. The recommendation and comments of your school officials on your application, and the comments from your essay if required.
5. The competitiveness of the college you choose.

## **COLLEGE CATALOGS**

College catalogs are available on all college websites.

Students are urged to email directly to colleges of their choice for informational materials on admission, housing and financial aid. Most of this information can be found on college websites.

## **APPLICATION FORMS AND PROCEDURES**

Colleges prefer that you apply for admissions online.

1. Student completes application online. A credit card may be used for any application fee. For students who receive free/reduced lunch, a fee waiver may be available.

*NOTE: Before completing application, study it carefully. Fill it out neatly, accurately, and completely. Ask your counselor for help if you need it. Many colleges require an autobiographical section; your interests, reasons for going to college, etc. Schools require this to check on your ability to write, to think, to express yourself and to organize your thoughts. Plan your comments carefully. Write it out beforehand and transfer it to the application only after it is perfect. Remember, the college gets an impression from your application. Make it a good one!*

2. You must inform your counselor when you complete an on-line application. Your transcript will then be sent by mail. Without your transcript, you will not be accepted.
3. The counselor completes the Counselor Recommendation if necessary and supplies any other necessary data that is required in the application.
4. Please note: Early application is encouraged. You should apply before November 1<sup>st</sup>.

## **BUILDING A GREAT APPLICATION**

College admissions committees see thousands of applications. How can you make yours stand out? Here are a few tips:

### **1. Fill out forms correctly.**

It sounds simple, but you'd be shocked how many applicants don't take the time to make sure that they are filling out the application correctly. It's the simple things (like capitalizing your name!) that make a difference. If you can't fill out a simple application correctly, how can you be successful in college classes!?!?

### **2. Select your references wisely.**

If your application requires letters of recommendation, select people who know you well and who you have a great relationship with. You must ALWAYS provide recommenders at least 2 weeks notice to write a good letter. It's also very helpful if you provide them with a printed list of any of your accomplishments, awards, sports, volunteering, work experience, etc. from high school. The more recommenders know about your life outside of school, the better letter they can write!

### **3. Make your essay personal and unique.**

If your application requires an essay, make it personal. Don't be afraid to dig deep into your experiences, struggles, fears, goals, life, etc. to tell a story that really represents who you are. Make your essay stand out among the thousands that are received. And make sure to have your essay proof read by others! Parents, siblings, teachers, counselors are great at proofreading essays!

### **4. Pay close attention to deadlines!**

Beat, don't just meet deadlines. You want to get your application submitted with plenty of extra time in case there is anything missing or completed incorrectly and you need to correct it. Know the difference between "received by" deadlines and "submitted by" deadlines. If something must be received by November 1<sup>st</sup>, you cannot put it in the mailbox on November 1<sup>st</sup>!

## **STANDARDIZED TESTING**

### **SAT (Scholastic Aptitude Test)**

Michigan requires all high school juniors to take the SAT. The SAT is widely accepted by college across the United States. If you would like to retake the SAT, you must register on your College Board account. Fee waivers are available to those who receive free/reduced lunch. Register for retakes online at [www.collegeboard.org/sat](http://www.collegeboard.org/sat)

### **2021 Test Dates**

October 2

November 4

December 4

**\*In order to have your SAT results sent to the colleges that you are applying to, you must log on to your College Board account and have those sent directly from SAT. Highly competitive colleges will not accept scores sent from high schools.**

### **ACT TESTING SCHEDULE**

Students may choose to register for and take the ACT if you would like to have scores from a different test to send to colleges. Registration is completed online at [www.actstudent.org](http://www.actstudent.org)

### **2021 Test Dates**

September 11

October 23

December 11

## **PARCHMENT HIGH SCHOOL REGISTRATION CODE IS 232-943.**

**You will need this number on your applications, and the number is the same for all ACT, SAT, and college applications.**

## LOCAL SCHOLARSHIPS FOR PHS SENIORS

### PARCHMENT SCHOOLS FOUNDATION SCHOLARSHIP

How to apply: Applications available in counseling office, due in mid March.  
Requirements: GPA of 3.2 or above after first trimester of senior year, ACT of 25 or above, three letters of recommendation.  
Award Amount: \$2,000

### PARCHMENT CAREERS SCHOLARSHIP

How to apply: Applications available in counseling office, due in mid March.  
Requirements: Good effort and work habits, pursuing education at a two-year or technical College or vocational training.  
Award Amount: \$500

### THE CHANDLER & GAIL GIBSON MEMORIAL SCHOLARSHIP

How to apply: Applications available in counseling office, due in mid March.  
Requirements: Positive attitude, active in school and community, possess characteristics which were important to the Gibsons. This scholarship also considers family finances. No specific GPA required.  
Award Amount: \$2,000

### RICHARD KISHPAUGH MEMORIAL SCHOLARSHIP

How to apply: Applications available in counseling office, due in mid March.  
Requirements: PHS Senior likely to be successful in a chosen field of study. Satisfactory academic and citizenship record.  
Award Amount: \$1,000

### JIM STREHLOW SCHOLARSHIP

How to apply: [www.kalfound.org](http://www.kalfound.org)  
Requirements: **Submit online March 1**  
Criteria: Parchment High School senior planning to **attend KVCC full time; improvement in motivation and achievement over the four years of high school**; demonstrated responsibility, positive attitude and work ethic; GPA is not a major consideration.  
Award Amount: \$500 renewable for two years.

### **PARCHMENT EDUCATION ASSOCIATION SCHOLARSHIP**

How to apply: Applications available in the counseling office, due in mid March.  
Requirements: PHS senior planning to pursue a teaching career. College prep course of Study with 3.0 GPA. Responsibility, integrity, attitude and attendance.  
Award Amount: \$500

### **PAY IT FORWARD SCHOLARSHIP**

How to apply: Applications available in the counseling office, due in mid March.  
Requirements: 3.0+ GPA, plan to attend an accredited 4-year college or university in the fall.  
Award Amount: \$1000

## **SCHOLARSHIPS**

Many scholarships are available locally to students who meet specific criteria. Criteria may include: superior G.P.A., athletic ability, membership in particular groups, etc. The Guidance Department publishes a monthly newsletter that lists scholarship applications available currently. In addition, morning announcements will include reminders about scholarship deadlines.

Available to all seniors is the Kalamazoo Foundation Publication Kalamazoo Area Scholarship Guide: This is a wonderful resource listing all scholarships & grants currently available to Kalamazoo County seniors. All information is available on line at [www.kalfound.org](http://www.kalfound.org).

You are also advised to contact organizations you and your parents belong to, places of employment, churches, local groups, and colleges you have applied to. Colleges are your best source of scholarships.

Remember, you will have to take the initiative to apply for scholarships available and meet application deadlines. Also, many scholarships will require that you fill out a financial aid application even if you will not qualify for loans or grants, so be sure you meet all financial aid deadlines as well. Your counselor is available to assist you and answer questions.



## **FINANCIAL AID**

To determine if you are eligible to receive financial aid, a student should do the following:

1. Complete an admission application to the college of your choice.
2. Take the SAT, and retake if you are not happy with your scores.
3. Have parents file the Free Application for Federal Student Aid (FAFSA) between October 1 and March 1 at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).
4. Consult with the financial aid office at the college to which you are applying. They may require a supplemental form in addition to the FAFSA.
5. Consult with your bank or credit union for additional loan information if this will be needed to supplement savings.
6. Consult with the college financial aid office to investigate work-study and part-time employment opportunities.
7. Attend the Financial Aid Completion Workshop sponsored by Parchment High School in October.

### **VARIOUS TYPES OF FINANCIAL AID**

Specific information regarding financial aid changes from year to year. Written materials are available from your counselor and from financial aid offices of all post-secondary institutions. Generally speaking, financial aid consists of scholarships, grants, loans, and employment opportunities. These types of aid are both "merit-based", "need-based", and "self-help". Sources of financial aid are federal, state, institutional, and private.

Investigating information early and attending Parchment High School Financial Aid

## **Senior Parents. . . Do The FAFSA!!!**

Complete the FAFSA between October 1- March 1 to determine if your student is eligible for financial aid!

FAFSA = Free Application for Federal Student Aid. This is the form that MUST be completed in order to determine eligibility for state and federal grants, loan, and work study programs.

Even if you don't think your family will qualify... STILL APPLY! Some local scholarships require that the FAFSA be filled out in order to qualify for their funding.

**\*\*\*Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)\*\*\***

The student and one parent must each create a FSA ID to apply online. This ID acts as your signature. Obtain your FSA ID at <https://fsaid.ed.gov>.

Students & parents will need the following information to complete the FAFSA:

- Your Social Security cards. It is important that you enter your Social Security Number correctly.
- Your 2020 tax returns, for both student and parent.

PHS hosts an annual FAFSA Completion Night in October. Bring the required materials and you will receive expert help from financial aid officers in completing the FAFSA. More details to come in a mailing in September.

## **TIP SCHOLARSHIP**

### WHAT IS TIP?

The Tuition Incentive Program (TIP) is a state program that pays 100% of tuition and fees for the first two years of college at any in-state community college (up to 12 credits per semester) and up to \$2,000 per year for the second two years of college, for eligible students.

PHS obtains a list of TIP eligible seniors each fall. In October of their senior year, students will be notified by their counselor that they are eligible for the TIP scholarship.

### HOW DO I KNOW IF I QUALIFY?

If you answer yes to all four of these questions then you probably are eligible for the Tuition Incentive Program:

1. Have you ever been on Medicaid for 24 months within a 36 consecutive month period after the age of 9?
2. Will you receive a high school diploma or GED by the time you are 20?
3. Are you a Michigan Resident?
4. Are you a U.S. Citizen?

### HOW TO OBTAIN TIP DOLLARS?

1. If you believe you are eligible, you must contact the Office of Scholarships and Grants at **1-888-447-2687** and ask to complete your TIP application over the phone.
2. When completing your application you must state which college you plan to attend. Your college of choice will then be able to access your information online and process your scholarship. If you change your mind about your college after completing your application, you must call and update the Office of Scholarships and Grants.
3. You must complete the FAFSA by March 1<sup>st</sup> in order to receive TIP money. Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

# **GRADUATION INFORMATION**

## **GRADUATION CEREMONY**

The Parchment School District is proud of each of its graduates and considers the graduation ceremony of the highest significance. It is a time when the students, their family and the school all gather to honor students' accomplishments.

Important Graduation Details:

1. Graduates must be present for the entire graduation practice (9:00-11:00) on the morning of graduation.
2. Seniors who participate in graduation exercises shall conform to all of the requirements and expectations in keeping with the seriousness of the occasion. Students may be removed from participation at the discretion of the administration.
3. Appropriate dress attire **must** be worn. Please no jeans or tennis shoes.
4. Diplomas will be distributed after the graduation ceremony.
5. Additional information regarding graduation practices and policies will be distributed to all seniors in May.

## **STUDENT SPEAKER**

There will be an application process for seniors interested in speaking during graduation. More information to come.

## **GRADUATING WITH HONORS**

There are three levels of distinction for those graduating with honors:

Summa Cum Laude- GPA of 3.9 and above

Magna Cum Laude- GPA of 3.5-3.89

Cum Laude- GPA of 3.0-3.49

## **OTHER DETAILS**

Pay attention to your email and announcements throughout the year for important information about ordering regarding the following:

- Ordering cap & gown
- Turning in senior picture and baby picture for the slide show
- Grad Bash information
- Senior survey and exit form
- Senior banquet and mandatory practice for graduation

## **Parchment High School** **Early Graduation Policy and Permission**

Parchment High School maintains an early graduation policy for all graduating seniors. The policy states:

*The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. Application for early graduation will be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.*

*The student may participate in the graduation ceremonies with his/her designated class.*

In order for the student to be eligible for early graduation, he/she must have:

- (1) Earned a minimum of 26 credits by the end of the 2<sup>nd</sup> trimester of their senior year
- (2) Fulfilled all core academic graduation requirements by that time
- (3) Not failed any course in the prior semester due to attendance or lack of effort

\*\*\* Students in EFE, EFA, or dual-enrolling will NOT be able to graduate early, as those are full year programs.

\*\*\* Students wishing to participate in spring athletics will also not be eligible for early graduation per MHSAA.

\*\*\* Any student who earns an “F” during their senior year due to poor attendance and/or lack of effort will forfeit the privilege of graduating early.

SEE MRS. EDDS FOR AN APPLICATION



# Senior Handbook

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