



# Guide to the Future

KILLEEN INDEPENDENT SCHOOL DISTRICT

# 2020-2021

# High School Campus & District

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Mike Quinn              Executive Director for Secondary Schools

## Killeen ISD High School & Specialty Campuses

### Killeen High School

500 North 38<sup>th</sup> street

Killeen, Texas 76543

Phone: (254) 336-7208

Fax: (254) 336-0413

High School Code: 443850

Principal: Kara Trevino

### C. E. Ellison High School

909 Elms Road

Killeen, Texas 76542

Phone: (254) 336-0600

Fax: (254) 336-0606

High School Code: 443852

Principal: David Dominguez

### Harker Heights High School

1001 FM 2410

Harker Heights, Texas 76548

Phone: (254) 336-0800

Fax: (254) 336-0829

High School Code: 443118

Principal: Jorge Soldevila

### Robert M. Shoemaker High School

3302 South Clear Creek Road

Killeen, Texas 76549

Phone: (254) 336-0900

Fax: (254) 336-0937

High School Code: 443869

Principal: Micah Wells

### Early College High School

51000 Tank Destroyer Blvd

6200 W. Central Texas Expy

Phone: (254) 336-0260

Fax: (254) 336-0271

High School Code: 443878

Principal: Kathleen Burke

### Killeen ISD Career Center

1320 Stagecoach Road

Killeen, Texas 76542

Phone: (254) 336-3800

Fax: (254) 554-2056

Principal: Dr. Russell Porterfield

### Pathways Academic Campus

1322 Stagecoach Road

Killeen, Texas 76542

Phone: (254) 336-7298

Fax: (254) 336-7252

Principal: Dr. Bobbie Reeders



### Gateway High School

4100 Zephyr Road

Killeen, Texas 76543

Phone: (254) 336-1701

Fax: (254) 336-1711

Principal: Dr. Nino Etienne

# Student Guide to the Future

## 2020-2021

A Publication of the Departments of Academic Services, Secondary Curriculum, and Guidance & Counseling

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**The Killeen Independent School District does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies.**

Killeen Independent School District no discrimina raza, color, origen nacional, genero, incapacidad o edad en sus programas y actividades. La siguiente persona fue asignado al manejar preguntas sobre las policas non-discriminativa:

킬린 교육구는 그 해당 프로그램 및 활동에 있어서 인종, 피부, 국가, 성별, 신체장애 및 연령등을 기준으로 한 차별을 하지 않는다. 이에 따라, 무차별 정책을 취급하도록 다음과 같은 전문 행정 관리인이 지명되었다: 전문 행정 관리인

Der unabhängige Schulbezirk von Killeen (Killeen Independent School District) erlaubt in seinen Programmen und Aktivitäten keine Diskriminierungen basierend auf Rasse, Hautfarbe, nationaler Herkunft, Geschlecht, Behinderung oder Alter. Die folgende Person steht im Fall von Fragen zur Richtlinie der Nicht-Diskriminierung zur Verfügung:

**Professional Standards Administrator**  
200 North WS Young Drive  
Killeen, TX 76543  
(254) 336-0000

**Section 504, Dyslexia, and At-Risk Specialist**  
902 N 10th Street  
Killeen, TX 76541  
(254) 336-0207

# Sophomore/Freshman – Things to Remember

Attend all college and career nights available to you throughout the year.

## August/September

- Work with your counselor to verify and adjust your graduation plan and course options.
- Start the habit of reviewing the admission requirements for the colleges you might consider attending upon graduation.
- Become involved in clubs and organizations in your school and community. Colleges look for students who are involved, have a highly developed talent or skill, and have attained leadership positions.
- Students with documented special testing needs should register for extended time on college entrance exams during their sophomore year. See your guidance office for details.

## October/November/December

- Improve your computer skills and ability to take notes and prepare for exams.
- Prepare for college entrance exams by registering and attending preparation courses: PSAT, PLAN, SAT, and ACT.
- Make plans, if needed to discuss with your counselor the TSI Assessment and application completion for the Texas Bioscience Institute.
- Work with your counselor to verify your second term course choices.

## January/February

- Work with your parents and counselor to verify and update the courses in which you are pre-registered for the next school year.
- Discuss if needed, when to take the TSI Assessment and CTC application process with your counselor.
- Review the PSAT test results with your counselor.

## March/April

- Begin to research general information on colleges and universities that you are considering.
- Explore financial aid and scholarship opportunities so that you will know what is expected of you far in advance of your senior year.

## May

- Make plans, if necessary, for credit recovery, credit acceleration or retake standardized tests in summer school.

## Summer

- Take advantage of summer opportunities: volunteer, academic, athletic, jobs, and camps.
- Visit colleges and look for summer enrichment programs held on college campuses. Colleges look for students who use their summer to develop themselves academically and socially.

To Do			
What's Needed	Due Date	Contact Person	Completed

**Did you know that KISD has several opportunities available for you to earn certifications and/or college credit while you are still in high school?**

**See your counselor to learn more about the following programs:**

- Culinary Arts through CTC
- Dual credit college classes through CTC
- Early College High School
- Killeen Career Center
- Fire Fighter Academy
- STEM programs for students seeking up to 30, 42, or 60 college credit hours
- Texas Bioscience Institute

# Junior – Things to Remember

Attend all college and career nights available to you throughout the year and be aware of deadlines.

## August

- Work with your counselor to verify and adjust your graduation plan and course options.
- Review the ACT and SAT testing timelines and mark your calendar for reviews and administrations of the tests (NCAA applicants, request scores be sent to the NCAA Eligibility Center – Code is “9999”).
  - For more on ACT and SAT, see [SAT and ACT](#) on the Assessment page of this document.
- Prospective college student-athletes: Register with the NCAA Eligibility Center and/or the NAIA Eligibility Center.
  - Verify with your counselor that you have the correct number of Core Courses.

## September

- Schedule an individual parent conference with your counselor to communicate career/college goals.
- Become involved in clubs and organizations in your school and community for your college résumé.
- Register for the PSAT exam preparation classes and mark your calendar for the test.

## October

- Begin conversations with your high school counselor on your choice of colleges and careers.
- Research college websites, college reference books, college catalogs, housing information material, scholarship, and financial aid information from colleges.
- Secure additional information from your counselor, bulletin boards, the internet, and conferences with college representatives.

## November/December

- Work with your counselor to verify your second term choices.
- Take the EOC exams, if needed.

## January

- Review your PSAT test results with your counselor.
- Search for financial aid and scholarship sources. Attend any financial aid workshops available.
- Register for one of the summer military academy camps if interested in military academies.

## February

- Schedule a conference with your counselor to match your career goals with your interests, achievements, and abilities.
- See your counselor to apply for JROTC scholarships and appointments to U.S. Service Academies.

## March

- Plan a college/career visit as part of your spring break activities and/or visit with college students who are home for spring break.
- Work with your counselor to verify courses for next year. Be sure that you have met all your graduation requirements!

## April

- Inquire about the Early Decision plan offered by some colleges.
- Attend college campus visitation programs designed for juniors.
- Take the EOC exams as needed. Results are mailed to parents.
- Prepare early for term finals or AP/IB Exams.

## May

- Narrow college choices and note college deadlines for registration, housing, and financial aid.
- NCAA applicants – send a copy of your transcript to the NCAA Eligibility Center (If you have attended any high schools other than KISD, they must each send a transcript too).
- Take the EOC exams as needed. Results are mailed to parents.

## Summer

- Take advantage of summer opportunities (volunteer work, jobs, academic camps, athletic camps).
- Don't forget about SAT/ACT test opportunities.
- Check online for your college admission applications.
- Spend extra time preparing a résumé and essays that you may need to accompany your applications.
- Visit some of the colleges on your list. Contact each admissions office to set up campus tours and appointments.

# Senior – Things to Remember

Throughout the year, attend the College Information Nights at your school and be aware of deadlines.

## August

- Work with your counselor to verify your graduation plan.
  - Work with your counselor to verify or adjust class choices.
  - Apply for “Early Decision,” if applicable.
- Review the ACT and SAT testing timelines and mark your calendar for reviews and administrations of the tests (NCAA applicants, request scores be sent to the Eligibility Center – Code is “9999”).
  - For more on ACT and SAT, see [SAT and ACT](#) on the Assessments page of this document.
- NCAA applicants – verify with your counselor that you are on track to complete the Core Course Requirement.
  - Athletes should register for NCAA Eligibility Center and/or the NAIA Eligibility Center.
- Using the resources in your school’s Career/College Center or library, decide on three or four colleges that interest you.
  - For detailed information, see [What to do After High School: College](#) in this document.
- Listen to the announcements and view the counselors’ website for scholarship information, visits from college representatives, and military recruiters.
- Check with the guidance office for dates the ASVAB will be given on campus. Free tutoring for the ASVAB is available online at [www.march2success.com](http://www.march2success.com).
- Prepare a résumé for the teachers and your counselor that includes your activities, work experience, awards, and memberships in school and community organizations.

## September

- Visit college campuses, tour the dorms and talk to professors and admission officers.
- Schedule your individual/parent conference with your counselor to discuss your plans.
- Ask teachers, counselors, or other appropriate individuals for a recommendation letter, if required by the college.
  - For more information, see [Teacher and Counselor Recommendations](#).



## October

- Sign up to see college representatives when they visit your school.
- Complete college admission applications.
  - Request an official transcript for each college to which you are applying.
- Explore financial aid at your selected colleges. See [Financial Aid Information](#) in this document.
- Apply for scholarships. See [Scholarships](#) in this document.
- Register for your Free Application for Federal Student Aid (FAFSA) pin number at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and apply online.
  - For more information, go to [Financial Assistance Application Process](#).
- Attend financial aid seminars at the high school and district.

## November

- Contact personnel departments in local businesses to discuss entry-level positions for high school graduates.
- Ask about the opportunity to shadow workers for part of their workday so that you can understand the responsibilities of people in entry-level positions.
- Ask about opportunities in the military from campus representatives.
- Complete your college applications for those colleges with a December deadline.
- Make all necessary schedule changes for the spring term by December 1<sup>st</sup>.

## January

- Finish and mail any applications for colleges or scholarships by the deadline.
- Order graduation invitations, memorabilia, cap and gown.

## **February**

- Continue to work on various scholarship applications.
  - Inform your counselor of any grant, scholarship, or financial aid awards you receive.
- Respond to college acceptance notices as received.
- Be sure to meet your college's deadline for financial aid.

## **March**

- Continue to consider admission and financial aid offers.
- Continue applying for local scholarships.
- If you have not done so already, submit your college housing application.
- If planning to attend a state-supported school in Texas, check the criteria for the Texas Success Initiative (TSI) Assessment and register to take it, if needed. Check with your counselor for dates and registration information.
- Register with the Selective Service System, [www.sss.gov](http://www.sss.gov).
  - Men who are 18 or over must prove draft registration to receive federal financial aid for post-secondary training or education. (If you file the FAFSA you are automatically registered for the draft.)

## **April**

- NCAA applicants: Complete amateurism questionnaire and sign final authorization signature online on or after April 1.
- Take the EOC exams, if needed.
  - Take advantage of workshops and tutoring sessions to improve your scores.
- Study for your AP exams.
- If you have not already done so, make a final decision on the college of your choice. Verify the deadline to notify the colleges of your decision. Notify all colleges of your decision to accept or decline by their deadline (no later than May 1).
- Review your class ranking with your counselor.
- Receive graduation invitations and memorabilia.

## **May**

- Take AP/IB exams.
- Take the EOC exams, if needed.
  - Take advantage of workshops and tutoring sessions to improve your scores.
- Request final transcript to be sent to the college of your choice. Fill out a request form on Parchment or in the registrar's office.
- Receive cap and gown.
- Send thank you notes to scholarship donors and all who wrote letters of recommendation for you.
- Register for your college campus summer orientation. Pay attention to deadlines.
- It is not too late! If you have not completed the college admission process, you can still be admitted to some colleges.

## **June**

- Attend and enjoy your commencement ceremony — be proud!





# How Does Grade Classification Work?



Grade classification will be based on the following credits: \*

Freshmen/9th Grade.....	(Promotion from 8 <sup>th</sup> grade)
Sophomore/10th Grade.....	6
Junior/11th Grade .....	12
Senior/12th Grade.....	17

*\*Students will not be promoted beyond their class unless they meet the requirements for early graduation as outlined in the Application for Early Graduation.*

## Grade Classification Procedures

- Current KISD students will be reclassified at the end of each school year, after grades are finalized for the spring and/or summer semester.
- Classification for students new to KISD will be based on receipt of official records from previous schools. All new students will be initially classified based on the following:
  - The records provided at the time of enrollment.
  - Conversations with parents, student, and the sending campus.
  - Once transcripts are received and processed, final classification will be determined.
- Students enrolled at Pathways Academic Campus will be reclassified each nine weeks.

All students will be classified based on the number of credits earned and the number of years in school, except for students who are behind on credits and students who have filed Early Graduation documents. Students will be classified as follows:

- **Freshman (9<sup>th</sup> Grade):** A student must have been promoted from the 8<sup>th</sup> grade.
- **Sophomore (10<sup>th</sup> Grade):** A student must have satisfactorily completed 6 credits and one year of high school.
- **Junior (11<sup>th</sup> Grade):** A student must have satisfactorily completed 12 credits and two years of high school or completed 12 credits and have an Early Graduation Plan on file.
- **Senior (12<sup>th</sup> Grade):** A student must have satisfactorily completed 17 credits and three years of high school or have completed 17 credits and have an Early Graduation Plan on file.
- Students are not re-classified during the school year, with the following exceptions:
  - Juniors (11<sup>th</sup> Grade) who are fourth year students and have earned enough credits to graduate at the next spring graduation ceremony will be re-classified as seniors (12<sup>th</sup> grade) at the semester.
  - Sophomores (10<sup>th</sup> Grade) who are third year students, have earned at least 14 credits, and have passed the four core area classes during the fall semester, will be re-classified as juniors at the semester to allow them to adequately prepare for the senior year.
  - Students who have early graduation plans on file will be reclassified, based on credits earned, at the end of the semester during which they submit completed Early Graduation documents.
- Regardless of classification, students who successfully earn the necessary credits and pass the required STAAR EOC tests are eligible to graduate. Participation in graduation activities is governed under Board policies FMH Legal/Local, EIF Legal/Local, and the Student Code of Conduct.

# How to Understand Your GPA

A grade point system has been established in order to determine class rank. Such a system is necessary because all courses, whether IB, Advanced Placement, Pre-AP/honors, regular, or basic, use the same grades: 90-100 (excellent), 80-89 (above average), 75-79 (average), 70-74 (minimal passing), and below 70 (failing, or no credit). Only core classes (English, math, science, social studies, and elective courses that fall under the preceding categories) are computed in GPA and class rank.

The grade point system differentiates among the levels by assigning more points for a grade earned in an Advanced Placement/IB class than for the same grade in a Pre-AP/honors-level, regular, or basic class. Beginning in the ninth grade, this system is used to determine class rank. Students are listed according to total grade points from highest to lowest in a "class rank". College admissions are based partially on a student's rank.

## Grade Point Distribution

Courses are classified into four groups: Advanced Placement/IB/Dual credit, Pre-AP/honors, Regular, and Basic. Grade points are awarded in the following manner:

Grades		Grade Points				
Quality of Work	Numerical Grade	Advanced Placement IB / Dual Credit	PreAP / IB Honors	Regular	Basic	
Excellent	97-100	18	16	13	10	
	94-96	17	15	12	9	
	90-93	16	14	11	8	
Good	87-89	15	13	10	7	
	84-86	14	12	9	6	
	80-83	13	11	8	5	
Fair	77-79	12	10	7	4	
	75-76	11	9	6	3	
	70-74	10	8	5	2	
Failing	* 69	0	0	0	0	
Not acceptable for credit						
<b>Weighted 4.0 Scale (Not used for rank in class)</b>						
	A	90-100	6.0	5.0	4.0	4.0
	B	80-89	5.0	4.0	3.0	3.0
	C	70-79	4.0	3.0	2.0	2.0
	F	0-69	0.0	0.0	0.0	0.0

**Grade Point Average (GPA)** used to determine Class Rank of a student will be as determined in board policy Academic Achievement / Class Ranking EIC (LOCAL).

## Distinguished Honor Roll

A student who earns an 11.7 or more grade point average in a grading period and is a full-time student is on the Distinguished Honor Roll.

## Honor Roll

A student who earns a 10.1 or more grade point average in a grading period and is a full-time student is on the Honor Roll.

## Academic Achievement Awards

Academic achievement awards are given by KISD for outstanding achievement to students in all grades. Students must be full-time students, maintain an 11.7 grade point average and meet district residency requirements. For 9th grade students, awards are granted based on the fall semester; however, for students in grades 10-12 awards are granted based on the spring semester of the preceding year and the fall semester of the current year.

## University Interscholastic League

Students may only have 10 absences per class period per year due to extracurricular activities. Inquiries may be made to sponsors or coaches (i.e. cannot have more than 10 absences 7th period per year for a UIL activity). The Killeen Independent School District will identify for students the advanced courses which may allow exemptions for grades below 70 for No Pass, No Play eligibility. The courses shall include those identified in 19 TAC, 74.30(b) at each UIL eligibility grading period.

\* Dual Credit students who meet the passing standard on the college's grading scale will receive high school credit for the course.

# What You Need to Know About Graduation

## Guidelines for Participation in Graduation

Senior students will be eligible to participate in spring graduation ceremonies when:

- They have completed the course requirements for graduation from KISD and have passed the Texas state assessments.
  - Participation in graduation activities is governed under Board policies FMH Legal/Local, EIF Legal/Local, and the Student Code of Conduct.
- Military students eligible to graduate under a reciprocal graduation can participate in the KISD commencement ceremony. See the campus registrar for more details.
- They are not enrolled in Gateway High School.
- Special education students with disabilities can participate in a graduation ceremony after four (4) years of high school or when graduation requirements are met. Special education students may participate in only one graduation ceremony.

## KISD Honor Graduates

KISD Honor graduates will be those students who have:

- Completed the requirements for the Foundations with Distinguished Level of Achievement.
- Earned at least five (5) credits designated honors or Advanced Placement, and rank in the top five (5) % of the graduating class.
  - Final senior class rank will be determined on the Friday of the week in which the midpoint of the 4th 9-week grading period falls.

## Valedictorian and Salutatorian Selection

The Valedictorian and Salutatorian are selected from among the students who have been designated as KISD Honor graduates, those students having the highest and second highest grade point averages will be designated as valedictorian and salutatorian, respectively.

Additionally, in order to be considered as valedictorian or salutatorian,

- Students who reside in the attendance zone of the school from which he or she is graduating, must be enrolled by the first Monday following Labor Day of the senior year.
  - A student who does not reside in the attendance zone of the school from which he or she is graduating and who is attending on an intra-district or inter-district transfer must be enrolled by the first Monday following Labor Day of his or her junior year.
- Beginning with students who entered grade 9 in the 2014-2015 school year, ties shall be broken by awarding the designation of valedictorian to the student who has earned the largest number of performance acknowledgements.
  - If the students who tie have completed the same number of performance acknowledgements, co-valedictorians or co-salutatorians will be named.

## Early Graduates - Class Rank & Val/Sal Designation

Rank in class shall be computed with that year's graduating class. Students graduating ahead of or behind their respective classes shall not be eligible for recognition as valedictorian or salutatorian but shall be eligible to be included in the list of honor graduates.

## Early Graduation Declaration

Students who intend to graduate early must declare those intentions at the beginning of the semester in which they intend to graduate. An application form may be obtained from the office of the registrar at each high school.

## Fast Track 2 CTC

CTC and KISD prepare students for a seamless transition from high school to college by preparing students during their senior year for admission to Central Texas College.

# Where to Find Graduation Requirement Info

A graduation worksheet for the Foundations High School Program is included in this document but the detailed graduation requirements are on the KISD web site:

**Departments > Guidance and Counseling >College/Career/Military Readiness Support > Graduation Requirements > High School Course Book**

# Foundation HSP with Endorsement – 26 credits

(Students entering 9<sup>th</sup> grade 2014-2015 and after)

STAAR/EOC: English I  English II  Algebra I  Biology  U S History

**Note: Students must enter high school on the Foundations High School Program (FHSP) with endorsements.**

## English – 4 credits

English I    
 English II    
 English III    
 \_\_\_\_\_

## Math – 4 credits

Algebra I    
 Geometry    
 \_\_\_\_\_    
 \_\_\_\_\_

## Science- 4 credits

Biology    
 \_\_\_\_\_    
 \_\_\_\_\_    
 \_\_\_\_\_

## Social Studies – 3 credits

WGeo/WHist    
 US History    
 Government   
 Economics

## LOTE (Langs. other than English) - 2 credits

\_\_\_\_\_    
 \_\_\_\_\_

## Electives – 5 credits

\_\_\_\_\_    
 \_\_\_\_\_    
 \_\_\_\_\_    
 \_\_\_\_\_    
 \_\_\_\_\_

## Fine Arts – 1 credit

\_\_\_\_\_

## Physical Ed – 1 credit

\_\_\_\_\_   
 \_\_\_\_\_

## Additional Credits for Endorsement – 2 credits

\_\_\_\_\_   \_\_\_\_\_

## Endorsements

STEM   
 BUSINESS & INDUSTRY   
 ARTS & HUMANITIES   
 PUBLIC SERVICE   
 MULTIDISCIPLINARY

## Performance Acknowledgments

DUAL CREDIT   
 BILINGUALISM & LITERACY   
 AP or IB EXAM   
 OUTSTANDING PERFORMANCE   
 CERTIFICATE or LICENSE

## Distinguished Achievement

ENDORSEMENT   
 SCIENCE (4 credits)   
 MATH (4 credits including Algebra II)

# College Exam Information

## PSAT

Pre-college entrance planning and assessment is available through either of two programs: PSAT/NMSQT.

The **PSAT/NMSQT** is sponsored by the College Board and the National Merit Scholarship Corporation. It provides students an opportunity to practice for the SAT because questions and format are very similar. Taking the PSAT allows students to compare their abilities for college work with the abilities of other college-bound students. The 11th grade administration of this test is also the first step in entering the National Merit Scholarship Foundation Corporation.

## College Entrance Testing

### **Texas Success Initiative (TSI) Assessment**

The TSI Assessment is a program used by the Texas institutions of higher education as an instrument designed to help determine if you are ready for college-level course work in the general areas of reading, writing and mathematics. If you are an incoming college student in Texas, you are required to take the TSI Assessment unless you are already exempt. (See exemptions below)

Killeen ISD provides up to two free administrations of these tests to freshmen, sophomores, juniors and seniors in preparation for Dual Credit, TBI, Concurrent Enrollment, Texas Scholars, or Fast Track 2 CTC programs. Please see your counselor for details and scheduling of tests.

**Before you take the TSI Assessment, you must participate in a Pre-Assessment Activity.**

**TSI Exemptions – If you think you may be exempt, please contact an advisor at your institution.**

- Have met the minimum college readiness standard on SAT®, ACT, or a statewide high school test;
- Have successfully completed college-level English and math courses;
- Have enrolled in a Level-One certificate program (fewer than 43 semester credit hours);
- Have been, or currently are, in the military.

## SAT and ACT

- Killeen ISD administers the SAT and ACT on set calendar dates.
- Students with documented special testing needs should contact their counselors early in the school year for further information.
- Students must register for these tests well in advance of the testing dates.
- Registration is online: Internet registration is available at [www.collegeboard.org](http://www.collegeboard.org) (SAT) and/or [www.act.org](http://www.act.org) (ACT)
- Killeen Independent School District offers opportunities to prepare for the SAT. Students should check with their counselors regarding specific dates.

### ACT Administration

September 12, 2020  
October 24, 2020  
December 12, 2020  
February 6, 2021  
April 17, 2021  
June 12, 2021  
July 17, 2021

### SAT Administration

August 29, 2020  
September 26, 2020  
October 3, 2020  
November 7, 2020  
December 5, 2020  
March 13, 2021  
May 8, 2021  
June 5, 2021

## International Baccalaureate (IB)

Students enrolled in IB, HL, or SL classes will test in the May. See IB Coordinator or your counselor for specific test dates.

## College Board Advanced Placement (AP)

AP courses are designed to prepare students for the Advanced Placement test in the spring. All students enrolled are expected to take the Advanced Placement test.

- All students enrolled in an Advanced Placement course will be required to take the Advanced Placement exam.
- Students not enrolled in Advanced Placement classes can take the College Board's AP tests at their own expense.
- The dates for the regularly scheduled AP exams are May 4-8 and May 11-15. Each of the subject areas must be administered on a specific day and time. The specific day, time and subject area information can be found at <https://apcentral.collegeboard.org/courses/exam-dates-and-fees/2021-exam-dates>.
- Alternate AP exams are administered on May 20-22. The information for **late testing** can be found at <https://apcentral.collegeboard.org/courses/exam-dates-and-fees/2021-late-testing-dates>.

# Additional Ways to Earn High School and/or College Credit While in High School

College Board Advanced Placement (AP)  
Dual Enrollment  
Concurrent Enrollment  
Early College High School  
STEM Academy

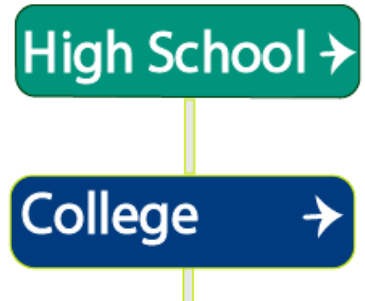
IB Programme  
Examination for Acceleration (EFA)  
Credit by Examination (CBE)  
Correspondence Courses  
Texas Bioscience Institute

See [assessment section](#) and [optional course offerings](#) for more information.

## Credit by Examination (CBE)

CBE is available in selected courses to students who have had prior instruction in a course but did not receive state or local credit for the course.

- Students scoring a grade of 70 or above on a test covering the essential knowledge and skills of the course will receive credit for the course.
- CBE courses may not be used to regain eligibility.
- Testing is scheduled during June, July, December and February through the Assessment and Accountability office (336-0319).
- Additional information about registration and procedures are available through the campus curriculum director's office or the guidance office.



## Examination for Acceleration (EFA)

EFA is available in selected courses to students who have no prior instruction in a course.

- Students scoring a grade of 80 or above on a test covering the essential knowledge and skills of the course will receive credit for the course.
- EFA courses may not be used to regain eligibility.
- Testing is scheduled during June, July, November and February through the Assessment and Accountability office (336-0319).
- Additional information about registration and procedures are available through the campus curriculum director's office or the guidance office.

## **Online Courses**

Killeen ISD offers online courses to our students. Students interested in learning more about the electronic/online courses at any of Killeen ISD's high schools should visit with their counselor or campus site coordinator.

## **Correspondence Courses**

Correspondence courses are accepted for fulfillment of graduation **if approved by the campus Curriculum Director** and:



- The course is taken through the University of Texas, Texas Tech University or other public institutions of higher education approved by the Commissioner of Education.
- The correspondence Official Grade Report is received by the registrar prior to the end of the school day of the last day of school if the course is to count toward high school graduation.

Students can earn a maximum of two state-required credits through correspondence courses and are enrolled in only one correspondence course at a time. The Superintendent or designee may waive limitations on an individual basis for extenuating circumstances.

## **Summer School Courses**

KISD offers summer school courses each summer primarily for credit recovery.

- Summer school information is available in the last semester of school in the guidance office.
- Offerings primarily consist of core area courses required for graduation.

## **Evening Academy**

The district's credit recovery sessions will be held at the Pathways Academic Campus in the fall and spring.

- Counselors will make course selection decisions based on the student's academic needs.
- Students attending Evening Academy must be recovering credit.
- Applications will be completed and turned in to the home campus guidance office.

## Dual Enrollment

Qualified students may enroll in courses taught at each high school. Courses are listed in the Course Selection Guide as Dual Enrollment. CTC and Temple College courses carry AP grade points. **Procedures for Dual Credit are covered in Administrative Procedure IV-BB.**

## Concurrent Enrollment

Students in KISD may be enrolled in approved higher institutions while also enrolled in high school under provisions in the KISD policy manual (EHDD).

- A student must have the approval of the high school principal or other school official designated by the district to be eligible to enroll and be awarded credit toward state graduation requirements.
- The course(s) for which credit is awarded shall provide advanced academic instruction beyond or in greater depth than the essential knowledge and skills for the equivalent high school course.
- CTC and KISD utilize different grading scales. As a result, students receiving a final grade of 60 or higher in the college course will receive high school credit for the course.

## Pathways Academic Campus

Pathways offers various schedules and course options with appropriate academic and support services to enable students to stay in school, or re-enter school, and pursue personalized educational goals. Students will work in a blended learning environment while pursuing a high school diploma.

- Students have access to extended campus hours through Evening Academy, self-paced learning, accelerated curriculum, and individualized goal planning.
- Students will be assigned an academic schedule and follow KISD graduation requirements.
- As each academic course is completed, the student will be reassigned to another course until all courses required for graduation are mastered and completed.
- Students, who are 16 to 20 years old, may apply through their campus registrar during the school year for entry into Pathways Academic Campus.
  - Exceptions may be made for 15 year old students if the following criteria are met:
    - will become 16 years of age during the current school year
    - behind on credits
    - acceptable discipline record from sending campus
    - extenuating circumstances exist
- Pathways Academic Campus is both open entry and open exit.
- Graduates will earn a high school diploma.
  - The diploma will be an Ellison, Harker Heights, Killeen, or Shoemaker High School diploma.
  - Graduates will participate in their respective campus (EHS, HHHS, KHS, or SHS) graduation ceremony.
- Students wishing to enroll in Pathways Academic Campus due to pregnancy must provide a medical statement of verification to their campus registrar.
- All students must submit their application through their respective home campus before being accepted at Pathways Academic Campus.

## Course Load – Reduced/Early Release

All students are expected to be enrolled in 7 of 7 classes each semester unless authorized a reduced load or an early release.

- **Work Release:** Students who attend career preparation class [7947] or [7948] are allowed, but not required to take, one work release to allow time for their work based learning programs.  
Students who attend career preparation class [7778] or [7779] are allowed, but not required to take, two work releases to allow time for their work based learning programs.
- **Senior Release:** Fourth year, senior students with 21 or more credits who have passed all portions of Texas State Assessments can take a reduced class load of 6 of 7 classes each semester with parental approval.
- **Concurrent Enrollment Release:** Students taking a concurrent enrollment college course may reduce their high school course load by 1 course for each concurrent enrollment course for a maximum of two courses.

Students must attend a minimum of 5 periods a day of which two work releases can count as a class of attendance. Applications can be obtained from the guidance office.

# Non-Traditional Grades Used for Special Circumstances

## Auditing a Course (AU)

The audit grading option will be assigned by the registrar and must be declared by or on the student's fifth day of class in the course.

- It may be used if the student has registered too late to meet the TEKS of the course or has never been enrolled for prior credit.
- An audited course will be posted on the student's Academic Achievement Record (AAR).
- Grade points will not be affected.
- The Audit Grading Option form is available from the registrar and will be maintained in the student's cumulative record.

## Incomplete (I)

An "I" is assigned if a student has not completed all necessary work in a course but will make up the work.

- This is a temporary grade that must be cleared before the end of the following semester except in extenuating circumstances determined by the campus principal.
- If the work is not or will not be completed prior to the end of the following semester, an "I" will remain on the Academic Achievement Record.
- A student is UIL ineligible for the period following an unresolved incomplete grade.

## No Credit \*

An \* is assigned to the grade (ex. 82\*) on the transcript if the student has lost credit due to absences during the grading period.

- No credit is awarded. UIL eligibility is based on the awarded grade.
- If the awarded grade was passing, the student is eligible.
- If the awarded grade was failing, the student is ineligible. However, the loss of credit could cause students not to meet the UIL requirements for eligibility during the first six weeks of the following year.

## Withdrawal (WTH)

A "WTH" is assigned on the transcript if the student was dropped from a class without completing the course requirements or if it is determined that a grade of "I" would not be cleared through completion of course requirements.

- No credit is awarded

## Pass/Fail Grading Option

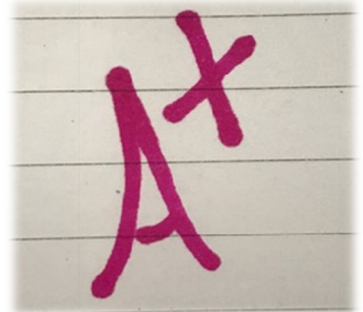
The course or courses taken with the pass/fail grading option must be courses in excess of state and local required courses for graduation.

- No required courses may be taken on a pass/fail basis on a KISD campus.
- This option is limited to two courses taken on a KISD campus in a student's high school career.

## Repeating a Course

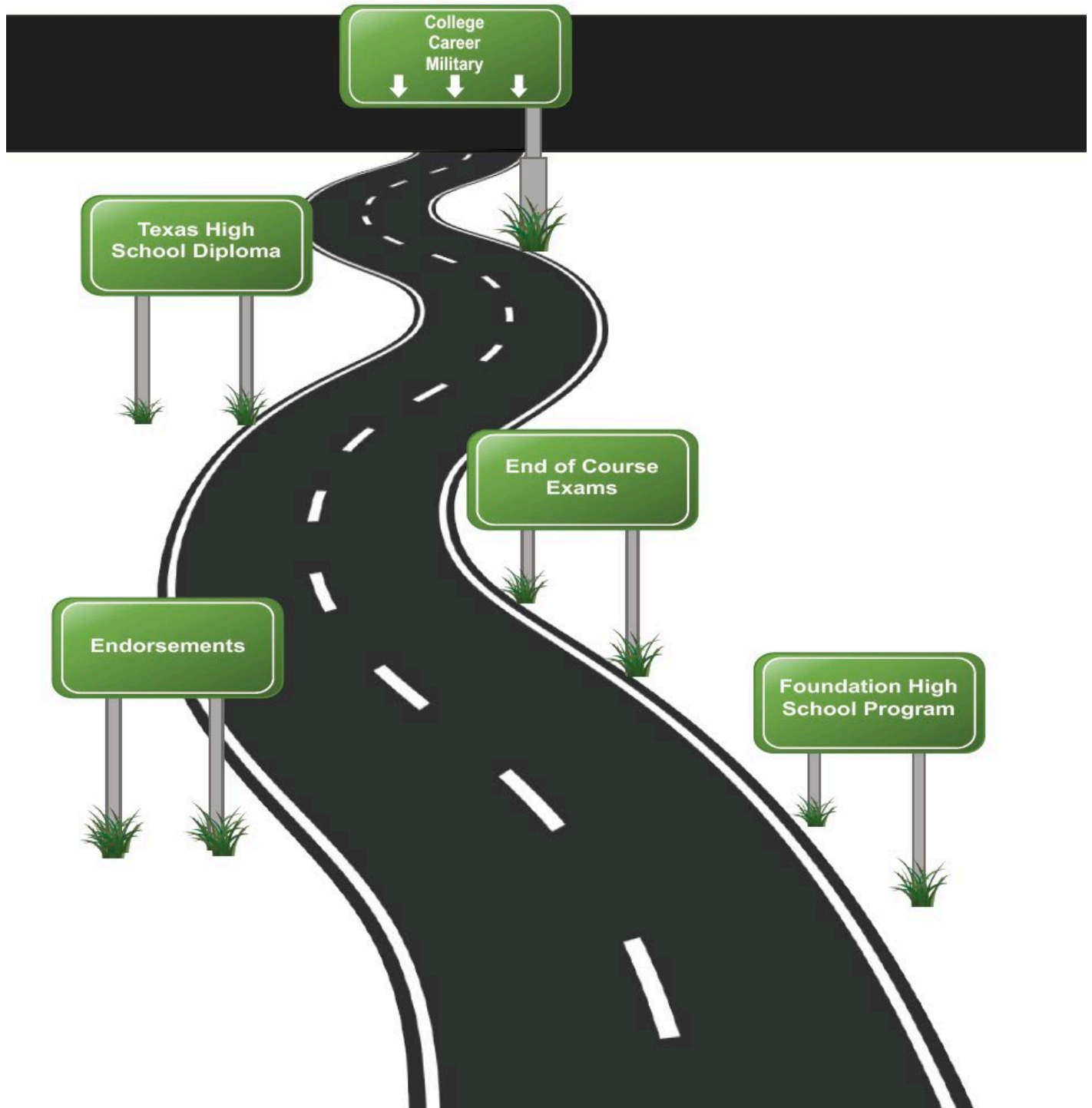
When a student repeats a course in which he/she has already earned credit:

- The Principal's/Registrar's approval is required within the first 5 school days and the request form will be maintained in the student's cumulative record.
- All grades, whether for the course taken initially or the repeated course will be posted on the AAR and used to calculate grade point average.
- Students will not receive credit for the repeated course.
- The Repeated Course Request form is available from the Registrar's office.





# Road to Success



# What to Do After High School – Selecting a Path

People who can identify their interests, skills, aptitudes, values, and lifestyle find it easier to find a compatible career.

## Career Interests

Although career interests may change over time, the process of doing a career search is a valuable tool which you will continually use. Career exploration is an ongoing process which occurs throughout one's life. It involves self-exploration, compiling information regarding the world of work, and exploring different options and career paths. It is important to begin this process early so that self-understanding and learning about the world of work will allow you to become aware of how your interests, abilities, and values will lead to satisfying career opportunities.

Naviance Website: <https://id.naviance.com/>

Login \_\_\_\_\_ Password \_\_\_\_\_

## Find Your Interests

Visit your Career Guidance Center at each high school or use the following sources:

- Naviance <https://student.naviance.com/>
- MyPlan <https://www.ctcd.edu/students/current-ctc-students/career-center/career-assessment/>
- Careeronestop <https://www.careeronestop.org/ExploreCareers/Assessments/interests.aspx>
- Texas OnCourse <https://texasoncourse.org/>
- Labor Market and Career Information [www.lmci.state.tx.us/](http://www.lmci.state.tx.us/)
- Jobs Y'all <https://jobsyall.com/>
- Texas Career Check <https://texascareercheck.com/>
- Texas Internship Challenge <https://www.txinternshipchallenge.com/>
- Take the Armed Services Vocational Aptitude Battery (ASVAB)
- Develop skills through Career and Technology Education (CTE) and academic classes

## Achieve Texas

The 16 broad career clusters help students plan educational and career goals. [www.txcte.org](http://www.txcte.org)

## Connections between High School Courses and Careers

Courses you select in high school will affect what you can do after high school. While reading through this guide think about the connection between school and work. Many courses are needed for daily living activities even though they are not directly related to a career.

If you are considering going straight into the workforce or into a technical training program following graduation, you still need to complete your high school education and earn a high school diploma.

### While in high school, you will want to:

- Look** at the five endorsements offered under the Foundation High School Program.
- Determine** your area of interest.
- Complete** your selected endorsement along with the required foundation program to earn your high school diploma.
- Learn** about available jobs, and any required post-high school or technical training.
- Explore** new career opportunities.
- Research** wage and occupation information required levels of education and training requirements.
- Discover** your interests and abilities; use labor market resources at [www.texasrealitycheck.com/](http://www.texasrealitycheck.com/) and at [www.texasworkforce.org/customers/jsemp/career-exploration-trends.html](http://www.texasworkforce.org/customers/jsemp/career-exploration-trends.html).
- Research** careers in Texas at <http://www.texascareercheck.com/>.

### Community College & Career Schools

- Find** training and certifications for specific occupations or skills through community colleges or career schools and colleges at [www.texasworkforce.org/svcs/propschools/career-schools-colleges.html](http://www.texasworkforce.org/svcs/propschools/career-schools-colleges.html).

# What to Do After High School: College

## College Application Process (Start Early)

The process for applying for college admissions varies from one college to another. Therefore, it is the applicant's responsibility to be familiar with this process. Applying means sending an application form, high school records, and entrance exam scores to the college.

**Deadline dates are important!**

How many schools:

- A general guideline is to apply to at least five colleges.

What range of schools:

- Generally, we recommend that your final list includes schools from each of the following categories:
  - **Category I:** Your first choice schools; often referred to as "**reach**" schools. It is fine in this group to include a couple of "**long shots**."
  - **Category II:** Schools that possess the significant features you desire and at which the probability of admission is even or slightly better than even. These schools are categorized as "**on target**" or "**realistic**" schools.
  - **Category III:** Schools that have most of the features you desire and in which the probability of admission is "**highly likely**" to "**certain**". We refer to schools in this category as your "**safety**" schools.

While there is no hard and fast rule, by the end of your junior year you usually include two or three schools from categories one and two and at least one or two schools from category three. Use the sample information on the following pages to perform each step in the application process.

1. Visit the college website for admissions forms, as well as forms for financial aid, scholarships, and housing.
2. Order transcripts from [www.parchment.com](http://www.parchment.com) or fill out a transcript request form at your high school and submit your payment to the cashier.
  - a. Your first three official transcripts through the campus are free; additional transcripts cost \$5.00 each.
  - b. Please allow 48 hours for transcripts to be processed.
3. Submit your application to the college prior to the admission's deadline.
4. Request to have a final transcript sent to the college you plan to attend in May. Final transcripts will be mailed by the first week in July.



## The Campus Visit

It is very important to research colleges of interest.

There is no better way to learn about a college or university's: faculty, facilities, spirit, atmosphere, academic atmosphere, and student values than to visit the campus when college is in session. It is better to see through your own eyes rather than rely upon the word of a friend or the school's promotional materials. With appropriate documentation, students may use one school day per year to visit a college or university. See your counselor for details.

The campus visit can be considered "educational insurance".

- You are more likely to choose a college that is "matched" to your needs and value system.
- You will have an opportunity to evaluate how students live, etc.
- You will be able to observe where you will eat, sleep, study, attend classes, and take part in campus activities.
- If you can't visit in person, take a virtual tour on the internet. See your college search web sites.

## Preparing for a Campus Visit

- Arrange your visit in advance. Avoid being a “drop-in.”
- Your counselor will assist you in planning your visit.
  - Many schools have special weekend events and tours; some send brochures and registration materials to your school. Check campus websites.
- Allow enough time for a college visit (preferably a full day, not less than half a day) at each campus.
- Familiarize yourself with the college catalog/bulletin before you arrive on campus.
- Inform the college about your areas of interest, curriculum, activities, etc.
- Indicate to the college whether you have applied for admission.
- Prepare a list of questions you have regarding the campus. The following are examples of frequently asked questions:
  - What are the school’s basic costs (tuition, room, board, fees)?
  - What other costs are involved in attending (books, personal, etc.)?
  - What kinds of financial aid programs are available?
  - Does the college offer a comprehensive program for students with documented disabilities?
  - Is subject-area tutoring available?
  - What is the average freshmen class size? Upperclassmen?



## During the College Visit

- Visit several classes.
- Talk to the college students and ask them about the academic and social life on campus.
- Take a notebook. After you have visited, make some notes while the information is fresh in your mind:
  - Impression of facilities, campus, and dormitories
  - Impression of faculty and students
  - Instructional program and regulations
  - Names and titles of officials with whom you visited

## After the Campus Visit

- Write thank you notes to the director of admissions and to any other staff or faculty who interviewed you and extended courtesies while you were on campus.
  - This should be done promptly upon returning home.
  - Also, thank persons from your school who have helped you.
- See your counselor in order to discuss what you have learned.
- Begin completing the "[College Comparison Checklist](#)" to compare your choices.
- Review evaluations and impressions; begin ranking the colleges on your list.

## Before You Apply

- You have a responsibility to research and understand the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing.
  - You should also be sure that you understand the policies of each college or university regarding deposits that you may be required to make before enrollment.

## As You Apply

- You must complete all material that is required for application and submit your application on or before the published deadlines.
  - You should be the sole author of your applications
- Seek the assistance of your high school counselor early and throughout the application period.
  - Follow the process recommended by your high school for filing college applications.
- It is your responsibility to arrange, if appropriate, for visits and/or interviews at colleges of your choice.
  - Check with your counselor about a possible excused absence prior to a planned campus visit.
- Make copies of everything you mail throughout the college application process.

## After You Receive Your Admission Decisions

- You must notify each college or university admissions office whether you are accepting or rejecting its admissions offer.
  - Make these notifications as soon as you have made a final decision as to the college that you wish to attend.
- You may confirm your intention to enroll and, if required, submit a deposit to only one college or university.
  - The exception to this arises if you are put on a wait list by a college or university and are later admitted to that institution. You may accept the offer and send a deposit.
- If you are accepted under an early decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications.
  - The exception to this is if you are an early decision candidate and are seeking financial aid. The previously mentioned withdrawal of other applications should happen after you have received notification about financial aid.

## Applying for Housing

- Since many colleges require on-campus living for freshman students, it is important to know the procedure for housing arrangements at the school of your choice.
- An application form and a deposit are usually required to reserve housing.
- Contact the Housing Office for the proper forms and other information.

# Application Deadlines

## Early Decision

If you are applying under “Early Decision Admission,” you are required to commit to that college or university at the time of application.

- You should apply under early admission only if you know that you can make a well-reasoned, first-choice decision.
- You may apply to other colleges but may have only one Early Decision application pending at any time.
- Colleges will respond to requests for financial aid at or near the time admission is offered.
- If admitted, you must enroll unless the financial aid award is inadequate.

## Early Action

You are permitted to apply to a college or university of your choice and receive a decision early in the senior year, well in advance of the normal spring response dates.

- You will hear early regarding your admission, are not committed to attend, and may apply to other colleges.
- If you are applying for financial aid, you must follow the aid application deadlines set by the institution.
- Check with the college on specific deadlines but you are encouraged to make a commitment as soon as a final choice is made.

## Early Notification

This is when the college is tightening its admission criteria and has moved up its deadline to assure a diverse group of students attend in the fall. The college/university still has a specific deadline date but waiting until deadline date may be too late.

## Regular Decision

A regular decision is a plan in which institutions review most of their applications before notifying most candidates of their admission.

- In this process, colleges set a deadline for completing applications and will respond to completed applications by a specified date.
- If you are applying for financial aid, follow aid application deadlines set by the school.
- You may apply to other colleges.
- The college will specify a date when the notification of the decision regarding enrolling is required but it will be later in the senior year.

## Rolling Admissions

This is a term used to describe the application process in which an institution reviews applications as they are received and offers decisions to students soon after they are made.

- If you are applying for financial aid, follow aid application deadlines set by the school.
- You may apply to other colleges, and you will not be required to make a decision regarding enrolling until later in the senior year (date specified by the college).

## Wait List

A term used by institutions when they delay offering or denying admission, but there is a possibility of admission in the future.

- Colleges offer admission to wait list candidates if too few regularly admitted candidates accept their offers of admission.

# Helpful College Planning Web Resources

## NCAA

- Eligibility Center: <https://web3.ncaa.org/ecwr3/>

## NAIA

- NAIA Eligibility Center at [PlayNAIA.org](http://PlayNAIA.org) determines eligibility of all first-time NAIA student-athletics.

## Military Academies

- Interested in Military Academies? Be sure to check out the [Armed Services](#) page.

## College Web Resources

- <http://www.collegeboard.org>
- <http://www.gocollege.com>
- <http://www.collegelink.com>
- <http://www.usnews.com/education>
- <http://www.campustours.com>
- <http://www.collegedegree.com>
- <https://www.applytexas.org>
- <http://www.petersons.com>
- <http://www.princetonreview.com>
- <http://www.allaboutcollege.com>
- <http://www.collegeplan.org>
- <http://www.collegexpress.com>
- <https://nces.ed.gov/collegenavigator/>

# Teacher and Counselor Recommendations

Teacher and counselor recommendations are important aspects of many application materials. Keeping this in mind, **carefully consider the teachers** selected to complete your recommendations.

- Complete your personal profile/academic résumé and make copies so you can give them to anyone you ask for a recommendation.
- Decide which teachers you will ask to write your recommendations and provide them with all needed forms.
  - Add a note telling the teacher the exact date the recommendation is due to the college or scholarship committee.
- Be sure that you have filled out all applicable sections on the teacher form before delivering it to the teacher.
- Provide the teacher with a stamped and properly addressed envelope for mailing the recommendation.
- On most teacher/counselor recommendation forms you will be asked whether you waive your right to view the recommendation.
  - It is generally better to indicate “yes” so admissions officers know that teachers’ or counselors’ comments are completely candid.
- Deliver the recommendation personally to the teacher along with information about yourself.
  - Do NOT leave it on a desk, in the teacher’s mailbox or depend on someone else to deliver it for you.
- Give plenty of notice. **Ten school days** is the minimum acceptable time period to give a teacher or counselor.
- Any students who transferred during high school may want to request letters of recommendations from teachers and counselors from their former high school.
- It is appropriate to follow up a teacher recommendation with a thank you note.

Exceptional ✓

## Photographs

Some applications (particularly scholarship applications) may ask for a photograph. Order enough pictures with that thought in mind.

# Financial Aid Information

Do not be afraid to apply to a college due to costs. Apply for financial aid to that school and it might become a possibility.

## Financial Aid Process

This section is an introduction to the financial aid process. It is not intended to be an encyclopedia of all existing financial aid programs. It should be used by both you and your parents as you look for the best financial aid package to fund a college education.

- Financial aid programs were developed to help students pay for college.
- Funds from the state or federal government, civic groups, churches, employers, and even the colleges themselves enable more and more students to attend an institute of higher learning.

## Free Application for Federal Student Aid (FAFSA)

Detailed information is provided on the following pages in the [Financial Assistance Application Process](#) area.

## Texas Application for State Financial Aid (TAFSA)

Non-citizens who are Texas residents and do not qualify for the FAFSA may be eligible for state financial aid.

<https://www.finaid.txstate.edu/more-info/TASFA.html>.

## Sources of Financial Aid at College

Since the best source of financial aid is through the institution of your choice, it is very important that you contact the financial aid director at the college(s) you are considering. The financial aid director is your primary contact for financial aid throughout your college career.

## Types of Scholarships for Financial Aid

- Scholarships are usually based on need or achievement.
  - Many scholarships are awarded from the college based on merit.
- These are available from national, state and local donors, contests, employers, parents' associations, and many other sources.
- Scholarships do not have to be paid back.

## Grants

Grants are federal, state, or local money based on financial need that do not have to be repaid.

## Combat Deployed Exemption

The legislature of the State of Texas has recently enacted a change to the Education Code. This code allows dependents an exemption from payment of resident tuition. A student who is a dependent child, including stepchild, of a member of the U.S. Armed Forces who is a Texas resident or entitled to pay resident tuition (military waiver) and who is deployed on active duty for the purpose of engaging in a combat military operation outside of the United States is eligible for this exemption. Contact your institution for more information and criteria.

## Work-Study Programs

Work-study programs provide jobs on or off campus for students who demonstrate financial need. Most students work between 10 and 20 hours a week.

## Loans

- Student loans are borrowed money that must be repaid with interest. These include subsidized loans, unsubsidized loans, and parent loans.
- Some are based on need while others are available to any borrower.

## Financial Aid Web Resources

- [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- <http://www.ed.gov>
- <http://www.collegeboard.com>
- <https://www.finaid.txstate.edu/more-info/TASFA.html>
- <http://www.finaid.org>
- <http://www.mycollegeguide.org>
- <http://www.fastweb.com>

# Financial Assistance Application Process

Applying for student financial assistance can be complicated. The first and most important step in the application process is to complete the **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**. The FAFSA is the principal application document and the information that you provide on this form serves as the basis for determining your eligibility for the federal student aid programs. You will need to complete the FAFSA for most scholarships and all grants/loans.

In addition to the FAFSA, many colleges and universities require students to complete one or more supplemental application forms and a fee may be charged. Non-citizens who are Texas residents and do not qualify for the FAFSA may be eligible for state aid and can apply for the TAFSA (Texas Application for State Financial Aid) <https://www.finaid.txstate.edu/more-info/TASFA.html>.

- Use the online applications at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - A personal identification number (PIN) is needed to complete the application.
  - Find out from your college aid office whether there are additional forms you need to complete to be considered for institutional or state aid.
  - Complete the forms as instructed and mail them to the appropriate office(s).
- Find out the college's priority deadline for applying for aid.
  - This information should be in the college catalog online or can be obtained by calling the financial aid office.
- In the appropriate area of the federal application form, indicate which college(s) you want the analysis of the federal application sent.
  - Be sure to give the correct spelling and addresses for your colleges of choice, so your information will be forwarded to them.
- When the analysis of the financial information you have provided is complete, the information will be made available to the colleges.
- Contact the college aid office and make sure they have all the information needed to consider you for local/state aid. If not, provide it promptly.
- You will receive a summary statement called a Student Aid Report (SAR), which should be reviewed very carefully.
  - Follow instructions for making corrections and return the form. Keep a copy of the corrected form.
- When the college finishes working with the SAR information, it will put together a financial aid package containing the types of aid they can offer each student.
  - You will be informed of your aid offer via an award letter from the college.
  - If accepting the offer, you must sign the award letter, return it to the college and keep a copy.
  - If rejecting the offer, let the school know immediately so the financial aid can be offered to other applicants.
- The school will send you any additional applications it needs to process your request for financial aid.
- If your family financial situation changes during the year, inform the financial aid office. You will have to provide additional documentation to receive more aid, but schools may be able to provide more money.

## What Information is needed?

Sometimes students and parents are surprised when they are asked to provide personal financial information for financial aid. Most or all of the data is collected from you to meet requirements of the federal government and to ensure that the financial aid programs are administered fairly for all students. In addition to a financial aid application, you may be required to provide federal tax returns for the student and the parents.

**Total Income includes:** 1) income from tax form, 2) IRA/KEOGH payments, 3) Social Security benefits, 4) AFDC (Aid to Families with Dependent Children), and 5) other untaxed income.

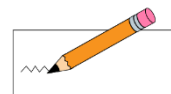
**Standardized Allowances are:** 1) Federal income tax paid, 2) Social Security payments, 3) state and other taxes, and 4) income protection allowance based on number of members in a household or in college.

**Net Worth includes:** 1) cash, savings and checking accounts, 2) non-home real estate/investment equity, and 3) net worth of business.

**Student contribution is:** 1) savings from work and gifts, and 2) untaxed income.

## Tips for Completing the FAFSA Form:

- Be sure both student and parent(s) remember to sign electronically.
- For income reporting, parents often use their W-2 form. They should take the Adjusted Gross Income from their last 1040 federal tax return.
- Parents should list the actual taxes paid as shown on their last 1040 federal tax return.
- Students/parents should include Social Security, child support, Aid to Dependent Children (ADC), etc.
- Divorced parents should list only their own income and that of their current spouse.
- Fill out a separate application for a Stafford Loan if required.
  - Check with your college's financial aid office to verify how they process student loans.
- Round off numbers to the nearest dollar.





# Scholarships

You may have read that “millions of scholarship dollars go unclaimed each year.”

Is this true? It may be, but often for very simple reasons:

- The rules for awarding some scholarships are so restrictive that few students are eligible.
- Eligible students don't apply, apply late, or make mistakes on their applications.
- The scholarship process requires time, work, and dedication on the part of you and your parents as well as school personnel. Many times those who are the most organized and the most diligent in the application process are the ones who receive scholarships.

**You and your parents have the responsibility to:**

- Request FAFSA pin number for online application purposes.
- Fill out the Free Application for Federal Student Aid (FAFSA) after October 1, of your senior year. Forms are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Non-citizens who are Texas residents and do not qualify for the FAFSA may be eligible for state aid and can fill out the TAFSA (Texas Application for State Financial Aid) <https://www.finaid.txstate.edu/more-info/TASFA.html>.
- Investigate scholarships through the scholarship files in the Guidance Office or online.
- Read the KISD Scholarship List distributed through senior classes or the Guidance Office which will report current scholarships, describe eligibility, amount of award, donor information, and deadlines. It will feature local donor scholarships as well as national grants and contests.
- Individual college scholarship information may be found at the college's website.
- Contact the financial aid director of the college(s) you are considering as soon as you have applied. Financial aid is assigned on a first-come, first-served basis.
- Investigate possible scholarship opportunities available via your parents' employment, the college or university you will attend, community organizations, and other sources such as the internet.
- Watch for scholarship opportunities from large corporations, department stores, and restaurant chains such as Target, Wal-Mart, J.C. Penney, Sears and Whataburger. While these are nationally competitive, local merchants often give awards of smaller amounts with the opportunity to advance to the next level.
- Investigate scholarship publications available in the library. You may also buy books on scholarships at local bookstores.
- Become familiar with your school's computer software. Check with your Guidance Office about the process and availability of accessing the computers.
- Necessary scholarship information is available for free through the Guidance Office, internet and public resources.
- Beware of businesses that offer scholarship searches for fees. We do not recommend paying for these services.

## Scholarships Web Resources

- <http://www.fastweb.com>
- <https://www.petersons.com/>
- <http://www.thecb.state.tx.us>
- <http://www.CollegeForTexans.com>
- <https://www.cappex.com/>
- <http://www.college-scholarships.com>
- <http://www.militarychild.org>
- <https://www.scholarships.com/>

## Counseling Office Scholarship Application Procedure

- **Gather information:** Listen to your school's TV and PA announcements, pick up scholarship lists in class or the Guidance Office; check with clubs, employees, and organizations.
- **Determine qualifications:** Look closely to find all scholarships for which you could qualify. Don't minimize your qualifications.
- **Pick up applications:** Applications are available in the Guidance Office.
- **Complete applications:** Type, if possible. Be sure it is as neatly done and as complete as possible.
- **Order transcript:** Follow the guidelines for requesting transcripts given to you by the Registrar's office.
- **Request letters of recommendation:** Ask teachers, counselors, coaches, ministers, employers, family, friends etc. Be sure to give everyone a ten-day notice and a stamped, addressed envelope.
- **Write essay:** Have someone proof it for you, then rewrite and submit.
- **Meet deadlines:** Pay close attention to deadlines and mail applications at least three days prior to the received deadline and two days prior to the postmark deadline.
- **Follow-up:** When you are contacted by a scholarship donor or your college for consideration or awarding of a scholarship, bring a copy of the offer to your counselor so that you may be recognized at the awards ceremony.

# Admissions Guides and References

## General Colleges Research

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- ✧ Barron's, *Profiles of American Colleges 2019*
- ✧ Piper Foundation website: *Compendium of Texas Colleges and Financial Aid Calendar*
- ✧ Article: College Board, *College Majors: FAQs*
- ✧ Christine Tuccille Merry, *The College Search Simplified*
- ✧ Edward B. Fiske, *Fiske Guide to Colleges, 2021 Edition*
- ✧ Peterson's, *Two-Year Colleges 2021*
- ✧ Peterson's, *Four-Year Colleges 2021*
- ✧ Princeton Review, *The Complete Book of Colleges, 2021 Edition: The Mega-Guide to 1,349 Colleges and Universities (College Admissions Guides)*
- ✧ Princeton review, *The Best 386 Colleges, 2021 Edition*

## Admissions and Applications

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- ✧ Cynthia Clumeck Muchnick, M.A., *Writing Successful College Applications*
- ✧ Ethan Sawyer, *College Essay Essentials: A Step-by-Step Guide to Writing a Successful Admissions Essay*
- ✧ Articles can be found on [www.Petersons.com](http://www.Petersons.com) > Get Prepared > College Admissions



## Financial Aid Resources

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- ✧ Peterson's, *How to Get Money for College 2021*
- ✧ Peterson's, *Scholarships, Grants & Prizes 2021*
- ✧ Princeton Review, *Paying for College 2021 edition: Everything You Need to Maximize Financial Aid and Afford College*
- ✧ John A. Hupalo & Peter Mazareas, Ph.D., *Plan and Finance Your Family's College Dreams*
- ✧ College Board, *Getting Financial Aid*
- ✧ Gen and Kelly Tanabe, *The Ultimate Scholarship Book 2021*

# Armed Services: Career and College Academies

Opportunities in education and training are available for men and women in all branches of the Armed Forces. In peacetime, one of the major functions of the armed services is training. All branches of the services now prefer to take high school graduates for specialized training. Training in the armed services can range from a few weeks to a year depending upon the field of specialization. Some of the training is related completely to military service, but much of it is applicable to jobs in civilian life. Your options include the Air Force, Army, Navy, Marines, Coast Guard, National Guard, and U.S. Merchant Marines.

The Armed Services Vocational Aptitude Battery, ASVAB, is the most widely used multiple-aptitude test battery in the world. As an aptitude test, the ASVAB measures your strengths, weaknesses, and potential for future success. The ASVAB also provides you with career information for various civilian and military occupations and is an indicator for success in future endeavors whether you choose to go to college, vocational school, or a military career. Tutoring is available for the ASVAB online at [www.march2success.com](http://www.march2success.com).

## Armed Services Recruiting Offices

201 E Central Texas Expressway, Harker Heights, TX 76548

### US Air Force Recruiting Office

[www.af.mil](http://www.af.mil)

254-690-8726

### US Marine Corps Recruiting Station

[www.marines.com](http://www.marines.com)

254-690-2626

### US Army Recruiting Station

[www.goarmy.com](http://www.goarmy.com)

254-690-8554

### US Navy Recruiting Office

[www.navy.com](http://www.navy.com)

254-690-2096

## Academy Preparatory Schools

The Academy Preparatory Schools, popularly known as a "Prep School," are designed to academically, physically, and militarily prepare qualified young men and women to enter an Academy. Candidates who apply for appointment directly to the Academy need not reapply for the Prep School because, if you do not meet admission requirements, you will automatically be considered for a Prep School appointment. Admission is generally limited to enlisted members on active duty and athletes. Successful completion of the Prep School improves the chances for appointment as an Academy cadet, but appointment is not guaranteed. If one receives an appointment to a Prep School, eventually an appointment to an Academy, then five years of postsecondary education is required for graduation. Register for one of the summer military academy camps.

## United States Service Academies

Appointments at the United States Service Academies are few; therefore, it is important to contact your chosen academy by the spring of your junior year. Every student is on a full scholarship in an intense training program to meet the demands of leadership and success.

### **Air Force Academy**

The Air Force Academy prepares cadets for careers as Air Force officers with a reserve commission as a second lieutenant in the Air Force when they graduate. The Academy offers a Bachelor of Science in 26 different majors. [www.usafa.af.mil](http://www.usafa.af.mil)

### **Coast Guard Academy**

The Coast Guard Academy offers a Bachelor of Science in one of eight technical or professional majors. Included in the curriculum are professional skills necessary to the Coast Guard's work. [www.uscga.edu](http://www.uscga.edu)

### **Naval Academy**

The United States Naval Academy offers an academic program with tradition and state-of-the-art technology. The Academy offers 25 majors with an emphasis on practical experience in leadership and professional operations. [www.usna.edu](http://www.usna.edu)

### **United States Military Academy at West Point**

The United States Military Academy at West Point offers an academic program for 36 majors with extensive training and leadership experience. [www.usma.edu](http://www.usma.edu)

# Additional Resources

## Section



# Academic Résumé

**John Smith**  
5550 Anderson Way  
Killeen, TX 76543

## EDUCATION:

KISD High School, Killeen TX

- 12th grade: AP English Literature, AP Statistics
- 11th grade: AP English, AP U.S. History
- 10th grade: Pre-AP English, Pre-Geometry
- 9th grade: Pre-AP English

## HONORS AND AWARDS:

### Scholastic:

- Distinguished Honor Roll: 12th grade
- Honor Roll: 9th, 10th, 11th grades

### Baseball:

- Scholar Athlete: 11th grade
- KISD All-Academic Team: 11th grade
- Region Championship Team: 11th grade
- Most Valuable Pitcher-JV Baseball: 10th grade

## CLUBS AND ACTIVITIES:

- National Youth Leadership Forum on Law: 11th grade (1 of 350 students are selected nationwide based on scholastic and leadership abilities)
- Delegate to National Youth Leadership Forum: 12th grade
- Student newspaper: 10th, 11th grades
- Baseball Coach/Instructor: 9th, 10th, 11th grades

## COMMUNITY SERVICE:

- \* YMCA Counselor-in Training: 10th grade (summer camp volunteer, selected Outstanding CIT)
- \* Killeen Historical Society: 10th grade (museum information, sales, clerical assistance)
- \* Killeen Little League: 10th, 11th grades (Coach/Instructor for Baseball Camps)

## LEADERSHIP:

- Discussion Group Leader: 12th grade AP English Literature
- Delegate to National Youth Leadership Forum
- National Youth leadership Forum on Law: 11th grade Designated Supreme Court Justice

## SPORTS:

- Baseball: Varsity Baseball 11th, 12th grades, JV Baseball 9th, 10th grades
- Traveling and Club Tournament Baseball Teams: 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades
- Football: 9th grade

## PERSONAL BACKGROUND:

Interests: recreational sports, spectator sports, car restoration, and music

# College Comparison Worksheet

<b>COLLEGE NAME</b>			
<b>LOCATION</b>			
Distance from home			
<b>SIZE</b>			
Enrollment			
Physical size of campus			
<b>ENVIRONMENT</b>			
Type of school (2 year or 4 year)			
School Setting (urban, rural)			
Location & size of nearest city			
Co-ed, male, female			
Religious affiliation			
<b>ADMISSION REQUIREMENTS</b>			
Deadline			
Tests Required			
Average test scores, GPA, rank			
Special requirements			
Notification			
Contact person			
<b>ACADEMICS</b>			
Your major offered			
Special requirements			
Accreditation			
Student – faculty ratio			
Typical class size			
<b>COLLEGE EXPENSES</b>			
Tuition, room & board			
Estimated total budget			
Application fee, deposits			
<b>FINANCIAL AID</b>			
Deadline			
Required forms			
% receiving aid			
Scholarships			
<b>HOUSING</b>			
Residence hall requirement			
Availability			
Types and sizes			
Food plan			
Costs			
Deadline			
<b>FACILITIES</b>			
Academic			
Recreational			
<b>ACTIVITIES</b>			
Clubs, organizations			
Greek life			
<b>OTHER NOTES</b>			

# Texas' Occupation Trends

According to [TexasCareerCheck.com](http://TexasCareerCheck.com), these are the top 25 occupations making above Texas median wage of \$37,099, ranked by highest projected number of jobs added for the period 2014 – 2024. This information was updated on July 6, 2020. For the most current information, please visit the website listed above.

Rank	Title	Annual Salary	Projected TX Annual Openings
1	Registered Nurses	\$72,892.00	16,980
2	Heavy and Tractor-Trailer Truck Drivers	\$45,254.00	24,414
3	General and Operations Managers	\$125,867.00	17,980
4	Elementary School Teachers, Except Special Education	\$56,519.00	14,049
5	Accountants and Auditors	\$80,198.00	14,437
6	Secondary School Teachers, Except Special and Career/Technical Education	\$58,190.00	10,131
7	Sales Representatives, Services, All Other	\$61,061.00	15,835
8	Software Developers, Applications	\$108,756.00	6,322
9	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	\$69,992.00	14,249
10	First-Line Supervisors of Retail Sales Workers	\$45,566.00	15,785
11	First-Line Supervisors of Construction Trades and Extraction Workers	\$68,900.00	9,197
12	Middle School Teachers, Except Special and Career/Technical Education	\$56,575.00	6,995
13	Licensed Practical and Licensed Vocational Nurses	\$46,992.00	6,836
14	First-Line supervisors of Office and Administrative Support workers	\$59,578.00	13,177
15	Electricians	\$50,977.00	8,354
16	Business Operations Specialists, All Other	\$80,137.00	7,713
17	Police and Sheriff's Patrol officers	\$61,866.00	5,393
18	Farmers, Ranchers, and Other Agricultural Managers	\$81,332.00	20,415
19	Plumbers, Pipefitters, and Steamfitters	\$49,182.00	6,251
20	Computer User Support Specialists	\$52,253.00	5,444
21	Welders, Cutters, Solderers, and Brazers	\$46,140.00	7,183
22	Carpenters	\$40,367.00	6,262
23	Bookkeeping, Accounting, and Auditing Clerks	\$41,392.00	15,872
24	Market Research Analysts and Marketing Specialists	\$78,200.00	4,041
25	Management Analysts	\$97,077.00	4,671

**Employers are looking for:**

- an eye on the bottom line – What can I do to keep costs down, help profitability, and contribute to overall goals?
- a positive attitude and honest character with an ability to communicate appropriately in writing, speaking, and listening
- assertiveness - confident of abilities, but willing to ask questions
- successful work history (whether paid or unpaid) and educational qualifications - competence in basic skills and abilities
- a team player-gets along well with peers, supervisors, and subordinates

## **25 Bachelor's Degrees with the Highest Salary Potential**

As part of their 2017-2018 [College Salary Report, Payscale.com](https://www.payscale.com/college-salary-report) asked survey respondents whose culminating degree is a bachelor's, and who graduated from schools in the U.S., work full-time in the U.S., and are not on active military duty to answer questions about their current employment and compensation.

At the top of this STEM-heavy list is Petroleum Engineering. Careers associated with this degree, described by the Bureau of Labor Statistics as belonging to those who "design and develop methods for extracting oil and gas from deposits below the earth's surface," pay early career wages of just under \$95,000 per year, and mid-career wages of \$175,500.

This information was updated on July 6, 2020. For the most current information, please visit the website listed above.

<b>Rank</b>	<b>Bachelor's degree Major</b>	<b>Early Career Pay</b>	<b>Mid-Career Pay</b>
1	Petroleum Engineering	\$94,500	\$176,900
2	Electrical Engineering & Computer Science	\$88,000	\$142,200
3	Applied Economics and management	\$58,900	\$140,000
4	Operations Research	\$77,900	\$137,100
5	Political economy	\$57,600	\$136,200
6	Actuarial Mathematics	\$63,300	\$135,100
7	Electrical Power Engineering	\$72,400	\$134,700
8	Business Analysis	\$57,200	\$133,200
9	Pharmacy	\$79,600	\$132,500
10	Aeronautics & Astronautics	\$73,100	\$131,600
11	Econometrics	\$60,100	\$131,000
12	Public Accounting	\$56,400	\$130,800
13	Systems Engineering	\$72,300	\$130,300
14	Quantitative Business Analysis	\$67,100	\$130,000
15	Aerospace Studies	\$52,600	\$129,600
16	Chemical Engineering/Materials Science & Engineering	\$76,100	\$127,900
17	Economics and Mathematics	\$64,300	\$127,700
18	Actuarial Science	\$63,700	\$127,300
19 (tie)	Chemical Engineering	\$72,800	\$127,200
19 (tie)	Geophysics	\$56,600	\$127,200
21	Human Computer Interaction	\$74,300	\$126,200
22	Aeronautical Engineering	\$70,600	\$124,800
23	Marine Engineering	\$72,600	\$123,600
24	Computer Systems Engineering	\$74,100	\$123,200
25	Building Science	\$49,800	\$123,100



## Associate degrees with the Highest Earning Potential

[College Salary Report, Payscale.com](#) asked survey respondents whose culminating degree is an associate's, and who graduated from schools in the U.S., work full-time in the U.S., and are not on active military duty to answer questions about their current employment and compensation.

At the top of the list is Physician Assistant Studies. Careers associated with this degree offer early career pay of \$55,600 and mid-career pay of \$98,300. Radiation Therapy, with associated occupations paying mid-career wages of \$93,300, comes in second.

This information was updated on July 6, 2020. For the most current information, please visit the website listed above.

Rank	Associate Degree Major	Early Career Pay	Mid-Career Pay
1	Physician Assistant Studies	\$55,600	\$98,300
2	Radiation Therapy	\$61,400	\$93,300
3	Software Engineering	\$48,100	\$90,700
4	Project Management	\$48,900	\$89,300
5	Computer Science (CS) & Engineering	\$40,600	\$83,700
6	Fire Protection Engineering	\$37,100	\$83,100
7	Instrumentation Technology	\$46,700	\$81,700
8	Instrumentation & Control	\$55,700	\$81,200
9	Biomedical Engineering (BME)	\$44,000	\$80,900
10	Biomedical Engineering Technology	\$47,400	\$80,700
11	Construction Project Management	\$43,100	\$80,600
12	Nuclear Medicine	\$62,500	\$79,800
13	Network Engineering	\$49,200	\$79,500
14	Diagnostic Medical Ultrasound	\$50,100	\$78,900
15	Electrical Engineering	\$45,000	\$78,000
16	Web Development	\$46,600	\$77,200
17	Occupational Health and Safety	\$49,600	\$77,000
18	Construction Management	\$44,600	\$76,700
19	Echocardiography	\$57,100	\$76,600
20 (tie)	Industrial Design	\$45,200	\$76,400
20 (tie)	Power Plant Technology	\$59,100	\$76,400
22	Electrical & Computer Engineering (ECE)	\$39,500	\$76,200
23	Nuclear Medicine Technology	\$60,800	\$76,100
24	Chemical Engineering	\$37,200	\$76,000
25	Computer Science (CS) & Mathematics	\$38,500	\$75,900





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