

I'm a
SCHOLAR

21st Century Scholars:

Community Partner

Training Manual

COLLEGE PLANNING



CAREER SUCCESS



Dear Community Partners,

We know you want the best for your community, and that you're working hard every day to make it happen. Helping 21st Century Scholars succeed not only helps the students, it helps your community grow too. Whether you work with Scholars every day as a part of your job, or you want to volunteer some of your time, you're making a difference.

Read through this manual to learn about some of the ways you can help Scholars complete each Scholar Success Program (SSP) requirement. There are also worksheets included so you and Scholars you work with will know what questions will be asked in ScholarTrack. Remember, Scholars must track their SSP completion via ScholarTrack. For information on creating an account, see the next page.

If you have questions, want to get connected with schools or want to set up an event for 21st Century Scholars in your community, please contact your Regional Outreach Coordinator [here](#). Students can contact the Student Support Center at 1-888-528-4719 or Scholars@che.IN.gov.

Thank you for supporting 21st Century Scholars in your community.

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SCHOLAR SUCCESS PROGRAM

Create a ScholarTrack Account

GET STARTED: Go to Scholars.IN.gov/scholartrack to access the sign-in page.

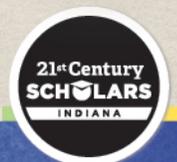
- Click **GREEN TAB** for NEW STUDENT ACCOUNT.
- Enter **Scholar ID number & Date of Birth** – Scholar ID is printed on Scholar's index card/slip of paper.
 - It is helpful to provide Scholars with their Scholar ID in advance. If not, Scholars may look up their Scholar ID on our website and will need their Social Security Number (SSN).
- Click **PROCEED**.
- Update personal information.
- Scholar should review personal information and make any necessary changes.
- Make sure Scholar updates his or her email address to an active email address (email address is used for login).
- Click **NEXT PAGE** and verify personal information.
- Scholar will create NEW PASSWORD
- Make sure student records password.**

Student will need to create or have an active email address he or she can use to log in to ScholarTrack. **Once a ScholarTrack account is created, the student can later change or update his or her email address.**

Student will now be able to login using EMAIL and PASSWORD he or she created.

If the following appears, encourage students to contact the Student Support Center at 1-888-528-4719 or at Scholars@che.IN.gov:

- If....Student receives message-*Account already created* →** It means ScholarTrack account has already been created.
- If....Student receives message-*Scholar ID cannot be found* →** It means there is information on the 21st Century Scholar Database that is not matching with information entered to create the ScholarTrack Account.
- If.....Student receives message-*ScholarTrack is broken-(sorry)* →** It means student will not be able to proceed with creating a ScholarTrack Account.



9th GRADE SCHOLAR SUCCESS PROGRAM

Create a Graduation Plan

For this requirement, Scholars in Grade 9 will develop their Graduation Plans for high school to ensure that they stay on track to receive a Core 40 Diploma or one with Academic or Technical Honors and, ultimately, to reach their college and career goals.

How can you help Scholars complete this activity?

For all community partners:

- **Promote Indiana's Graduation Plan and [Indiana Career Explorer](#) as part of the College GO! Campaign**, Learn More Indiana's fall campaign to help Hoosiers of all ages plan for college and career success. Visit [LearnMoreIndiana.org/college](#) for more information about activities, goals and resources for community partners interested in participating in the College GO! Campaign.
- **Help to spread awareness around the community about the importance of Indiana's Graduation Plan**, especially amongst parents with little to no college experience.

For those community partners that work directly with Scholars:

- **Check in with Scholars on a regular basis regarding their Graduation Plan progress.** Ask students to show you their Graduation Plan through *Indiana Career Explorer* or print off a paper version.
- **Review students' Graduation Plans together.** The easiest way to do this is to have students log on to their *Indiana Career Explorer* accounts and access the interactive Graduation Plan. (If students do not yet have an *Indiana Career Explorer* account, encourage them to create one so that they can keep track of their Graduation Plan online.) This will allow you, as well as parents, mentors, and other caring adults, to work on students' Graduation Plans together. Students may also print out a [paper version](#) of their Graduation Plan. Ask students to tell you about their career and postsecondary plans, and discuss the high school coursework they will need to pursue these plans. Address any areas of students' Graduation Plans that need development.
- **Direct students toward resources they might need to help them develop their Graduation Plans.** These may include:
 - Indiana Core 40 Diploma requirements ([Doe.IN.gov/achievement/curriculum/indianas-diploma-requirements](#))
 - [IndianaCareerExplorer.com](#)
 - The Department of Workforce Development's Hoosier Hot 50 Jobs ([HoosierHot50.com](#))
 - The Bureau of Labor Statistics' A-Z List of Careers ([BLS.gov/k12/azlist.htm](#)) and Occupational Outlook Handbook ([BLS.gov/ooh/](#))
 - "Explore Careers" on College Board's site ([BigFuture.CollegeBoard.org/explore-careers](#))
 - Information about college planning ([LearnMoreIndiana.org/college](#))
 - College Navigator ([NCES.ed.gov/collegenavigator/](#))



9th GRADE SCHOLAR SUCCESS PROGRAM

Worksheet: Create a Graduation Plan

Create a Graduation Plan:

In 9th grade, you must create a high school Graduation Plan that keeps you on track to earn a Core 40 Diploma, meet college admission requirements and prepare for your future career. A Graduation Plan helps you understand what courses, tests and related steps you need to complete in high school, so you have a clear path to graduation and a solid academic foundation to achieve your college and career goals. You'll update your Graduation Plan each year as your plans for after high school continue to develop.

Here's the information you'll need to gather before you start your Graduation Plan. Talk to your counselor, parents or teachers if you need help.

- ✓ The diploma you intend to earn, the classes you'll take to earn it and the tests you'll need to take
- ✓ Your high school course plan
- ✓ Your career interest assessment results if you have completed a career interest assessment
- ✓ Your college and career plans

1. Did you complete your Graduation Plan online or on paper?

Online

Paper

2. When did you complete your Graduation Plan?

3. Did anyone (school counselor, parent, mentor, etc.) help you complete your Graduation Plan? If so, please specify who.

Yes

No

Please specify from whom you received help →(e.g., School Counselor)

4. What type of diploma do you intend to earn?

Note: Scholars must earn at least a Core 40 Diploma.

5. How did this activity help you plan your high school courses?

Scholars should update their Graduation Plan each year to make sure they stay on track to achieve their college and career goals.



9th GRADE SCHOLAR SUCCESS PROGRAM

Participate in an Extracurricular or Service Activity

For this requirement, Scholars in Grade 9 will participate in an extracurricular or service activity at school or in the community.

How can you help Scholars complete this activity?

For all community partners:

- **Sponsor service opportunities within your organization.** For instance, a YMCA site might provide 9th grade Scholars with the opportunity to work as volunteer assistant coaches for youth sports leagues or volunteer tutors for a youth afterschool program. Work with Scholars to set up expectations and guidelines for their service role.
- **Seek and promote other volunteer and service opportunities for Scholars within the community.** Through various networks and connections in the community, partners can help Scholars connect with local service opportunities.
- **Get the word out to Scholars about available service opportunities.** Contact your [Regional Outreach Coordinator](#) and local high schools to let them know of any already established or new ideas for service roles for Scholars in your own organization. If you are aware of opportunities within other local organizations, encourage them to promote these to Scholars.

For those community partners that work directly with Scholars:

- **Help Scholars connect to extracurricular and service activities both in and out of school.** Make suggestions for extracurricular and service activities that might be a good fit for students based on their individual interests and skills. Contact the students' school(s) for a list of school-based activities. Reach out to organizations and businesses in the community about volunteer opportunities for Scholars, especially those related to Scholars' career interests.
- **Reach out to individual 9th grade Scholars involved in your organization to see if they need any help seeking or deciding upon an extracurricular or service activity.** If students are struggling to choose an activity, help guide them through the process of finding an activity. If students are facing barriers, such as lack of transportation, that keep them from taking part, help them brainstorm solutions or choose an alternative activity.
- **Check in with 9th grade Scholars periodically throughout the year** to see if and how they are meeting this requirement for participation in an extracurricular or service activity.



9th GRADE SCHOLAR SUCCESS PROGRAM

Worksheet: Participate in an Extracurricular or Service Activity

1. Describe the extracurricular or service activity you participated in.

- ✓ Extracurricular activities can include band, chorus, athletics, theater, student newspaper and yearbook staff, student council, variety of clubs, etc.
 - ✓ Activities can be through church, a local youth organization or community center.
 - ✓ Service activities—commonly known as “volunteering” or “community service”—are any unpaid volunteer efforts that benefit a specific group or the wider community.
-

2. What was the name of the group or organization you participated with?

School, community rec league, community center, church, local agency, etc.

3. When did you participate in this extracurricular or service activity?

Select a month and a year you participated in this activity. If it is a year-round activity, choose a month and year to report.

4. How many total hours did you spend on this activity?

Report weekly or monthly hours. When reporting online, enter whole numbers. The system will not select ½ hours. Do not include the word “hours.”

5. Who can verify that you participated in this activity?

If this is a school activity, include teacher/coach name. When reporting online, only input first and/or last name, no punctuation marks.

6. Who told you about this extracurricular or service activity?

Friend, school counselor, parent, mentor, etc.

7. How did this activity help your personal growth or career exploration?



9th GRADE SCHOLAR SUCCESS PROGRAM

Watch “Paying for College 101”

Scholars in Grade 9 should begin thinking about the costs of college as well as how to save and manage money.

How can you help Scholars complete this activity?

For all community partners:

- **Participate as a community partner in local Cash for College efforts.** Cash for College is Learn More Indiana’s campaign to equip students and families with practical steps needed to save for college, navigate the financial aid process, and complete college with minimal debt. Visit LearnMoreIndiana.org/cost to learn more about this event, its activities, goals, and resources, and how your organization can participate and help promote this event in your community.
- **Promote any tools and resources that your organization provides on paying for college among Scholars and their families.** For instance, community organizations that sponsor scholarships or local banks that offer college savings programs can promote these resources through local high schools and [Regional Outreach Coordinators](#).

For community partners that work directly with Scholars:

- **Provide time and space—a computer with Internet access—for Scholars to watch “Paying for College 101”** and access other information about paying for college. You can find this video at youtube.com/watch?v=N_5T668cvdU.
- **Sit down with Scholars and watch “Paying for College 101” together.** Discuss the importance of budgeting and saving money now, as well as the steps of the financial aid process and what students will need to do as 10th, 11th and 12th graders to earn financial aid for college. Talk about the 21st Century Scholarship, the requirements students must meet to earn and keep their award, and what the award does and does not cover. Talk about any questions students have about the module and paying for college in general, and help direct them to additional resources that can help them answer their questions.
- **Check in with 9th grade Scholars periodically throughout the year to make sure they complete the module.** For students who do not have access to a computer with Internet access, help them arrange a time and space to watch the module.
- **Engage parents and families of Scholars in conversations and discussion about paying for college and steps they can take now to prepare to pay for college.** The earlier students and parents begin learning about college costs, types of aid, the financial aid process, and saving for college, the better. Direct them to resources that can help them learn more about saving and paying for college.



9th GRADE SCHOLAR SUCCESS PROGRAM

Worksheet: Watch “Paying for College 101”

1. Which of the following resources are available to help pay for college? (Check all that apply.)

- Scholarships Grants Institutional Aid
 Work Savings

2. As a Scholar, I must do the following to receive the 21st Century Scholarship: (Check all that apply.)

- Graduate with a Core 40 diploma from an Indiana high school
 Complete the Scholar Success Program
 Achieve a cumulative GPA of at least 2.5 on a 4.0 scale
 Not use illegal drugs or alcohol, or commit a crime or delinquent act
 Apply for college admission and financial aid on-time as a high school senior

3. As a Scholar, I really don't need to worry about searching for other scholarships since the total cost to go to college will be paid for with the 21st Century Scholarship.

- True, the 21st Century Scholarship will pay for all of my college costs.
 False, the 21st Century Scholarship only pays for tuition and mandatory fees. Room and board, books, and other costs are not covered.

4. When should I start searching for scholarships?

- During senior year of high school
 After I have picked out the college I want to attend
 In the 9th grade and throughout high school

5. What can I do now to start planning for college? (Check all that apply.)

- Keep my grades up Take rigorous high school classes
 Study and practice for the SAT/ACT Don't give up
 Ask for help from school, college and community resources

6. What is the name of the important form that I have to file during my senior year in high school in order to be eligible for federal and state financial aid?

- College Application
 Free Application for Federal Student Aid (FAFSA)
 Senior Affirmation Form
 Net Price Calculator

7. How did “Paying for College 101” help you understand how to afford a college education?



10th GRADE SCHOLAR SUCCESS PROGRAM

Take a Career Interests Assessment

For this requirement, Scholars in Grade 10 will take a career interest assessment through Indiana Career Explorer (IndianaCareerExplorer.com) or another career software program. This assessment will help them to identify their interests and skills and understand how these could translate into a specific career field.

How can you help Scholars complete this activity?

For all community partners:

- **Promote career interest inventories as part of Career Ready**, Learn More Learn More Indiana's spring campaign to help Hoosiers of all ages plan for college completion and career success. Visit LearnMoreIndiana.org/career for activities goals and resources for community partners interested in participating in Career Ready.
- **Promote Indiana Career Explorer (IndianaCareerExplorer.com) and other career-related resources for students** on your organization's website and wherever possible in your community. Help to spread awareness about this important tool for Indiana students and families.
- **Provide opportunities for Scholars with career interests in your field to speak with people in your organization, job shadow and/or participate in internships.** Contact school counselors at your local high schools and the [Regional Outreach Coordinator](#) in your area to share student opportunities for job shadowing or internships.
- **Talk with others in your organization and other youth-serving organizations in your community about organizing a career fair for local students.** If you know about an already-existing career fair in your community, find out how you and your organization can contribute.

For those community partners that work directly with Scholars:

- **Help Scholars identify their interests and skills. Help students make a list of** what they like to do and are good at doing. If students need help identifying their interests and skills, prompt them with questions like: *What do you enjoy doing? What things do you spend a lot of time doing or practicing? What do other people say you are good at doing? What things do others ask you to help them with?*
- **Check in with Scholars periodically.** Find out if they need assistance accessing *Indiana Career Explorer* and taking a career interest assessment.
- **Provide time and space—and a computer with Internet access—for Scholars to complete an online career interest assessment** and to explore careers based on their results.



10th GRADE SCHOLAR SUCCESS PROGRAM

Get Workplace Experience

For this requirement, Scholars in Grade 10 will get workplace experience by job shadowing, completing an internship—or even getting a part-time job—in order to learn more about career fields and specific careers that interest them. Students can also interview a professional in a field in which they are interested.

How can you help Scholars complete this activity?

For all community partners:

- **Sponsor job shadowing opportunities, internship programs, and even part-time employment for high school students.** If your organization does not currently offer internships for high school students, consider establishing one or more positions, along with guidelines for the internship.
- **Promote job shadowing, internship, and part-time employment opportunities to Scholars, their families and other local high school students.** Contact local high schools to let staff know of opportunities within your organization. If you are aware of job shadowing, internship and/or part-time job opportunities within other local organizations, encourage them to promote these.
- **Participate in local career days or career fairs.** If no such events currently exist in your community, consider partnering with other local organizations to host a career day or career fair, or contact your local [College Success Coalition](#) about organizing this type of event. Include opportunities for students to develop résumés and participate in mock interviews.

For those community partners that work directly with Scholars:

- **Help Scholars connect to job shadowing, internships and/or part-time employment.** Based on students' interests, make suggestions for places students might contact to ask about opportunities. Reach out to organizations and businesses to help arrange workplace experiences for Scholars. If students are interested in a part-time job, encourage them to search the Internet and research local businesses to learn about available opportunities. Assist students, as needed, with this process.
- **Reach out to 10th grade Scholars involved in your organization to see if they need any help seeking a workplace experience.** Should they need it, help guide students through the process of setting up a job shadowing experience, finding an internship and/or seeking part-time employment. If students are interested in part-time employment, discuss the responsibilities of juggling schoolwork and a job, and help the student explore work opportunities, especially those that are linked to students' career interests. Encourage students to talk to their school counselor about obtaining a work permit.
- **Reach out to local organizations and businesses in career fields of interest to Scholars to see if they would be willing to provide internships, job shadowing and/or part-time employment.** Such conversations can take place formally and informally when you are out in the community. Promote available opportunities among Scholars and their families, as well as other students.
- **Help Scholars create a résumé and prepare for interviews.** Regardless if they are required right now, résumé writing and interview skills will serve students well beyond high school. Hold workshops in which students can actually develop a résumé and go through mock interviews.



10th GRADE SCHOLAR SUCCESS PROGRAM

Worksheet: Get Workplace Experience

Workplace experience helps you gain a better sense of what a certain job or workplace is like. To complete this activity, you must participate in workplace experience/exploration during your 10th-grade year of high school. For instance, if you think you want to be a veterinarian, contact your local veterinary clinic and ask if you can interview or shadow the doctor or technician for a day. If you're interested in being a chef, try getting a part-time job in a restaurant.

1. What type of workplace experience did you participate in?

2. Describe the workplace experience you participated in.

3. What was the name of the organization or company you participated with?

4. When did you participate in this workplace experience?

5. How many total hours did you spend on this activity?

6. Who can verify that you participated in this activity?

Name: _____

Email and/or Phone: _____

7. Who told you about this workplace experience opportunity? (Examples: friend, school counselor, parent, etc.).

8. How did this activity help your personal growth or career exploration?



10th GRADE SCHOLAR SUCCESS PROGRAM

Estimate the Costs of College

Estimating college costs in Grade 10 will help Scholars understand, early on, what specific Indiana colleges and universities will cost them and their families.

How can you help Scholars complete this activity?

For all community partners:

- **Promote IndianaCollegeCosts.org and the College Costs Estimator among Scholars, their families and the community at large as part of Learn More Indiana’s Cash for College campaign** to equip students and families with practical steps needed to save for college, navigate the financial aid process and complete college with minimal debt. To learn more about this event, its activities, goals and resources—and how your organization can participate—visit LearnMoreIndiana.org/cost.
- **Promote IndianaCollegeCosts.org and the Indiana College Costs Estimator** on your organization’s website and wherever possible in your community.
- **Contact the National Center for College Costs (CollegeCosts.com) to find out how you or your organization can assist students and families in completing the Indiana College Costs Estimator and providing other related services.** Consider partnering with one or more community organizations to sponsor a College Costs Estimator Program, an NCCC workshop that typically provides students and families with information on the financial aid process, aid opportunities, saving strategies and current cost information for Indiana colleges.

For community partners that work directly with Scholars:

- **Encourage parents and students to watch “[Estimating your College Costs](#)” together.** Help parents and students understand the costs associated with college outside of tuition. Encourage them to come up with ideas or plans for how to cover the other costs.
- **Encourage parents and students to complete the Indiana College Costs Estimator together.** Make sure both students and their parents understand what financial information and documents they need to complete it. Help address any questions they have about using the Estimator, particular sections or items within the tool, their results, and next steps they can take to prepare to pay for college.
- **Lead a tutorial for Scholars and their families on the Indiana College Costs Estimator.** Make sure students bring their own and their parents’ tax information with them to the tutorial, since they will need it to complete the Estimator. Guide students and families through the process of creating an account with IndianaCollegeCosts.org, working through each section of the Estimator and understanding their results. Discuss with students and parents next steps they can take.
- **If a parent is unavailable or unable to assist his/her Scholar in completing the Indiana College Costs Estimator, sit down with the Scholar and work through the tool together.** Discuss the student’s results and help answer any questions the student might have about college costs.



- **Engage parents and families of Scholars in conversations and discussion about paying for college.** The earlier students and parents begin learning about college costs, types of aid, the financial aid process, and saving for college, the better. Direct them to resources that can help them learn more about saving and paying for college. Discuss steps that students—and families—need to take in grades 11 and 12 to prepare to pay for college.
- **Check in with Scholars periodically and find out if they need assistance accessing and/or working through the Indiana College Costs Estimator.** Provide help, should students need it, in collecting tax information and completing each section of the College Costs Estimator. For students who do not have reliable access to a computer with Internet access, help them arrange a time and space to complete the tool.
- **Provide time and space—and a computer with Internet access—for Scholars to complete the College Costs Estimator** and to spend time calculating and comparing college costs.



10th GRADE SCHOLAR SUCCESS PROGRAM

Worksheet: Estimate the Costs of College

Watch "Estimating Your College Costs." This video will help you learn how to estimate the out-of-pocket cost that you and your family should be prepared to contribute toward your college education. Watch the video [here](#). It takes about 20 minutes to complete. In addition to explaining how out-of-pocket costs for college are calculated, the video will show you how to use the Indiana College Costs Estimator, an online tool designed to help estimate what your own out-of-pocket college costs might be by looking at potential college expenses and potential financial aid awards.

We also recommend that you work with a parent or guardian to complete your own College Costs Estimator at IndianaCollegeCosts.org.

Did you watch the webinar about the financial aid eligibility of a typical 21st Century Scholar?

- Yes No

Did you complete a College Costs Estimator for yourself so you could see YOUR current financial aid eligibility in addition to your potential 21st Century Scholarship?

- Yes No

Did "Estimating Your College Costs" help you better understand the actual cost of attending an Indiana college, including the difference between Gift Aid and Self Help Aid?

- Yes No

Which answer best describes what the Expected Family Contribution (EFC) amount is?

- The EFC is an estimate of your family's financial strength and is used to calculate the amount of need-based aid you may be eligible for. The EFC is NOT the amount of money that your family will have to pay for college.
- The EFC is the amount of money I am expected to receive from scholarships and loans for that year.
- The EFC is the amount of money I am expected to borrow in order to pay for college for that year.

Which answer best describes what Self-Help Aid is used for?

- Self-Help Aid is the amount of money I am expected to receive from scholarships and loans for that year.
- Self-Help Aid is the amount of money I would need to borrow to cover the full cost of attendance at that college for that year, but I do not necessarily need to borrow that full amount.
- Self-Help Aid is the amount of money I will receive from the 21st Century Scholars program.

Which answer best describes what Gift Aid is used for?

- Gift Aid is the amount of money I am expected to receive from scholarships and grants, including the 21st Century Scholarship, for that year.
- Gift Aid is the amount of money that I and my family are expected to contribute to my education for that year.
- Gift Aid is the amount of money I would need to borrow to cover the full cost of attendance at that college for that year, but I do not necessarily need to borrow that full amount.

If student loans are included in my financial aid estimate, I understand that: (check all that apply)

- I am required to borrow the full amount.
- If I have to use a student loan, the amount listed on my estimate may actually be more than I need to borrow, and I should only borrow what I actually need to cover my additional expenses.
- I may not have to use any student loans at all if I find other ways to cover my expenses, such as through additional scholarships, savings, and working.

Did "Estimating Your College Costs" help you better understand the actual cost of attending an Indiana college, including the difference between Gift Aid and Self-Help Aid?

- Yes No

Did anyone (school counselor, parent, mentor, etc.) help you complete your Indiana College Costs Estimator?

- Yes No

How did this activity help you with your college planning?



11th GRADE SCHOLAR SUCCESS PROGRAM

Worksheet: Visit a College Campus

Visiting a college gives you the opportunity to ask questions, meet current students and check out different places on campus. These visits are a great way to get a feel for different schools so you can decide which ones might be the best fit for you.

1) What college(s) did you visit?

2) Did you visit the campus in person or online via a virtual tour?

- In person
- Online or Virtual
- Both

3) Did this campus visit influence your decision about where to attend college?

- Yes, and I plan to apply to one of the colleges I visited.
- Yes, and I decided the college(s) I visit was/were not the right fit for me.
- No, visiting a college did not help me decide which college to attend.

4) What do you remember most about the college campus(es) you visited:

5) Who can verify that you completed this college visit requirement?

Name: _____

Email and/or Phone: _____



11th GRADE SCHOLAR SUCCESS PROGRAM

Take a College Entrance Exam

For this requirement, Scholars in Grade 11 will need to take a college entrance exam, the ACT or SAT, to be considered for admittance at one of the state's postsecondary institutions.

How can you help Scholars complete this activity?

For all community partners:

- **Organize transportation for Scholars and other students who need it to ACT/SAT testing sites** on given testing days. Consider partnering with other community partners for this activity.
- **Help spread awareness, especially among parents in your community who have little to no college experience, and their children about the importance of college entrance exams** and the available resources that support students taking these assessments.
- **Volunteer to tutor one or more Scholars in ACT or SAT test preparation.** Contact the [Regional Outreach Coordinator](#) in your region.
- **Find out what ACT/SAT preparation opportunities are currently available in your community, and explore ways to increase these opportunities,** especially for Scholars and other students whose parents have little to no college experience.
- **Talk with others in your organization and other youth-serving organizations in your community about providing—and, if needed, funding—ACT/SAT preparation courses for local students.** Or, consider providing financial support for one or more Scholars to take a test prep course.
- **Contact the local College Board representative in your region** to see what outreach services and resources can be provided to Scholars in your community.

For those community partners that work directly with Scholars:

- **Provide time and space—and a computer with Internet access—for Scholars to register for the ACT or SAT** and access other important information and resources about these tests.
- **Sit down with Scholars and help guide them through the registration process for the ACT and SAT.** Help direct them to free or low-cost test preparation resources.
- **Check in with 11th grade Scholars periodically throughout the year to make sure they have the information they need to register for a college entrance exam—and make sure they have registered** to take the ACT or SAT during the spring of their junior year.
- **Encourage Scholars you work with to inquire about ACT and SAT fee waivers** from their school Counselors.
- **Engage parents and families of Scholars in discussion about the importance of college entrance exams** and help educate them about the steps involved in taking these tests.



11th GRADE SCHOLAR SUCCESS PROGRAM

Worksheet: Take a College Entrance Exam

Which college entrance exam did you take? (Select one)

- SAT
- ACT
- Both SAT and ACT

Did you research admissions requirements for the college(s) that you were interested in before choosing which exam to take?

- Yes
- No

How did you prepare for the exam prior to taking it? (Check all that apply)

- Test-prep course
- Practice exams
- Test prep study guide or book
- Other:

Do you plan on retaking the exam to improve your score?

- Yes
- No

Was the exam easier or harder than you expected?

- Easier than I expected
- Harder than I expected
- It was about what I expected



11th GRADE SCHOLAR SUCCESS PROGRAM

Search for Scholarships

Scholars in Grade 11 should begin researching scholarship opportunities available to them, and, if they qualify for scholarships that accept applications from students before their senior year, apply as well.

How can you help Scholars complete this activity?

For all community partners:

- **Actively promote existing scholarships that your organization provides to Scholars and students in the community**—including but not limited to area high schools, [Regional Outreach Coordinators](#) and through [IndianaCollegeCosts.org](#).
- **Consider establishing a scholarship—whether specifically for Scholars or open to area students—through your organization** (or partnering with another community organization with a similar mission). Talk to colleagues about funding even a small scholarship that could pay for a student's books in college.

For community partners that work directly with Scholars:

- **Provide time and space—a computer with Internet access—for Scholars to conduct an online scholarship search** and access other important information and resources about these tests.
- **Sit down with Scholars and help guide them through an online scholarship search, including both local and national scholarships.** Help them determine which scholarships they might be eligible for and important information about these scholarships. Together, make a list of next steps students should take in their scholarship search process.
- **Check in with 11th grade Scholars periodically throughout the year to make sure they know how to go about searching for scholarships.** Direct them to resources online and in the community.
- **Engage parents and families of Scholars in discussion about the importance of searching for and applying for scholarships.** Make sure they understand what the 21st Century Scholarship does and does not cover. Remind Scholars and families that they should **never** pay for a scholarship search.

Point them toward these free resources:

- [IndianaCollegeCosts.org](#) (to search for local scholarships)
- [FastWeb.com](#)
- [Scholarships.com](#)
- [StudentAid.ed.gov](#)
- [College Board's Scholarship Search](#)
- [ScholarshipExperts.com](#)
- **Encourage Scholars you work with to visit their school office and talk to their counselor about scholarship opportunities** from their school counselors.
- **Build relationships with individuals from local organizations or businesses that offer scholarships.** Keep information about these scholarships in a paper or electronic file that you can share with Scholars. Invite the scholarship coordinator from organizations to speak with Scholars.



11th GRADE SCHOLAR SUCCESS PROGRAM

Worksheet: Search for Scholarships

How did you search for scholarships? (Check all that apply)

- Websites (IndianaCollegeCosts.org, Fastweb.com, etc.)
- Colleges or universities that you would consider attending
- Your high school counseling/guidance office
- Local foundations, religious or community organizations, businesses or civic groups
- Professional organizations related to your career interest(s)

Have you applied to any of the scholarships you found during your search?

- Yes
- No

On which of the following qualities were your scholarship searches based? (Check all that apply)

- Academic performance
- Athletic achievements
- Extra-curricular or service activities
- Other:

What costs can the scholarships you applied for cover that are not covered by your 21st Century Scholarship?

- Books
- Housing
- Transportation
- All of the above



12th GRADE SCHOLAR SUCCESS PROGRAM

Submit your College Application

For this requirement, Scholars in Grade 12 will need to complete their college applications. By now, students have probably narrowed their search, so they will need to acquire the application(s) and make sure they meet the deadline(s).

How can you help Scholars complete this activity?

For all community partners:

- **Find out if any local Scholars plan to apply to your alma mater, and reach out to these students to see if you can be of any assistance.** Contact local high schools and youth-serving organizations that work with Scholars to see if any Scholars plan to apply to your alma mater. You might offer to meet these students and their parents for coffee or a meal to see if you can answer any questions about the school or your experience. Or, simply give them your contact information and invite them to call you should they have any questions as they work on their application or need someone to review it.
- **Promote the completion of college applications for seniors as part of the College GO! Campaign,** Learn More Indiana's fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit LearnMoreIndiana.org/college for more information about activities, goals and resources for community partners interested in participating in the College GO! Campaign.

For those community partners that work directly with Scholars:

- **Encourage Scholars to start their college application(s) early in the fall of their senior year**—and to aim to complete applications by Thanksgiving. Check in with students throughout the fall to see where they are in the application process and if you can help them in any way.
- **Offer to write a letter of recommendation for Scholars whom you know personally.** Sit down with these students and help them come up with other caring adults who could write a letter.
- **Meet with Scholars one-on-one at the beginning of their senior year, and again during the fall and spring** to see what schools they plan on applying to, where they are in the application process, if they are on track to meet deadlines and if they need any assistance. Discuss the requirements and the different steps students need to take to meet each requirement or obtain necessary documents.
- **Make sure students enquire about application fee waivers at each school they applies to.** Many Indiana colleges and universities offer automatic fee waivers for 21st Century Scholars. Students can check colleges' admissions web pages or call admissions offices to see if they offer fee waivers.
- **Offer to review students' applications before they submit them.** Check to make sure students have completed every section and included all necessary documents. Proofread the application—especially students' essays, and encourage students to go back and make corrections as needed.
- **Host college application work sessions at various points throughout the fall for Scholars and their families.** Encourage students to bring all of their application materials and any questions they might have. Invite volunteers from the community to help provide assistance to students.
- **Provide time and space—and a computer with Internet access—for Scholars to work on their college application(s).** Be present to provide assistance or answer questions needed.



12th GRADE SCHOLAR SUCCESS PROGRAM

Worksheet: Submit your College Application

Please list the eligible Indiana colleges to which you applied. Even if you applied to more than 5 colleges, please list just your top 5 colleges.

Which of these colleges are you most likely to attend?

This college is a:

- Two-Year Public
- Two-Year Private
- Four-Year public
- Four-Year private

Will your 21st Century Scholarship cover full tuition and mandatory fees at the college you plan to attend?

- Yes
- No

What expenses will my 21st Century Scholarship NOT cover at this college?

- Housing
- Spending money
- Meals
- Books
- Travel
- Other living expenses
- All of the above



12th GRADE SCHOLAR SUCCESS PROGRAM

Watch “College Success 101”

Scholars in Grade 12 should begin preparing for the transition from high school to college, learning about the challenges and changes college will present and understanding what it will take to be successful.

How can you help Scholars complete this activity?

For all community partners:

- **Find out if any local Scholars plan to attend your alma mater, and reach out to these students and their families.** Contact local high schools and local youth-serving organizations that work with Scholars to see if any Scholars plan to attend your alma mater. You might offer to meet students and parents for coffee or a meal and see if you can answer any questions they might have about the school, including academics, student life, the campus and surrounding community, etc. Or, simply give them your contact information and invite them to contact you should they have any questions.
- **Participate as a community partner in College GO!**, Learn More Indiana’s fall campaign to help Hoosiers of all ages plan for college completion and career success. Visit LearnMoreIndiana.org/college for more information about activities, goals, and resources for community partners interested in participating in the College GO! Campaign.

For those community partners that work directly with Scholars:

- **Provide time and space—and a computer with Internet access—for Scholars to watch “College Success 101”** and complete the questions afterward on ScholarTrack. You can view the video here: youtube.com/watch?v=az5IKd9L0tI.
- **Help Scholars research information about initiatives and resources offered at the college (or potential colleges) they plan to attend to support their transition to and first year in college.** Encourage students to search the college’s website and/or contact their [Regional Outreach Coordinator](#) or Student Support Center to find a Scholars contact person at their college, or visit Scholars.IN.gov/partners.
- **Engage 12th grade Scholars and their parents in discussions about transitioning to college.** Consider meeting Scholars and their parents individually and as a group. Use the [College Success Guide](#) for 21st Century Scholars. There is also a [Facilitator’s Manual](#) to guide you as you talk with students. Direct students toward resources at the college and universities they plan to attend that will help them prepare for this transition. Help address any questions and concerns students and parents might have.
- **Sit down with Scholars and watch “College Success 101” together.** Discuss the information presented in the module, as well as the [College Success Guide](#), and talk about steps Scholars should take throughout the spring and summer to prepare for their transition to college.
- **Check in with 12th grade Scholars periodically throughout the year to make sure they complete the module.** For students who do not have reliable access to a computer with Internet access, help them arrange a time and space to watch the module.



12th GRADE SCHOLAR SUCCESS PROGRAM

Worksheet: Watch “College Success 101”

Students are expected to spend at least two (2) hours outside of the classroom preparing for each hour they spend in class.

- True
- False

According to the presentation, which of the following skills are important to being successful as a student in college? (Check all that apply)

- Being assertive
- Time management
- Understanding how to pay for college
- Managing relationships

What steps must a 21st Century Scholar take to remain eligible for the 21st Century Scholarship? (Check all that apply)

- Meet the college’s Satisfactory Academic Progress (SAP) requirements
- Take and complete at least 30 credit hours each academic year
- File the FAFSA on time by the state deadline of March 10th and correct any issues or errors by May 15th
- Continue to honor the 21st Century Scholars Pledge

Having a job outside of college can actually help a student succeed financially and academically.

- True, although it’s recommended that students work no more than 10-15 hours per week
- False

Another key to college success is adjusting to college life. This can be done by: (Check all that apply)

- Participating in orientation activities
- Participating in college activities and functions
- Getting involved with roommates and dorm activities
- Volunteering to help with college events
- Trying not to go home every weekend



12th GRADE SCHOLAR SUCCESS PROGRAM

File your FAFSA

Scholars in Grade 12 must file a Federal Application for Federal Student Aid (FAFSA) by March 10th and make any corrections by May 15th in order to be eligible to receive their 21st Century Scholarship and any other state, federal or college aid.

How can you help Scholars complete this activity?

For all community partners:

- **Volunteer at a local College Goal Sunday event**—in addition to qualified financial aid administrators, volunteers are always needed to serve as greeters, staff registration tables, supervise seating, answer financial aid questions, organize the day's events and assist financial aid administrators. Go to CollegeGoalSunday.org to complete a volunteer form and learn more.
- **Consider partnering with one or more community organizations to sponsor and/or host a FAFSA event or financial aid night for local students and families.** Talk to colleagues about organizing and funding this event, recruiting volunteers and promoting the event in your community.
- **Promote College Goal Sunday, FAFSA Fridays, and FAFSA filing for all seniors as part of Learn More Indiana's Cash for College campaign** to equip students and families with practical steps needed to save for college, navigate the financial aid process, and complete college with minimal debt. Visit LearnMoreIndiana.org/cost for more information about activities, goals and resources for implementing this campaign at your school.
- **Organize transportation for local Scholars and their families—as well as other students and families who might need it—to a local College Goal Sunday event.** Consider partnering with another community organization in your area to organize such an effort.
- **Reach out to the [Regional Outreach Coordinator](#) in your area and see if you can provide FAFSA assistance to any senior Scholars and their families.** Visit Scholars.IN.gov, FAFSA.gov and CollegeGoalSunday.org to find resources to help you brush up on the FAFSA process and to help you provide assistance to students and families.

For community partners that work directly with Scholars:

- **Engage parents and families of Scholars at all grade levels in discussion about the importance of filing a FAFSA by the March 10th deadline.** Make sure they understand why this step is necessary to receive state financial aid, including the 21st Century Scholarship.
- **Encourage students to file their FAFSA as early as possible.** In the past, students had to wait until January 1, but they will be able to submit their 2017-2018 FAFSA starting on October 1, 2016. Students and parents will report their 2015 income and tax information. This will ease the process since most people will have their 2015 taxes filed, so they will be able to use the IRS Data Retrieval Tool.



- **Check in with Scholars at various points from October to March to find out if they have filed a FAFSA or whether they need assistance in doing so.** Remind students frequently throughout fall, winter and spring about FAFSA deadlines. If needed, provide them with FAFSA event details and other resources to help them complete and file the FAFSA.
- **Provide FAFSA on the Web worksheet printouts Scholars and their families.** Host a tutorial in which you review the worksheet with students and give them a chance to ask questions about core FAFSA questions and information they will need to gather. For a FAFSA worksheet, visit FAFSA.ed.gov/fotw1617/pdf/fafsaws16c.pdf. NOTE: This worksheet is for 2016-2017. If you are a 2017 senior, you must complete the 2017-2018 FAFSA.
- **Encourage senior Scholars and their families to attend College Goal Sunday in February.** Volunteers will be on hand at this event to help Indiana students and their families complete the FAFSA. Approximately 40 sites statewide will offer free, professional assistance in completing and filing the FAFSA. Make sure students are aware of important details about this event, such as the time, nearest location and what materials and information they need to bring with them.
- **If a parent is unavailable or unable to help his/her Scholar in completing and filing the FAFSA, offer to assist the student in this process** or to attend a FAFSA night or College Goal Sunday event with him/her. Together, work through each step of the FAFSA.



12th GRADE SCHOLAR SUCCESS PROGRAM

Worksheet: File your FAFSA

INDIANA'S 21st CENTURY SCHOLARS

What does filing the FAFSA accomplish (check all that apply):

- Required to receive the 21st Century Scholarship
- Required to receive Federal Aid
- Required to receive aid offered by the college I attend

Where did you file the FAFSA?

- At a school event
- At a College Goal Sunday location
- At home
- Other

Did you check eStudent to see if your FAFSA requires edits/corrections?

- Yes
- No

What is the deadline for making edits/corrections to your FAFSA?

- March 10
- May 15
- June 30

You must file your FAFSA by March 10 as:

- A high school senior
- A high school senior and college freshman
- A high school senior and every year I am in college

