

## Senior Year Checklist

| Task to Complete  | Deadline   | Date WE Completed It  |
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| <p>1. Get your senior portraits taken. Click on <a href="http://session.cadystudios.com">http://session.cadystudios.com</a> and follow the simple directions for signing up.</p>  | <p>*Many of these deadlines are blank because I do not yet know them for the year. Check the school website for details at the end of July.</p> <p>If you have not already had your pictures taken, there are a few EARLY fall dates.<br/> <b>On-campus senior pic opportunity - Thurs. Sept 13 in CLC 2pm - 7pm</b></p> | <p>*Trust me. You WANT to fill this out. Tons of people THINK they paid their senior dues or ordered their yearbooks when they really didn't.</p> |
| <p>2. CHOOSE which senior portraits you want to use in the yearbook. Cady Studios will email you the proofs several weeks after your photo session.</p>   | <p><b>September 30</b>, but don't miss it or your pictures will be chosen for you.</p>   |   |
| <p>3. If you are going to place a senior ad in the yearbook, go ahead and start looking at design ideas and picking out pictures now.</p>   | <p><b>October 31st</b>. These pages are printed in the fall and stored until publishing time, so you <b>cannot</b> order them late.<br/>                     The ad creation website is <a href="http://www.yearbookordercenter.com">www.yearbookordercenter.com</a> and the necessary school code is <b>1684</b>.</p>   |   |
| <p>4. Pay JUNIOR dues. If you didn't pay junior dues last year, and you want to go to senior prom, you have to go back and pay them. If you aren't going to prom, then no worries.</p>  | <p>Before prom on Saturday, May TBD.<br/>                     *These can be paid on mypaymentsplus.</p>  |   |
| <p>5. Pay senior dues and order your cap and gown for graduation. When you pay these, you will be asked for your sizes. This is the information we use to order your cap and gown.</p>  | <p>End of July through January 31, the price is \$150. After February 1<sup>st</sup>, the price will go up. Pay on mypaymentsplus.com with your other fees at the beginning of the year.</p>   |   |
| <p>6. Sign up for the SAT and/or ACT. SAT registration is located at <a href="https://www.collegeboard.org">https://www.collegeboard.org</a>. ACT registration is located at <a href="http://www.act.org">http://www.act.org</a>.</p> | <p>Deadlines for each test are approximately one month before the test. Specific dates can be found at each website.</p>   |   |
| <p>7. Fill out the senior profile form and turn it in to the counseling office. Teachers and counselors will use this information to write your college and scholarship applications.</p>   | <p>Early fall. Or...just do it this summer and have it ready to turn in when you get back to school in the fall. Then you don't have to worry about it.</p>  |   |
| <p>8. College Applications. "Early Admission" deadlines range from late September through October. Regular admission deadlines are usually in December or January.</p>  | <p>**NGHS staff will not answer college deadline questions for you. See your college's website to find out deadlines. When possible, start filling out applications now. Senior year is SO BUSY!!</p>  |   |

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| <p>9. Scholarships. The counselling office publishes a scholarship bulletin every month. Keep reading them until you find a scholarship that's right for you.</p>  | <p>Deadlines vary. They are posted in the scholarship bulletin.</p>   |  |
| <p>10. Teacher and counselor recommendations.</p> <p>**There are staff members who will refuse to write recommendations if they aren't given enough notice.</p>  | <p>Notify teachers and counselors at least a week in advance if you want them to write you a recommendation. Chances are that you are not the only student who is asking. They are busy and want to have enough time to do a good job.</p>                    |  |
| <p>11. Graduation Announcements (the cards that look like wedding invitations that you send to friends and family to announce your student's graduation) can be ordered beginning in October.</p>  | <p>See Balfour tab on the senior website for detailed information about the rolling deadlines. This is one of the only things that can be paid for on a payment plan.<br/><a href="http://seniors.northgwinnett.com">http://seniors.northgwinnett.com</a></p> |  |
| <p>12. Senior Letters. I will send a separate PDF file to explain exactly what these are and how to write them and get them to your students for the Senior Letter Luncheon in May.</p>  | <ol style="list-style-type: none"> <li>1. Our MAJOR deadline is in early May. We need 70-80% of the letters at that time.</li> <li>2. We will take stray letters through May TBD.</li> <li>3. NO letters will be accepted after noon on May TBD</li> </ol>    |  |
| <p>13. Order senior t-shirt. When you pay senior dues, you are asked for your t-shirt size. That's it. Once you have paid dues, you have ordered your shirt. Nothing extra to do.</p>  | <p>T-shirts will be delivered to students after spring break so they can show off how close they are to graduation.</p>   |  |
| <p>14. Order your final transcripts to send to your college in June. Simply fill out a ½ sheet form in the counseling office.</p>  | <p>Stop by the counseling office and do this in April or May.</p>   |  |
| <p>15. Cafeteria refund. If you still have money in your mypaymentsplus account at the end of senior year, that can be refunded to you. In May, you will probably want to de-activate any direct deposits that you are making into that account.</p> | <p>Information will be sent out in May about how to do this.</p>  |  |
| <p>16. Senior website. We recommend that in August-February you look at the senior website about once a month for any updates.<br/><a href="http://seniors.northgwinnett.com">http://seniors.northgwinnett.com</a></p>                               | <p>In March through May, we recommend that you check the website for updates once a week. Details about graduation and senior events will be posted there.</p>  |  |
| <p>17. Graduation DVD. You can order a DVD of the graduation ceremony. There is a discount for early orders!</p>   | <p>Order forms will be emailed home towards the end of April.</p>   |  |
| <p>18. Graduation Pictures. Cady Studio will take handshake and diploma pictures at graduation.</p>  | <p>They will email proofs to you within a day or two of the ceremony. If you order pictures within the first 10 days, there is usually a discount.</p>  |  |

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