

Parents of
Upcoming Seniors:



Enclosed in this packet are
events and other
important senior dates:

- September – December
- January – March
- April - June

2019-2020 Senior Events

Dear Parents of Seniors!

Congratulations on being a parent of a member of the CHS class of 2020! There are several things parents and students need to be aware of during their senior year of high school. We have broken down the items by three month increments to help you sort through the many questions you may have and when you should address the various items.

September - December

Communication:

Additional information will be shared throughout the school year via e-mail (as well as in our newsletter *The Bulldog Bark*, over daily announcements, on the Chelsea School District website (www.chelsea.k12.mi.us), and in senior class meetings). It is very important if you have a new e-mail or change of address; please notify Gretchen Steele at gsteele@chelsea.k12.mi.us to update.

On Track to Graduate:

It is our goal that every senior is on track to graduate. In early September, the counselors review each senior's course history to be sure they will meet the graduation requirements for 2020. If your child's record reveals a discrepancy, the student will be contacted to adjust their schedule and to formulate a plan. Each senior will receive a copy of their transcript which will show their current status. We encourage you to continue to follow your child's progress throughout the school year in PowerSchool.

Counseling Office Turn-Around:

Please note that all paperwork to be processed by the Counseling Office may take up to fifteen (15) full working days. This includes college applications, transcript requests, letters of recommendation, scholarship applications and other miscellaneous items. Please plan ahead.

College Visits:

Seniors are allowed three excused college visit days per year. Paperwork must be completed prior to the college visit. Paperwork can be picked up in the Counseling Office or downloaded from the Guidance/Counseling website. Once both documents have been received (College Visit Form signed by teachers/counselor AND Verification from the college that you were present), the excused absence will be changed to a College Visit Day which will not count toward absences. It is **your student's responsibility** to make sure that attendance has been recorded as a College Visit Day so be sure to check PowerSchool.

Colleges Visiting CHS and College Fairs:

Mrs. Weber keeps a list of all colleges visiting CHS on the Guidance/Counseling website. Students sign up in the Counseling Office. In addition, a list of local college fairs can be found on their web page.

Letters of Recommendation:

If your student is requesting letters of recommendation from their teachers/coaches/counselor, please be considerate and give them plenty of time (2-3 weeks). Remember, they have busy schedules and will need advance notice to write a quality letter. To help counselors and teachers with their letters please download the Senior Information Form available in the counseling office and website for students to give to them when asking for their recommendations.

Pictures, Pictures, Pictures:

There are 4 main picture taking aspects to the senior year:

1. Picture for the Yearbook. Dates (on your own OR **August 29, 2019**)
2. Picture for School ID & College Transcripts. **August 29, 2019** *Make-up date September 5
3. Picture for Graduation Composite. **August 29, 2019**
4. Picture with entire Senior class. **October 22, 2019**

Picture for the Yearbook

- ✓ Picture must be taken "Outdoors"
- ✓ Picture must be portrait orientation **not landscape!**
- ✓ Picture must be ½ to ¾ body length **not a "head and shoulder" pose.**

There are many options to getting this yearbook photo completed.

1. **SchoolPictures.com** offers a yearbook photo option.
2. Take the photos on your own, make sure to follow above guidelines.
3. Hire a professional to take the photos, make sure to follow above guidelines.

Submitting Senior Photo for the Yearbook

- ✓ Submit photo electronically to yearbook@chelsea.k12.mi.us.

The deadline for senior pictures to be turned in to be included in the yearbook is **October 31**. **All photos must be submitted electronically to yearbook@chelsea.k12.mi.us**

Pictures for School ID, College Transcripts & Graduation Composite

All seniors should have their photos taken on **August 29th** (**September 5 make-up date**) by schoolpictures.com. This one photo session can cover all your photo needs if you choose to use schoolpictures.com. (yearbook, school ID, transcripts & composite)

The schoolpictures.com photo will become your official photo that will be sent to universities, colleges, trade schools and military routes; it will stay on the transcripts forever. In an effort to include all seniors in the composite photo (that is used for the graduation program in June and posted in the CHS Commons), schoolpictures.com will be taking the senior composite photo for all seniors in the same session for a \$20 fee, which includes the finished 16x20 class of 2020 composite. Parents will have the opportunity to purchase different copies of each type of photo taken. Please dress appropriately; **no t-shirts should be worn**. Males are encouraged to wear a collared shirt with tie. Females are encouraged to wear a collared shirt or blouse. (Please do not wear the color green as they will be using a green screen backdrop). Picture package information will follow in another email prior to school starting.

Picture with entire Senior Class

The Picture Man (Schoolpictures.com)

300 West Forest Ave.

Ypsilanti, Michigan 48197

(734) 677-3400

- This senior "group" picture will be taken **October 22nd, 2019 @ 1:05 PM**
- The students pose for two group pictures. One is a serious pose and the other is a "wild and crazy" pose.
- Order forms will be distributed the day of the pictures.
- Please have your child bring the form home so you are able to place this order.
- Parents will have one week to mail in their order.
- Pictures are mailed home in approximately 2-3 weeks.

College Applications:

The Counseling Office will begin processing applications for the Class of 2020 beginning August 31, 2019. Students should apply prior to October 31st. via their Naviance account. Colleges/universities require applications be completed on-line. If you do not have internet access at home, please see your counselor.

Transcript Requests:

AFTER your child has submitted their college application, they need to request their transcript online via Naviance. Official transcripts for colleges/military, scholarships, NCAA, insurance purposes, etc. must be requested via your Naviance student account. Admission offices cannot process an application without the transcript. Current students: You may obtain an unofficial transcript for your personal use by stopping in to see Mrs. Weber.

Current Seniors: Students your Naviance login is your school username/password.

* If you are applying via the Common Application, you will need to match your CommonAPP and Naviance accounts in Naviance. Once you have matched both accounts all transcripts need to be requested via Naviance.

**If your college/university is a member of Naviance (no fee to send transcript) and requires a secondary school report, Naviance will send this form electronically to your counselor.

ACT/SAT:

Seniors who wish to re-take the ACT/SAT must register on-line at www.act.org (ACT) or www.collegeboard.org (SAT). Students may still apply to colleges prior to their re-takes, but communicate re-take information to the admission offices. In addition, scores are printed on transcripts. However, if your college requires scores directly from ACT and SAT students will need to contact those agencies directly.

Scholarship Information:

There are many scholarships available to students. Local and national scholarships are updated on a weekly basis on the Guidance/Counseling website, in students Naviance portal and on the Counseling Office Haiku page.

Schedule Changes:

We all know that senioritis can set in once students have been accepted to the college of their choice. It is **very important** that your student notify their college of **any** schedule changes in order to prevent any problem that may affect their admission status.

Diploma Ordering:

A diploma name verification form will be distributed to every senior at the senior meeting in September. Each senior is asked to verify that the information is correct. This includes any special spacing, characters, suffix, etc. Please note that the student's legal name must be submitted for the diploma (this must match their birth certificate or adoption paperwork). Some students may wish to shorten their name or ask that their name be announced differently at the graduation ceremony; however, the diploma itself is a legal document that must contain their legal name. Any diploma that has to be re-ordered due to error may result in a fee being charged to the student/parent.

A student may walk at graduation, but will not receive their diploma until all school fines are paid.

Cap n' Gown and Announcements:

Company

Jostens
Jeff Hollandsworth, Jostens Representative
20033 Eureka Rd.
Taylor, Michigan 48180
(734) 284-2528

- Order form packets are distributed to all seniors in a class meeting on November 14.
- Orders will be taken during lunch November 21 & 22
- There will be a deadline for placing orders
- Delay in ordering may effect price and availability of some items

Financial Aid Workshop:

An important financial aid workshop for seniors and their parents will take place in October. Additional information, as well as the date of the workshop, will be emailed to parents and also available on the CHS website when the date is finalized.

Financial Aid:

Every graduating senior should complete the online government FASFA form in order to determine eligibility for financial aid, work study and loans for college. Submissions begin October 1 and are due March 1, 2020. Please click on this link to register: <http://www.fafsa.ed.gov/>

January - March

Baby Pictures:

Don't miss out on your chance to be included in this Chelsea High School tradition of the senior baby picture video shown at Class Night on Friday, May 29. Please submit a photo of your child (ages 3 mo – 2 years) as a .jpg file via e-mail to ceder@chelsea.k12.mi.us. The deadline to submit your photo to be included in this very special video is Friday, May 8.

Local Scholarship Information:

Local scholarship applications will be available beginning in February. Please check Guidance/Counseling website, your Naviance account or the Counseling Office Haiku page on a weekly basis through the month of May.

April – June

Final Plans:

Post-graduation plans are included in the graduation program and senior magazine. Your post-graduation plans (including college, military or work force) must be submitted online no later than Monday, May 11. The online form will be available at the beginning of May on the Counseling Office Website.

Senior Meeting

The principal will meet with all seniors on Tuesday, April 28, to go over final details of graduation including dates, times, appropriate dress, etc. Parents will receive an email from the Counseling Office following the meeting regarding the information that is shared with the seniors.

Cum Laude:

Cum Laude status is determined at the end of the second term of the student's senior year. Following the posting of Term 2 grades, a meeting will be held to go over the many details of this special academic recognition. Each student will have the opportunity to invite one honored educator to the banquet. Each Cum Laude student is required to submit future plans and a printed photo for display, more information will be available on this at the Senior Cum Laude meeting. The Cum Laude banquet will take place Wednesday, May 13, 2020. Please refer to the online student handbook for complete cum laude status guidelines.

Scholarship/Award Recognition:

We would like to recognize scholarships that seniors have been awarded at our senior Class Night that will take place on Friday, May 29, 2020. Scholarship awards must be submitted online no later than Monday, May 11. The online form will be available at the beginning of May on the Counseling Office website.

Graduation Rehearsal:

Graduation rehearsal is **mandatory** for all seniors who have met the graduation requirements and are planning to walk in the graduation ceremony. Mark your calendar for rehearsal that will take place on Friday, May 29, 2020 at 9:00 AM in the CHS Auditorium.

Class Night:

Class Night is part of the graduation weekend celebration for the class of 2020 and takes place on Friday, May 29 at 6:30 PM. Seniors wear their cap and gown for this special evening set to recognize their academic accomplishments. Watch for an e-mail following the April 28 senior meeting requesting scholarships/academic awards received to be honored at Class Night. The senior baby video will be showcased during this event. Attendance at Class Night is an expectation of all graduating seniors. All family members are invited to attend this free event.

Graduation:

Graduation will take place on Sunday, May 31, 2020, at 2:00 PM in the Chelsea High School gymnasium. All family members/guests are invited to attend this free event. **No tickets are required.** The school will open at 1:00 PM for general seating. Reserved seating for persons with disabilities is available upon request*.

*Please note: **Wheelchairs are not provided.**

Graduation Day Pictures:

Company

Graduation Foto (Schoolpictures.com)
300 West Forest Ave.
Ypsilanti, Michigan 48197
(734) 677-3400

A picture is automatically taken as your student is handed his/her diploma along with a posed picture prior to the ceremony. Picture proofs and order forms are sent to you 1-2 weeks following graduation. If you have additional questions, please contact Graduation Foto at the number above.

Final Transcripts:

Once your child receives their diploma, they officially become "alumni." As alumni, "Parchment" becomes the official distributor of their transcript. Transcripts are finalized and available for upload once all Term 3 grades have been recorded.(typically late June) Students, if you have not already done so, you **must** register with Parchment at www.parchment.com using your registration code sent to your CHS email address. Once registered, you can request your final transcript be sent to your college, NCAA Eligibility Center, military recruiter or workplace. Please note that final transcripts are uploaded to Parchment, and are no longer available through Chelsea High School following graduation.

Additional Information:

We trust the information in this packet will be helpful to all parents and guardians of seniors. Please note that updates throughout the year will be posted on the Chelsea School District website, sent via e-mail, as well as through mailings. Again, it is our goal to have an e-mail address for every senior. If you have a new address or a change, please send to Gretchen Steele at gsteele@chelsea.k12.mi.us. If you have **any** questions, please do not hesitate to contact the high school office at 433-2201 or Gretchen Steele at gsteele@chelsea.k12.mi.us.