

# SENIOR HANDBOOK

## CLASS OF 2019

*"Focusing on the Future"*



1601 VIKING DRIVE, SHREVEPORT, LA 71101

[WWW.CADDOMAGNET.NET](http://WWW.CADDOMAGNET.NET)

318-221-2501

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## COUNSELOR'S MESSAGE

Congratulations! You are officially a SENIOR!

The past three years you have likely faced numerous challenges and obstacles. This year will be no different. You will be faced with challenging courses, important standardized tests, completing college and scholarship applications, and you will make decisions which will impact the rest of your life. You will inevitably experience a roller coaster of emotions; fear, joy, anger, surprise, confusion, anticipation, and excitement to name a few. Through the ups and downs, be persistent and focus on the future.

Throughout the year, be diligent in working towards your future goals. You will want to:

1. Focus on your grades. Studies show that your high school GPA is one of the biggest predictors of college success. Therefore, for most colleges and universities, your GPA will be one of the top admission factors.
2. Get an early start on college and scholarship applications. College and scholarship deadlines will sneak up on you. Begin researching information and applying early. If you have not already done so, you will want to begin familiarizing yourself with The Common Application (aka - the Common App) website. The Common App allows you to apply to multiple colleges and universities by completing only one application.
3. Continue striving for improved standardized test scores. Your standardized test scores will determine what colleges you are eligible to attend, the scholarships you are eligible to apply for, and the amount of TOPS funding you are eligible to receive.
4. Last, but not least, enjoy being a senior. Although the future is important, you do not want to miss out on the many opportunities you will have this year.

This year will be challenging, but it will likely prove to be the most exciting year of your high school life. If there is anything I can do for you throughout the year, please do not hesitate to contact me.

Have a great year!

*Keri M. Miles*

Keri M. Miles, MA, NCC  
Senior Counselor

# **LOUISIANA GRADUATION REQUIREMENTS**

**TOPS University:** required for Louisiana 4-year colleges and universities

## **ENGLISH - 4 Units**

4 units: English I, II, III, & IV

## **MATH - 4 Units**

1 unit: Algebra I

1 unit: Geometry

1 unit: Algebra II

1 unit: Algebra III, Advanced Math Functions, Probability and Statistics, Pre-Calculus, Calculus AP, Statistics AP, and AP Computer Science

## **SCIENCE - 4 Units**

1 unit: Biology

1 unit: Chemistry

2 units: Physical Science, Earth Science, Human Anatomy & Physiology, Environmental Science AP, Biology II AP, Chemistry II, or Physics

## **SOCIAL STUDIES - 4 Units**

1 unit: US History

1 unit: Civics **OR** US Government AP

2 units: World Geography **OR** AP Human Geography, World History, AP Psychology, or AP European History

## **PHYSICAL EDUCATION - 1 ½ Units**

### **HEALTH - ½ Unit**

*NOTE: JROTC I and II may substitute for P.E. and Health requirements*

## **FOREIGN LANGUAGE - 2 Units**

2 units: Spanish I & II, French I & II, Italian I & II, Latin I & II or German I & II (*two consecutive units of the same language*)

## **ART - 1 Unit**

1 unit: Fine Arts Survey, Art, Music, Dance, Drama, Drafting, Music Theory or AP Art History

## **ELECTIVES - 3 Units**

## **TOTAL – 24 UNITS**

*This is a modified version of the graduation requirements.*

*It indicates only courses offered at Magnet.*

# MAGNET COURSEWORK POLICIES

## CORRESPONDENCE COURSES

Students are encouraged to take all classes at Caddo Magnet High School. Should you wish to take a *non-core* class via correspondence or through a local university, you must complete a Correspondence Course Request Form and submit it to your counselor. The Correspondence Course Request Form is located under the Counseling tab on the Magnet website. **Prior approval is required for all correspondence courses!**

*\*Core classes must be taken at Caddo Magnet High School\**

## EXTRACURRICULAR ATHLETICS CREDIT

Students involved in extracurricular athletics at Caddo Magnet High School *may* be eligible for a one-time .5 PE credit. Please discuss with your coach whether or not you meet the requirements for the credit. Should you meet the requirements for the credit, please submit the Extracurricular Athletics Participation Form to your coach for completion. Your coach will submit the form to your counselor. The Extracurricular Athletics Participation Form is located under the Counseling tab on the Magnet website.

If you have already met all PE requirements for graduation and are wanting to request credit for your extracurricular athletics, consider whether or not an additional general level class might affect your weighted GPA and class rank.

## HEALTH & PE CREDITS

Health and PE credits must be completed by the end of the summer starting the senior year. It is preferred, however, that they be completed prior to the junior year.

# DIPLOMA ENDORSEMENTS

## COMMUNITY SERVICE ENDORSEMENT

Requirements:

- Grade 9 – 10 hours
- Grade 10 – 20 hours
- Grade 11 & 12 – 25 hours each

Students must complete the minimum number of documented and approved community service hours yearly for a minimum total of 80 hours.

*\*The tracking form and student documentation forms (for freshmen, sophomores & juniors) must be submitted to your grade level counselor by the last day of school. **Seniors must submit forms/hours prior to the end of the fall semester.** Community service hours completed over the summer will count toward the following school year.*

## STATE SEAL OF BILITERACY

The State Seal of Biliteracy certifies that a student meets all of the following criteria:

- A. has completed all English requirements for graduation;
- B. has passed the Reading and English parts of the ACT with a score of nineteen or above; and
- C. has demonstrated proficiency in one or more languages other than English through one of the methods below:
  - a. Passing a world language advanced placement examination with a score of 3 or higher (*AP Classes available in Spanish, Italian, French, and German*)
  - b. Successful completion of a four-year high school course of study in a world language (*ex: Latin I, II, III, & IV*)

If the primary language of a student in grades 9 through 12 is other than English, he/she shall attain the Early Advanced proficiency level on the English Language Development Assessment (ELDA) and meet requirements A and B above.

# **TOPS CURRICULUM REQUIREMENTS**

Louisiana’s Taylor Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships. To apply for TOPS, students must complete the Free Application for Federal Student Aid (FAFSA).

## **ENGLISH - 4 Units**

4 units: English I, II, III, & IV

## **MATH - 4 Units**

1 unit: Algebra I

1 unit: Geometry

1 unit: Algebra II

1 unit: Algebra III, Advanced Math Functions, Probability and Statistics, Pre-Calculus, Calculus, or AP Statistics

## **SCIENCE - 4 Units**

1 unit: Biology I

1 unit: Chemistry I

2 units: Physical Science, Earth Science, Human Anatomy & Physiology, Environmental Science, Chemistry II, Biology II, or Physics

## **SOCIAL STUDIES - 4 Units**

1 unit: US History

1 unit: Civics **OR** US Government AP

2 units: World Geography **OR** AP Human Geography, World History, AP Psychology, or AP European History

## **FOREIGN LANGUAGE - 2 Units**

2 units: Spanish I & II, French I & II, Italian I & II, Latin I & II or German I & II (*two consecutive units of the same language*)

## **FINE ARTS - 1 Unit**

1 unit: Fine Arts Survey, Art, Music, Dance, Drama, Drafting, Music Theory or AP Art History

## **TOTAL = 19 UNITS**

*This is a modified version of the TOPS Curriculum.  
It indicates only courses offered at Magnet.*

For a more comprehensive list of TOPS Curriculum courses, go to: [www.osfa.la.gov](http://www.osfa.la.gov) .

## TOPS AWARDS & ELIGIBILITY

STANDARD ELIGIBILITY REQUIREMENTS	OPPORTUNITY AWARD	PERFORMANCE AWARD	HONORS AWARD
High School GPA (GPA computed on core courses only)	2.50 GPA	3.00 GPA	3.00 GPA
Core Units	19 courses	19 courses	19 courses
ACT Composite or SAT Equivalent	Prior year average for LA (currently 20)	23 ACT composite	27 ACT composite
Must Accept Award	As a first-time freshman, by the first semester following the first anniversary of high school graduation	As a first-time freshman, by the first semester following the first anniversary of high school graduation	As a first-time freshman, by the first semester following the first anniversary of high school graduation
Eligible Institutions	Louisiana Public and LAICU postsecondary institutions	Louisiana Public and LAICU postsecondary institutions	Louisiana Public and LAICU postsecondary institutions

## TOPS RENEWAL REQUIREMENTS

RENEWAL REQUIREMENTS	OPPORTUNITY AWARD	PERFORMANCE AWARD	HONORS AWARD
Maintain Academic Progress (Cumulative GPA)	2.30 end of first academic year 2.50 end of all other academic years Maintain steady academic progress end of all other terms (2.00 cumulative GPA)	3.00 end of each academic year Maintain steady academic progress end of all other terms (2.00 cumulative GPA)	3.00 end of each academic year Maintain steady academic progress end of all other terms (2.00 cumulative GPA)
Hours Earned per Academic Year	Enroll full time and maintain continuous enrollment each semester, earn 24 hours or more each academic year	Enroll full time and maintain continuous enrollment each semester, earn 24 hours or more each academic year	Enroll full time and maintain continuous enrollment each semester, earn 24 hours or more each academic year
Award Reinstated Upon Recovery of Required GPA	Yes	Yes, but reinstated as an Opportunity Award	Yes, but reinstated as an Opportunity Award
Award Limits	4 years or 8 semesters	4 years or 8 semesters	4 years or 8 semesters

*The charts represent basic information. For more detailed information call the Louisiana Office of Student Financial Assistance at 1-800-259-5626 or visit their website at [www.osfa.state.la.us](http://www.osfa.state.la.us).  
Note - Some universities will have higher requirements and award amounts vary by school.*



## **LOUISIANA MINIMUM ADMISSION STANDARDS FOR FIRST TIME FRESHMEN**

These are the minimum admission standards for regular freshman admission to a Louisiana, public four-year university. Students should check with the specific institution for additional information about the university's requirements and process for admission.

**1. High School Curriculum – TOPS University**

*Courses in the English, Math, Science, Social Studies, Foreign Language, and Arts categories listed in Bulletin 741*

**2. Overall HS GPA - 2.0 (minimum)**

**3. Developmental Courses Needed – 0 at Flagship and Statewide Universities; ≤1 at Regional Universities**

*Demonstration of College Readiness:*

*ACT English score - 18 (minimum)*

*ACT Math score - 19 (minimum)*

<b>4. <u>Core GPA</u></b> <i>(courses listed above)</i>	→	<b><u>OR</u></b>	←	<b><u>ACT Composite</u></b> <i>(minimum)</i>
<b>3.0</b>		FLAGSHIP LSU-BR		<b>25</b>
<b>2.5</b>		STATEWIDE LA Tech, UL Lafayette, UNO		<b>23</b>
<b>2.0</b>		REGIONAL Grambling, LSUA, LSUS, McNeese, Nicholls, Northwestern, Southeastern, Southern A&M, SUNO, UL Monroe		<b>20</b>

*Universities may consider admission appeals for exceptions; check with the institution. Community and Technical College admission is open to high school graduates. Check with specific institutions for additional information as some have adopted or may choose to adopt additional requirements for admission.*

# LOUISIANA POST-SECONDARY EDUCATION OPPORTUNITIES

## Louisiana Public Universities

Grambling State University	<a href="http://www.gram.edu/">www.gram.edu/</a>
Louisiana State University – Alexandria	<a href="http://www.lsua.edu/">www.lsua.edu/</a>
Louisiana State University – Baton Rouge	<a href="http://www.lsu.edu/">www.lsu.edu/</a>
Louisiana State University – Eunice	<a href="http://www.lsu.edu/">www.lsu.edu/</a>
Louisiana State University – HSC New Orleans	<a href="http://www.lsuohsc.edu">www.lsuohsc.edu</a>
Louisiana State University – HSC Shreveport	<a href="http://www.sh.lsuohsc.edu/index.html">www.sh.lsuohsc.edu/index.html</a>
Louisiana State University – Shreveport	<a href="http://www.lsus.edu/">www.lsus.edu/</a>
Louisiana Tech University	<a href="http://www.latech.edu/">www.latech.edu/</a>
McNeese State University	<a href="http://www.mcneese.edu/">www.mcneese.edu/</a>
Nicholls State University	<a href="http://www.nicholls.edu">www.nicholls.edu</a>
Northwestern State University	<a href="http://www.nsula.edu">www.nsula.edu</a>
Southeastern Louisiana University	<a href="http://www.selu.edu">www.selu.edu</a>
Southern University – Baton Rouge	<a href="http://www.subr.edu/">www.subr.edu/</a>
Southern University – New Orleans	<a href="http://www.sunu.edu/">www.sunu.edu/</a>
Southern University – Shreveport	<a href="http://www.susla.edu/">www.susla.edu/</a>
University of New Orleans	<a href="http://www.uno.edu/">www.uno.edu/</a>
University of Louisiana at Lafayette	<a href="http://www.ull.edu/">www.ull.edu/</a>
University of Louisiana at Monroe	<a href="http://www.ulm.edu/">www.ulm.edu/</a>

## Louisiana Association of Independent Colleges and Universities (LAICU)

Centenary College	<a href="http://www.centenary.edu/">www.centenary.edu/</a>
Dillard University	<a href="http://www.dillard.edu/">www.dillard.edu/</a>
Louisiana College	<a href="http://www.lacollege.edu/">www.lacollege.edu/</a>
Loyola University	<a href="http://www.loyno.edu/">www.loyno.edu/</a>
New Orleans Baptist Theological Seminary	<a href="http://www.nobts.edu">www.nobts.edu</a>
Our Lady of Holy Cross College	<a href="http://www.olhcc.edu">www.olhcc.edu</a>
Our Lady of the Lake College	<a href="http://www.ololcollege.edu/">www.ololcollege.edu/</a>
St. Joseph Seminary College	<a href="http://www.sjasc.edu">www.sjasc.edu</a>
Tulane University	<a href="http://www.tulane.edu">www.tulane.edu</a>
Xavier University	<a href="http://www.xula.edu">www.xula.edu</a>

## Louisiana Community and Technical College System

### Community Colleges

Baton Rouge Community College	<a href="http://www.mybrcc.edu">www.mybrcc.edu</a>
Bossier Parish Community College	<a href="http://www.bpcc.edu">www.bpcc.edu</a>
Delgado Community College	<a href="http://www.dcc.edu">www.dcc.edu</a>
Louisiana Delta Community College	<a href="http://www.ladelta.edu">www.ladelta.edu</a>
Nunez Community College	<a href="http://www.nunez.edu">www.nunez.edu</a>
River Parishes Community College	<a href="http://www.rpcc.edu">www.rpcc.edu</a>
South Louisiana Community College	<a href="http://www.southlouisiana.edu">www.southlouisiana.edu</a>

### Technical Community Colleges

L.E. Fletcher Technical Community College	<a href="http://www.fletcher.edu/">www.fletcher.edu/</a>
Sowela Technical Community College	<a href="http://www.sowela.edu">www.sowela.edu</a>

### Louisiana Technical College

[www.ltc.edu](http://www.ltc.edu)

# LOUISIANA POST-SECONDARY EDUCATION OPPORTUNITIES

## Louisiana Proprietary Schools

American School of Business	<a href="http://www.americanschoolofbusiness.com/">www.americanschoolofbusiness.com/</a>
Aveda Institute	<a href="http://www.avedainstitutes.com/">http://www.avedainstitutes.com/</a>
Ayers Career College	<a href="http://www.ayers.edu">http://www.ayers.edu</a>
Career Technical College	<a href="http://www.careertc.com/">http://www.careertc.com/</a>
Crescent City School of Gaming & Bartending	<a href="http://www.crescentschools.com/">http://www.crescentschools.com/</a>
Delta School of Business & Technology	<a href="http://www.deltatech.edu/">http://www.deltatech.edu/</a>
Diesel Driving Academy	<a href="http://dda.edu">http://dda.edu</a>
Digital Media Institute - Intertech	<a href="http://dmi-intertech.org/">http://dmi-intertech.org/</a>
Fortis College	<a href="http://www.FortisCollege.edu">http://www.FortisCollege.edu</a>
ITI Technical College	<a href="http://iticcollege.edu/">http://iticcollege.edu/</a>
Louisiana Culinary Institute	<a href="http://www.louisianaculinary.com">http://www.louisianaculinary.com</a>
Remington College	<a href="http://www.remingtoncollege.edu/">http://www.remingtoncollege.edu/</a>
South Louisiana Beauty College	<a href="http://www.slbc-houma.com/">http://www.slbc-houma.com/</a>

## Military Opportunities

Air Force ROTC	<a href="http://www.afrotc.com/">www.afrotc.com/</a>
Army ROTC	<a href="http://www.goarmy.com/rotc">www.goarmy.com/rotc</a>
Navy ROTC	<a href="http://www.nrotc.navy.mil">www.nrotc.navy.mil</a>
National Guard	<a href="http://www.1800goguard.com">www.1800goguard.com</a>

## College Access

College Knowledge	<a href="http://www.osfa.la.gov/collegeknowledge">www.osfa.la.gov/collegeknowledge</a>
Louisiana Connect	<a href="http://www.louisianaconnect.org">www.louisianaconnect.org</a>
Are You Going?	<a href="http://www.college.gov">www.college.gov</a>
Know How To Go	<a href="http://www.knowhow2go.org">www.knowhow2go.org</a>

## College Guides

Peterson's Guide	<a href="http://www.petersons.com/">www.petersons.com/</a>
The Princeton Review	<a href="http://www.princetonreview.com/">www.princetonreview.com/</a>

*For information on schools outside of Louisiana,  
contact the schools admissions department or visit their website.*

# COLLEGE EXPENSES

## What Goes into the Cost of College?

- Tuition and Fees
  - Colleges charge tuition for the instruction they provide. Tuition at public colleges is often a bargain for state residents, but not for out-of-staters, who often pay double the tuition of residents. In addition to tuition, colleges charge a variety of fees including, but not limited to, ID cards, athletic facility usage, laboratory supplies, computer access, student activities, library access, and parking passes. The cost for one year of tuition and fees varies widely among colleges.
- Housing and Meals
  - The cost of room and board depends on the housing and food plans you choose. On-campus housing can come in various sizes and shapes, including dorm or apartment-style housing and meal plans. Housing and meal options are usually available separately, so that you may live off campus but choose to have your meals on campus.
- Books and School Supplies
  - In addition to textbooks, typical school supplies include printed class materials, extra required reading materials (such as classic novels for an English class), reference books, and the usual office supplies (such as pens, pencils, file folders, and notebooks).
- Transportation and Personal Items
  - Local transportation, clothing, personal items, entertainment, etc. must also be taken into account when planning for college expenses.

## Samples: \*

### PUBLIC UNIVERSITY

Tuition & Fees – \$8,893  
Housing & Meals – \$9,500  
Books & School Supplies – \$1,207  
Transportation & Personal Items – \$3,228  
1 YEAR TOTAL: \$22,828

### PRIVATE UNIVERSITY

Tuition & Fees – \$30,094  
Housing & Meals – \$10,830  
Books & School Supplies – \$1,253  
Transportation & Personal Items – \$2,580  
1 YEAR TOTAL: \$44,757

*\*based on College Board averages nationwide during 2013-2014; amounts increase yearly*

## Don't Let College Costs Scare You!

These costs may seem overwhelming, but there are ways to keep expenses down. Remember that college educations come at all levels of cost, and that financial aid, scholarships, and grants can help reduce that cost. If a school is a great fit for you but seems too expensive, take the steps now to start planning. Don't give up on a college because of its sticker price.

Source: [www.collegedata.com](http://www.collegedata.com)

# FINANCIAL AID/SCHOLARSHIP WEBSITES



Louisiana Office of Student Financial Assistance  
[www.osfa.la.gov](http://www.osfa.la.gov)



START Saving Program  
[www.startsaving.la.gov](http://www.startsaving.la.gov)

## Federal Student Aid

- US Department of Education - [www.studentaid.ed.gov](http://www.studentaid.ed.gov)
- FAFSA on the Web - [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)
- Pin Website - [www.pin.ed.gov](http://www.pin.ed.gov)
- FAFSA 4caster - [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov)

**Free Scholarship Searches** (additional scholarship information/resources can be found at <http://www.kerimiles.com/scholarships> and <http://www.kerimiles.com/announcements>)

- **Adventures in Education Scholarship Search**
  - [www.aie.org/Scholarships/](http://www.aie.org/Scholarships/)
- **College Board**
  - <https://bigfuture.collegeboard.org/scholarship-search>
- **College Toolkit Scholarship Search**
  - <http://scholarships.collegetoolkit.com/scholarship/main.aspx>
- **CollegeNET'S Mach25 Scholarship Database**
  - [www.collegenet.com/mach25/app](http://www.collegenet.com/mach25/app)
- **EducationPlanner.org**
  - [www.educationplanner.org](http://www.educationplanner.org)
- **FastWeb**
  - [www.fastweb.com](http://www.fastweb.com)
- **FindTuition.com**
  - [www.findtuition.com/scholarships/](http://www.findtuition.com/scholarships/)
- **International Financial Aid and College Scholarship Search**
  - [www.iefaf.org/](http://www.iefaf.org/)
- **Louisiana Connect**
  - [www.louisianaconnect.org](http://www.louisianaconnect.org)
- **Sallie Mae Scholarship Search**
  - <https://www.collegeanswer.com/registration/Registration.aspx?mode=scholar>
- **Scholarship Experts**
  - [www.scholarshipexperts.com](http://www.scholarshipexperts.com)
- **Scholarships.com**
  - [www.scholarships.com](http://www.scholarships.com)
- **SRN Express**
  - <http://www.studentscholarshipsearch.com/>
- **U.S. Department of Education Scholarship Search**
  - <http://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>

## Loan Servicers

- **Nelnet** - [www.nelnet.com](http://www.nelnet.com)
- **Sallie Mae** - [www.salliemae.com](http://www.salliemae.com)

# EARNING COLLEGE CREDIT

**ADVANCED PLACEMENT (AP)** is a designation for courses that are taught in a high school at a college level. At the end of the course, students take a comprehensive AP exam. The cost of the exam is approximately \$94. Many colleges will award college credit hours for the course if a student achieves a score of 3, 4 or 5 on the AP exam. See the Senior News website for a list of up-to-date AP classes.

AP Scoring:

5 = extremely well qualified

4 = well qualified

3 = qualified

2 = possibly qualified

1 = no recommendation

**DUAL ENROLLMENT** classes give students who meet eligibility requirements an opportunity to earn college credit at a reduced rate while in high school. Final grades in dual enrollment courses are recorded on both the high school and college transcripts. Magnet currently partners with LSUS and Louisiana Tech to offer the dual enrollment classes. See the Senior News website for a list of up-to-date classes, requirements, and prices.

**THE COLLEGE LEVEL EXAM PROGRAM (CLEP)** is a computer-based credit by exam opportunity that offers the chance for students to be awarded college credit for knowledge gained through high school coursework. CLEP offers 33 introductory college-level exams in foreign languages, science, mathematics, business, English language and literature, social sciences, and history. Select CLEP exams are offered at Magnet (to students with teacher recommendation) in mid-December and mid-May.

A score of 50% or better on a CLEP exam correlates closely with college readiness; however, the required score for earning CLEP credit varies by exam. The amount of credit earned on an individual CLEP exam varies with each college. The CLEP exam fee is \$85 and each exam is 90 minutes in length. See the Junior News website for more information.

*\*Program/test prices and requirements are subject to change. Acceptance of credits through dual enrollment, AP, and CLEP is at the discretion of each college. Please check with the college you plan to attend to determine whether or not credit through these programs will be awarded.*

# ACT

The ACT (No Writing) consists of four multiple-choice tests: English, Mathematics, Reading, and Science. The ACT Plus Writing includes the four multiple-choice tests and a Writing Test.

Test			Content
English	75 questions	45 minutes	Measures standard written English and rhetorical skills.
Mathematics	60 questions	60 minutes	Measures mathematical skills students have typically acquired in courses taken up to the beginning of grade 12.
Reading	40 questions	35 minutes	Measures reading comprehension.
Science	40 questions	35 minutes	Measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural sciences.
Optional Writing Test	1 prompt	30 minutes	Measures writing skills emphasized in high school English classes and in entry-level college composition courses.

## 2018-2019 NATIONAL TEST DATES

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Registration Deadline</u>
September 8, 2018	August 10, 2018	August 26, 2018
October 27, 2018	September 28, 2018	October 14, 2018
December 8, 2018	November 2, 2018	November 19, 2018
February 9, 2019	January 11, 2019	January 18, 2019
April 13, 2019**	March 8, 2019	March 25, 2019
June 8, 2019	May 3, 2019	May 20, 2019
July 13, 2019	June 14, 2019	June 24, 2019

For more information on the ACT or to register for an ACT test, go to [www.actstudent.org](http://www.actstudent.org).

**When registering for a test, enter Magnet's School Code (192679) so a score report will be sent to the school. You will also want to list the TOPS office (LOSFA) as your first choice under Colleges. The LOSFA code for the ACT is 1595. The NCAA code for the ACT is 9999.**

*\*For information on test prep organizations and websites, check out the Senior News Website.*

*\*\*Cutoff for full TOPS award*

# SAT

The SAT is comprised of three multiple choice tests: Reading, Writing and Language, and Math. There is an optional essay.

Component	Time Allotted (min.)	Number of Questions/ Tasks
Reading	65	52
Writing and Language	35	44
Essay (optional)	50	1
Math	80	57
<b>Total</b>	<b>180</b> (230 with Essay)	<b>153</b> (154 with Essay)

## 2018-2019 NATIONAL TEST DATES

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Registration Deadline</u>
October 6, 2018	September 7, 2018	September 26, 2018
November 3, 2018	October 5, 2018	October 24, 2018
December 1, 2018	November 2, 2018	November 20, 2018
March 9, 2019**	February 8, 2019	February 27, 2019
May 4, 2019	April 5, 2019	April 24, 2019
June 1, 2019	May 3, 2019	May 22, 2019

For more information on the SAT, including official test dates, or to register for an SAT test, go to [www.sat.collegeboard.org](http://www.sat.collegeboard.org). When registering for the test, enter Magnet's School Code (192679) so a score report will be sent to the school. You will also want to list the TOPS office (LOSFA) as your first choice under Colleges. The LOSFA code for the SAT is 9019. The NCAA code for the SAT is 9999.

*\*For information on test prep organizations and websites, check out the Senior News Website.*

*\*\*Cutoff for full TOPS award*



# SENIOR INFORMATION

## GRADUATION

Caddo Parish Public Schools' policy requires that candidates for graduation must have completed all coursework, EOC (End of Course), and FAFSA (Free Application for Federal Student Aid) requirements as outlined in Bulletin 741 and may not participate, in any capacity, in graduation exercises, if these requirements are not met. Graduation 2019 is scheduled for Saturday, May 18<sup>th</sup> at 9:00 am, at the Shreveport Convention Center.

## ATTENDANCE

High School students must attend class a minimum of 3,758 minutes per semester to be eligible to earn credit. This year (2017-2018), students may have no more than 11 unexcused absences per class, fall semester and 11 unexcused absences per class, spring semester.

## COLLEGE VISITATION

(2 excused days per semester)

This is a privilege for a student who meets the following:

- is not in violation of the compulsory attendance law
- has prior (one week) approval from all teachers on College Visit Form, available in front office
- returns evidence of visitation to Attendance Clerk (signed document from college)

## HONOR GRADUATE CATEGORIES & FEES

Below are the GPA requirements and honor graduate regalia fees. If you meet the qualifications listed at the end of your senior year, you will be given the opportunity to purchase the appropriate regalia to wear to graduation.

### Honor Graduate Categories/GPA:

Summa Cum Laude (4.75-4.99)

Magna Cum Laude (4.50-4.74)

Cum Laude (4.00-4.49)

### Regalia Fees:

Honor Stole - \$23.00

Honor Cord (Red/Gold) - \$8.50

Honor Cord (Double Gold) - \$8.50

## COLLEGE APPLICATIONS

### Common App

The Common Application (Common App) is an online platform that allows you to complete one application and submit it to numerous post-secondary institutions. Colleges request a large amount of information from applicants. The Common App simplifies the process by collecting much of this information all in one place. This prevents you from repeating the details of your background, education, activities, and testing over and over again for every

school you apply to. Using this platform also enables you to stay on top of deadlines and manage tasks.

As your counselor, I am able to upload transcripts and Letters of Recommendation to the Common App. These items automatically get sent to all colleges you apply at. Remember, if you need a Letter of Recommendation, you must complete the Request for Letter of Recommendation form. The Request for Letter of Recommendation form must be submitted **at least 2 weeks** prior to the deadline date. A copy of the Request for Letter of Recommendation form can be found in the *Counseling Department Documents and Forms* section of Mrs. Miles' website.

To view the institutions (over 700) that accept the Common App and to create an account, visit the Common App website ([www.commonapp.org](http://www.commonapp.org)).

### **SENDEDU**

SENDEDU is a free, secure electronic document transfer service for counselors, teachers, and other officials involved in the application completion process. Some colleges request that transcripts, letters of recommendation, etc. be sent via SENDEDU.

If a college/university uses SENDEDU, you will be given an Official Document Request form to submit to me. Once I receive the Official Document Request form, I will send your transcript via SENDEDU. If you need a Letter of Recommendation, you must complete the Request for Letter of Recommendation form. The Request for Letter of Recommendation form must be submitted **at least 2 weeks** prior to the deadline date. A copy of the Request for Letter of Recommendation form can be found in the *Counseling Department Documents and Forms* section of Mrs. Miles' website.

### **Other Applications**

If you wish to apply to a post-secondary institution that does not use the Common App or SENDEDU, see Mrs. Miles to discuss the application process and deadlines.

## **MID-YEAR/SEVEN-SEMESTER REPORTS**

Hold mid-year reports until mid-year. Keep absences at a minimum and semester grades presentable. Do not chance losing admission and scholarship opportunities or having recommendations withdrawn.

## **LETTERS OF RECOMMENDATION**

To request a letter of recommendation from Mrs. Miles, complete the *Request for Letter of Recommendation* form. This form must be completed (front & back) and submitted to Mrs. Miles along with an updated resume. Requests for letters of recommendation must be made **AT LEAST 2 WEEKS prior to the deadline date**. Copies of the form may be picked up in the Counseling Complex or they can be found on Mrs. Miles' website.

## **RECORD REQUESTS**

Transcripts & Copies of ACT Score Reports  
\$3.00 EACH + 3.5% processing fee

Fees for transcripts and ACT score reports can be processed online through your [www.PayForIt.net](http://www.PayForIt.net) account. The Record Request Form **and** payment must be submitted before any transcript/ACT score report will be processed. Please allow **ONE WEEK** (5 working days) for the processing of your request.

The Record Request Form may be picked up in the Counselor's Complex. It can also be found on the Caddo Magnet website under the Counseling tab as well as on Mrs. Miles' website.

**IMPORTANT!** It is the student's responsibility to verify that he/she meets the qualifying requirements for the university/college prior to make a request for a transcript. Students are also responsible for verifying that the university/college will accept a copy of the ACT score report from Caddo Magnet High School.

**FREE Transcripts** - Three copies of your transcript (one per semester and a final copy) will be provided at no charge for your personal use. At the end of your senior year, your final transcript will be mailed to your home. An official transcript will also be mailed free of charge to the college listed on your Exit Summary.

## **NCAA – COLLEGE SPORTS**

**Division I or II:** In order to play college sports at a Division I or II school, you need to be certified by the NCAA Eligibility Center to compete. Create a Certification Account at the NCAA Eligibility Center website (<https://web3.ncaa.org/ecwr3/>) and the NCAA Eligibility Center will guide you through the process.

*You need to create a Certification Account to make official visits to Divisions I and II schools or to sign a National Letter of Intent.*

**Division III or Undecided:** Create a Profile Page if you plan to compete at a Division III school or are not yet sure where you want to compete. You will get an NCAA ID, and the NCAA Eligibility Center will send you important reminders as you complete high school.

**Additional Information:** NCAA information has been posted on the NCAA page of Mrs. Miles' website. You may also go to the NCAA Educational Resources webpage (<http://www.ncaa.org/student-athletes/future/educational-resources>) for more information.

## FINANCIAL AID

### Financial Aid Access Policy

Louisiana requires public school students graduating spring 2018 and beyond to take one of the following steps as part of their Individual Graduation Plan and as a requirement for graduation:

- Complete the FAFSA; or
- Complete the Louisiana TOPS form; or
- A parent or legal custodian (or a student legally emancipated or of the legal age of majority) may opt out of completing the FAFSA or Louisiana TOPS form by completing a waiver. *For more information on the waiver or to request a waiver, please contact Mrs. Miles.*

*\*Note – The FAFSA serves as your TOPS application.*

### Steps To Beginning The FAFSA Process

1. Go to <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid> and create a Federal Student Aid (FSA) ID. The FSA ID is the username and password you will use to access the FAFSA website. Each senior student, along with one parent, will need to create an FSA ID. You may do this now!
  - i. It's important to understand that the student and the parent may not share an FSA ID: Your FSA ID is your signature, so it has to be unique to you. If you are a parent of a dependent student, you will need your own FSA ID if you want to sign your child's FAFSA electronically. If you have more than one child attending college, you can use the same FSA ID to sign all applications, but each child must have his or her own.
  - ii. Please note: Each FSA ID user must have a unique mobile phone number and/or email address.
2. Starting **October 1**, you may begin completing the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## SCHOLARSHIPS

You are encouraged to search and apply for scholarships. While some scholarship applications are maintained in the Counseling Complex and information is posted on the *Announcement & Scholarship Opportunities* section of Mrs. Miles' website, there are countless other scholarships for your pursuit. Please refer to the Scholarships & Funding College section of my website for additional scholarship information. You are also encouraged to check with the colleges you are considering to see what scholarships they may offer.

# IMPORTANT DATES

## Progress Reports & Report Cards

Progress Reports will be issued to all students half way through each reporting period. Students typically receive report cards 4-5 school days after the end of the reporting period.

1 <sup>st</sup> Reporting Period	Ends October 11, 2018
2 <sup>nd</sup> Reporting Period	Ends December 20, 2018
3 <sup>rd</sup> Reporting Period	Ends March 8, 2019
4 <sup>th</sup> Reporting Period	Ends May 3, 2019 ( <i>seniors only</i> )

## Senior Information Night

All seniors and senior parents are encouraged to attend Senior Information Night on **Tuesday, August 21, at 6:00 PM**. A variety of topics relating to the senior year of high school will be discussed.

## College Night (*for juniors & seniors*)

College Night 2017 will be held **Wednesday, October 24, at 6:00 PM**. Parents and students are encouraged to attend. Representatives from local, state, and out-of-state colleges and universities will be on site. Representatives from the military as well as college/career & test prep organizations will also be on site.

## Testing

December 17-20	Mid-Term Exams
March 12	ACT ( <i>seniors scoring below a 20</i> )
April 8-12	CLEP Exams
April 30 – May 3	Senior Final Exams
May 6-10 & 14-17	Advanced Placement (AP) Exams

## Other

April 24	Senior Award Recognition Program – 1:30 p.m. in the PAC
May 2	Senior Picnic – 4 <sup>th</sup> – 7 <sup>th</sup> periods
May 8	Senior Breakfast – 10:30 a.m. at the Wyndham Garden Hotel
May 8	Graduation Practice – 1:00 p.m. in the PAC
May 18	Graduation – 9 a.m. at Shreveport Convention Center

# PRE-COLLEGE CHECKLIST FOR SENIORS

## August – September

- Review your high school coursework and activity plans. Keep in mind that colleges look for the following: challenging coursework, a strong GPA, and involvement in extracurricular activities such as sports, volunteer work, or church.
- Attend the CMHS Senior Information Night.
- Make a list of test names, dates, and fees, as well as college admission, financial aid, and scholarship applications and deadlines.
- Register to take the upcoming ACT/SAT test(s) – *if necessary*.
- Talk with your teachers and counselor about completing letters of recommendation.
- Work on application essays.
- Update your high school resume.
- Review your high school transcript and TOPS report for accuracy.
- If interested in early admission/decision, check with colleges' Admissions office for application deadline dates.
- Create a FSA ID (student and one parent).
- Begin to submit college/scholarship applications. As you receive scholarship/award notices, make sure to keep a copy. You will need this information for your Senior Exit Summary in in April.
- Check Mrs. Miles' website for scholarship opportunities, upcoming college visits, and other important news.

## October

- Beginning October 1, you may complete and submit your Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov), along with any other financial aid applications your chosen school(s) may require.
  - *Note – all males 18 and older must register with selective services to be eligible for federal student financial aid*
- Attend College Night at CMHS
- Register to take upcoming ACT/SAT test(s) – *if necessary*.
- Continue to submit college/scholarship applications. As you receive scholarship/award notices, remember to keep a copy.
- Check Mrs. Miles' website for scholarship opportunities, upcoming college visits, and other important news.

## November – December

- After submitting the FAFSA, you should receive your Student Aid Report (SAR) within three days to three weeks. Verify that your top school choices are listed on your SAR.
- Register to take upcoming ACT/SAT test(s) – *if necessary*.
- Continue to submit college/scholarship applications. As you receive scholarship/award notices, remember to keep a copy.
- Check Mrs. Miles' website for scholarship opportunities, upcoming college visits, and other important news.
- Finish the semester out strong. Keep your grades up and study hard for your mid-term exams.

# PRE-COLLEGE CHECKLIST (continued)

## January – February

- Continue working hard during the second semester – second semester grades will affect scholarship eligibility.
- Review your high school transcript and TOPS report for accuracy. Make sure you are on track for graduation.
- Register to take upcoming ACT/SAT test(s) – *if necessary*.
- Continue to submit college/scholarship applications. As you receive scholarship/award notices, remember to keep a copy.
- Check Mrs. Miles' website for scholarship opportunities, upcoming college visits, and other important news.

## March – April

- Register to take upcoming ACT/SAT test(s) – *if necessary*.
- Contact each financial aid office to make certain that your financial aid application is complete.
- Continue to submit college/scholarship applications. As you receive scholarship/award notices, remember to keep a copy.
- When you decide which school you want to attend, notify that school of your commitment and submit any required financial deposit. Many schools require this notification and deposit by May 1. If you applied to schools you do not plan to attend, make sure to notify their admissions office.
- Check Mrs. Miles' website for scholarship opportunities, upcoming college visits, and other important news.

## May

- Register to take upcoming ACT/SAT test(s) – *if necessary*.
- Check Mrs. Miles' website for scholarship opportunities, upcoming college visits, and other important news.
- Finish senior year out strong, do well on your final exams, take AP/CLEP exams (*if applicable*) and GRADUATE!!!

# TIPS FOR ACADEMIC SUCCESS

## General:

- Set up a daily time and place to study
- Write down homework assignments, tests, and projects along with due dates
- Review your notes and handouts on a daily basis
- Study everyday as if you have a test the next day
- Always look for new study-skills habits/strategies that may work for you!

## Notes:

- Listen carefully to the teacher
- Always write down things the teacher:
  - Writes on the board or overhead
  - Says are important to remember
  - Says over and over and over again
- Take your notes in outline form and write clearly
- Always put examples, page numbers or reminders next to your notes
- Leave room on your paper to expand or add to your notes after class
- Read over your notes as soon as possible after class
- Develop a short hand or abbreviation system to allow you to take notes in less time
  - Abbreviate words by:
    - Dropping middle letters such as “cont’d” (continued)
    - Dropping endings of words such as “Oct.” (October)
  - Use common symbols such as:
    - i.e. -- for “that is”
    - e.g. -- for “for example”
    - w/ -- for “with”
    - w/o -- for “without”
  - Develop your own common symbols for words you use frequently in note taking

## Textbook Reading:

- Glance at the chapter headings and subheadings
- Skim pages if you are looking for a general idea
- Read slowly if you are looking for details
- Read the summary paragraphs at the end of sections/chapters to get the general idea
- Use the SQ3R system (*this system is best used over a period of a few days*):
  - Skim - Skim the chapter before reading it; be sure to pay attention to all pictures, charts, and diagrams
  - Question - After skimming the chapter, write down two or three questions about the chapter or section
  - Read - Read the chapter carefully while taking outline notes of what you are reading
  - Review - Review your notes and use them to answer the questions you developed
  - Recite - Quiz yourself over the main concepts of the chapter



# TIPS FOR ACADEMIC SUCCESS

## Test-Taking:

- Before the test:
  - Have several study sessions prior to the test day
  - Do not cram the night before
  - Anticipate/predict test questions; creating a practice test can help with this
  - Complete any review sheets a teacher gives you
  - Review all notes, outlines, note cards, quizzes and/or review sheets for the current test materials
  - Take a deep breath before entering the classroom and tell yourself that you will do well because you have prepared well
- During the test:
  - Relax and take slow deep breaths if you need to calm yourself down
  - Look over the entire test first
  - Manage your time so that you are able to complete all sections
  - Read all directions very carefully
  - Answer questions you know first
  - Circle questions you can't answer; go back and answer them last
  - Review all your answers before turning in your test
- After the test:
  - Read any comments made by your teacher
  - Correct any wrong answers so you can use the test as a way to learn more about a subject...AND to study for finals
  - Talk with your teacher if you have any questions about an answer

## Keeping Focused while Studying:

- Take a short break - get up and do something after studying for long periods of time; stretch, take a walk, or get something to eat or drink
- After your break, go back to studying; review your notes to get a fresh start on your subject.
- Get plenty of sleep, eat a balanced diet, and exercise regularly
- Take time out for fun

*These tips were taken from a variety of sources including the Missouri Comprehensive Guidance & Counseling Program.*

# HOMWORK HELP

**Are you struggling in your classes? Check out the resources and information below...**

- The **Homework Gang** is a group of Magnet students who offer free tutoring on Sunday afternoons at the Broadmoor library. For more information, go to <http://caddomagnet.net/counselors/homework-gang/>.
- **HomeworkLouisiana** offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device. Go to <http://homeworkla.org/> for more information.
- As a service to the community, **The Learning Center** at Bossier Parish Community College offers FREE tutoring services to local high school students. Call before going to insure tutoring staff is available. Go to <http://bpcc.edu/thelearningcenter/highschoolinformation.html> for more information.
- **Khan Academy** is a not-for-profit educational organization with a mission of providing a free, world-class education to anyone, anywhere. The online materials cover subjects ranging from math and finance to history and art. Through this website, you will find thousands of bite-sized videos and step-by-step problems. Go to <http://khanacademy.com> for more information.
- **Peer Tutoring** is available on campus at Caddo Magnet High School. Students will be paired with other students for tutoring assistance before and after school and during lunch. See Mrs. Miles for more information.
- **A list of local tutors, along with other helpful homework help websites, can be found in the Homework Help section of the Senior News website:** <http://www.kerimiles.com/homework-help>.

# GLOSSARY OF HIGH SCHOOL TERMS

**Academic Advisement** – Students who do not have a 2.5 GPA or higher are placed on academic advisement. The students have one semester to raise their cumulative GPA to a 2.5 or higher. Any students who have been on academic advisement for a semester and do not obtain a 2.5 GPA or higher by the end of the school year will not be allowed to return to CMHS the following school year.

**ACT** – The ACT (pronounced A-C-T) is a required entrance exam for many colleges. It also qualifies students for dual-enrollment courses in high school. Students should register online at [actstudent.org](http://actstudent.org) and report their scores to Magnet High. The school code is 192679. When selecting colleges to send score reports to, students should list the TOPS office (LOSFA) as their first choice. The LOSFA code for the ACT is 1595.

**AP** – Advanced Placement (AP) is a designation for courses that are taught at a college level. At the end of the course, students take a comprehensive AP exam. Many colleges will award college credit hours for the course if a student achieves a score of 3, 4 or 5 on the AP exam.

**CC&TC** – The Caddo Career and Technology Center (CC&TC) is an extension of the Caddo Magnet High School campus. Students are eligible to take courses at CC&TC beginning in the sophomore year. Courses include Accounting\*, A/C & Refrigeration, Automotive Technology, Carpentry, Automotive Collision Repair, Commercial Art/Advertising Design\*, Culinary Arts, Dental Assistant\*, Digital Media, Drafting/CAD\*, EMT-Basic\*, Fashion Design, Fashion Styling & Makeup Artistry, Firefighter I\*, First Responder/Medical Terminology\*, Graphic Arts, Machine Shop, Marketing (DECA), Marketing I & II, Networking/Information Technologies\*, NCCER Core, Nurse Assistant\*, Teaching Professions\*, and Welding. (\*Enriched Course)

**Class Rank** – Your class rank is a number based on your GPA and the GPA of everyone else in your graduating class. If your GPA is high, your class rank will be a low number (ex: 34 out of 334). If your GPA is low, your class rank will be a high number (ex: 288 out of 334).

**College Level Exam Program (CLEP)** – A computer-based credit by exam opportunity that offers the chance for students to be awarded college credit for knowledge gained through high school coursework. The required score for earning CLEP credit varies by exam.

**Credit** – A unit of a course is referred to as a credit. Completing and passing a semester in a course gives you one-half credit. Completing and passing a year in a course gives you one credit.

# GLOSSARY OF HIGH SCHOOL TERMS

**Dual Enrollment** – Dual enrollment classes give students who meet eligibility requirements an opportunity to earn college credit while in high school. Magnet currently partner's with LSUS and Louisiana Tech to offer dual enrollment classes. Final grades in dual enrollment courses are recorded on both the high school and college transcripts.

**Elective** – An elective is a course a student chooses to take (ex: Mythology). Students must take at least three electives to fulfill graduation requirements.

**EOC Exams** – End-of-Course (EOC) exams are comprehensive exams given to students at the end of English II, English III, Algebra I, Geometry, Biology, and American History. Taken online during the months of April and May, the scores on the EOC exams are the second semester exam scores for those particular courses. In order to graduate, students must score "Approaching Basic" or better on three EOC exams, one in each of the following areas: English II or English III, Algebra I or Geometry, and Biology or American History.

**Exit** – In order to remain at Caddo Magnet High School, students must maintain a 2.5 weighted GPA and must be on track for graduation (with their graduating class). Students who do not meet the criteria may be exited from the school at the discretion of the principal.

**Extra-Curricular Activities** – An extra-curricular activity is any program, club, sport, team, or other activity that meets before or after the regular school day or during activity period.

**GPA** – Your grade point average (GPA) is an average of all your grades. It can be computed by adding up the quality points for each course and dividing that number by the total number of courses taken. Students have a weighted (5.0 scale) and unweighted (4.0 scale) GPA. At Magnet, students use a weighted GPA. Most colleges, however, request GPA's on an unweighted scale. TOPS uses a weighted GPA that is different from your Magnet GPA because it is only computed using the TOPS core classes.

**Individual Graduation Plan** – The Individual Graduation Plan (IGP) is a 5-year plan created during the 8<sup>th</sup> grade. It includes general graduation requirements as well as course work related to a student's chosen career cluster. The purpose of the IGP is to make appropriate post-secondary decisions as part of an overall career plan based on the student's talents and interests, graduation requirements, and postsecondary entrance requirements. The IGP is revisited each year by the student and the counselor to ensure the student's interests are still accurately reflected and that their completed course work and standardized test results put them on track to reach their aspirations.

# GLOSSARY OF HIGH SCHOOL TERMS

**Phase** – Magnet offers general, enriched, and honors level (phase) courses. The phase designates the pace and rigor of the class. Enriched and honors courses receive an extra quality point when computing GPA. They are also on a 10 point grading scale.

**Progress Reports** – A progress report is a grade notification given to students half way through each nine weeks period.

**PSAT** – The Preliminary Scholastic Aptitude Test (PSAT) is a practice test for the SAT. It is also used during 11<sup>th</sup> grade to qualify students for National Merit Scholarships. This test is given at Magnet the third Wednesday of October each year. 9<sup>th</sup> and 10<sup>th</sup> grade students may take the PSAT for practice. Registration will be held during the month of September.

**Quality Points** – Points assigned to letter grades of each course every semester are called quality points. These points are used to compute your GPA. Enriched, honors, GT, TAP, and AP courses are awarded an extra quality point per course.

Example:

A=4 B=3 C=2 D=1 F=0 **Unweighted scale**

A=5 B=4 C=3 D=2 F=0 **Weighted scale**

**Required Course** – A course you must take to obtain a Louisiana High School Diploma is called a required course.

**SAT** – The Scholastic Aptitude Test (SAT; pronounced S-A-T) is an entrance exam required for many colleges. Students should register online at [sat.collegeboard.org](http://sat.collegeboard.org) and report their scores to Magnet High. The school code is 192679. When selecting colleges to send score reports to, students should list the TOPS office (LOSFA) as their first choice. The LOSFA code for the SAT is 9019.

**TAP** – The Talented Arts Program (TAP) is for students who exhibit exceptional skills in vocal music, instrumental music, visual arts, or drama. To be screened for this program, please see your counselor.

**TOPS** – The Taylor Opportunity Program for Students (TOPS) is a scholarship given to Louisiana high school graduates who followed the TOPS curriculum, had a 2.5 weighted GPA on courses in the TOPS curriculum, and had an ACT score of 20 or higher. More information about TOPS can be found on pages 6 and 7 of this booklet and at [osfa.state.la.us](http://osfa.state.la.us).

**TOPS University Diploma** – The graduation requirements for students who plan on attending a 4-year college or university. All students at CMHS follow the TOPS University plan of study. (*see page 4 for TOPS University requirements*)

**Transcript** – A complete record of all high school courses taken is called a transcript.



Name: \_\_\_\_\_

English Teacher: \_\_\_\_\_

Class Period: \_\_\_\_\_

## **Senior Handbook 2018-2019** **CONFIRMATION RECEIPT**

I have reviewed the 2018-2019 Senior Handbook (found at [www.kerimiles.com](http://www.kerimiles.com)), which includes information on the following:

- Louisiana Graduation Requirements
- Magnet Coursework Policies (*Correspondence Courses, Extracurricular Athletics Credit & Health & PE Credits*)
- Louisiana Diploma Endorsements
- TOPS Requirements/Awards
- Louisiana College Admissions Standards (public, 4 year university)
- Financial Aid & Scholarships
- Earning College Credits (*AP, Dual Enrollment, & CLEP*)
- ACT & SAT
- Senior Information (*Graduation, Attendance, College Visitation, Honor Graduate Categories & Fees, College Applications (Common App, SENDedu, & other), Mid-Year/Seven Semester Reports, Letters of Recommendation, Record Requests (Transcripts & ACT Scores), NCAA College Sports, Financial Aid, & Scholarships*)
- Important Dates
- Pre-College Checklist

I grant Mrs. Miles permission to speak to colleges on my behalf. I also grant Mrs. Miles permission to electronically upload records requested by colleges.     YES     NO

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

*\*Return completed form to English Teacher by Tuesday, August 28\**

## CONTACT INFORMATION UPDATE FORM

It is very important that the school have up to date contact information for parents, guardians, and emergency contacts. If the mailing addresses, phone numbers, and/or email addresses you have on file with the school have changed, please complete the appropriate sections of the form below.

**DO NOT complete this form unless changes need to be made!**

### **Father**

Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### **Mother**

Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### **Guardian**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### **Emergency Contact**

Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_





**Senior News Website:**

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

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