

## Important Senior Class Information

The PTSA will be sponsoring meetings, events, and email distributions with important information, throughout the year. Please make sure you have joined the PTSA and included your email address to be added to the Email Distribution List. As a gift to the Senior Class, the PTSA will donate \$1.00 from each student membership.

- *During the next month, all senior English classes will be visited by the CAP advisor and a counselor.* Each student will receive detailed information to help with college decisions, applications, and graduation.
- Parents should not hesitate to contact their student's Counselor if they have questions or need guidance.

The school Counselors and Administrators are here to help you ! ! !

- Do not wait for your students to give you the packages they have received outlining the college application process. Ask them to show it to you.
- **A College Fair** will be held on **10/9 at 7:00PM in the GYM**. This is a good opportunity for your students (Seniors and Juniors) to talk to college recruiters.

Senior Class Officers: Kris Martin, Ali Jimenez, Alison Huston, Jenifer Gobie

- Most upcoming Senior events will require CASH payments.
- For the few instances where a check is accepted, the **student ID# must** be written on the check.
- Cap and Gown orders will be taken throughout the day on Friday 9/7. Make-ups are through Friday 9/14. Student must pay \$20 CASH, which includes rental of gown; cap, tassel and medallion.
- As a convenience, Herff Jones will be present for students wishing to buy their graduation announcements. These are the announcements that you choose to send to family and friends, letting them know your student is graduating. (Announcements are optional and at the discretion of the parents/students. You may also choose to order these from another vendor.)
- Each Senior attended Orientation and signed a contract agreeing to the following:
  - All seniors have been given a package with important dates
  - Complete document and submit Community Service hours to their counselor. Community Service is required for graduation, a project maybe from 1 hour to 100+ hours; however, a minimum of 75 hours is required to be eligible for the full "Bright Futures Scholarship".
  - All "Obligations" must be paid. Students are responsible for checking with the school Treasurer to determine if they have outstanding obligations.
  - Any student with a suspension will not be eligible to participate in any of the senior events.

- **Senior Pictures:** Deadline is in November to be included in the Year Book. Seniors are responsible for contacting Fox-Mar to arrange an appointment. Contact information - **Electronic mail**  
General Information: [sales@foxmar.com](mailto:sales@foxmar.com)

## **Kendall Studio**

Telephone ----- 305-596-1750

FAX ----- 305-279-4641

10535 SW 109 Court - Miami, FL 33176

- **Miami-Lakes Studio**

Telephone ---- 305-558-6891

FAX ----- 305-820-0422

6043 NW 167 Street - Miami, FL 33015

- **Homecoming** is in October. Homecoming Week:

- Sep 25 2:30PM /AUD. Clubs meet to plan Hallway Decorations and Prowl
- Oct 2 2:30PM / AUD. Prowl Rehearsal
- Oct 8 8:00 – 12 noon Decorate Hallways for Homecoming
- Oct 9 3 – 5 PM / AUD. Prowl Dress Rehearsal
- Oct 10 7:00PM / AUD Panther Prowl
- Oct 11 7:00PM Homecoming Game vs. Varela @ Harris Field
- Oct 12 7:30PM Homecoming Dance - Radisson Hotel Downtown

Homecoming Dance tickets will be on sale starting 9/12. Cost is \$45. Limited tickets

- Prowl tickets will cost \$5. Limited tickets

Senior class will sponsor additional activities:

*Obligations must be paid, less than 5 unexcused tardies and absence, no disciplinary infractions and Code of Conduct followed to be eligible to participate in these school sponsored events.*

**SENIOR CONTRACT – financial obligations, discipline, course credit, conduct, attendance, community service, min. GPA, FCAT**

There are “Important Guidelines and Rules” that students must follow. Non compliance may result in loss of parking privileges, exclusion from school and senior events, and or graduation.

### **Attendance**

- Seniors must clear absences; obtain tardy passes and admits from Attendance Office
- FCAT test days are not excused; No excused passes will be given
- No credits will be given for classes where student has 10 or more absences
- Check school website: <http://mpsh.dadeschools.net> using student or parent portal

## **Obligations**

- All financial obligations must be paid in order to participate in school activities.
- See the treasurer for information about monies owed to the school.
- Lost books become obligations for each student. Teachers will conduct a “Book Check” in January 2007.

## **Loss of Parking**

- Failure to follow Student Code of Conduct
- Failure to pay for obligations

## **Caps & Gowns**

- Order Friday, September 7, 2007
- \$20 includes rental of gown, & cap, tassel, & medallion
- Must be cash.
- Make-Ups: September 10, 2007
- Orders at Herff Jones cost more.

## **Graduation Announcements**

- Let family members and friends know about accomplishment
- The Graduation Announcement is not a ticket to Graduation Commencement
- Catalogs outlining announcement designs and options will be sent home
- Order on time...they do sell out
- Orders will be taken same days as caps & gowns
- Checks made out to Herff Jones...**cap/gowns paid cash separately**

## **Senior Panoramic**

- February 12, 2008, Senior panoramic picture will be taken
- Seniors will be served breakfast following the picture
- Seniors report to the Gym at 7:30 AM \*don't be late\*

## **Winter Formal**

February 22, 2008 - \$20.00  
7:00 pm - Village Center of Palmetto Bay

## **Senior Picnic**

- March 26, 2008
- Location: Metro Zoo
- Ticket Price: \$20.00
- Tickets go on sale 2/25/08 – 3/14/08 or until sold out
- Obligations must be cleared before ticket purchase

## **Prom**

- Saturday, April 12, 2008
- Jungle Island, Treetop Ballroom – 7:30 PM to 12 AM
- Price \$60.00
- **CASH ONLY**
- Ticket sales begin March 2008 until they sell out
- After-parties are NOT SPONSORED by school
- Obligations must be cleared before ticket purchase

## **Graduation**

- Number of Tickets per student will depend on the venue
- Everyone needs a ticket!!!
- Tickets will be given on 5/28 with caps & gowns during school
- Students must exhibit Good Behavior at graduation ceremony to receive their diploma
- No diploma will be awarded until **all** obligations are cleared. (Includes lost books)

## **Conclusion**

- Please remind seniors of important dates
- Order gowns/announcements on time
- Community service must be completed and turned in by 1/18/08
- Remind seniors to stay out of trouble
- Encourage seniors to participate!

**Yearbook** – A tradition at Palmetto High is to purchase a “Personal Page” in the yearbook for your Senior. Parents can surprise their children or coordinate with their seniors to submit a page of photographs to serve as a keepsake. Forms are available from yearbook students or pick a form up in the Main Office. Yearbook advisor: Mr. Pantan

**Bonnie Hannemann, Department Chair for Counselors:** valuable information to insure that all Seniors and their parents are prepared for graduation and the college application process. A letter is being sent to all parents of seniors to advise them of any missing requirements for graduation. Call or email your child’s counselor if you have any questions.

## **Are your documents in order?**

- Choose a name! Make sure you use the name you are registered under with Dade County Schools on all college applications and communication.
- Make sure the spelling of your full name is the same as your school registered name
- Date Of Birth
- Social Security Number
- Grades – It is the student’s responsibility to ensure that any change of grade agreed to is changed in the official school record database
- Credits (dual enrollment, etc.) If a student attended a summer program or virtual school, check to make sure that the grades have been received

- Community Service Hours – Students must submit their Community Service Hour forms along with a half page essay to their counselor
- Personal Profile – a form has been provided to each Senior

### **College Search**

#### *Factors that are important:*

- Admission requirements – look for a “Good Fit” based on the student’s strengths
- Costs – Be realistic in applying to affordable schools
- Size – Big is not always better. What environment is best for your child
- Personality of Campus – Should offer a compatible environment
- Location – Distance from home and climate are also important to consider

#### **Testing:**

- SAT/ACT – Check deadlines on [www.Collegeboard.com](http://www.Collegeboard.com) and [www.act.org](http://www.act.org) to meet application deadlines
- SAT II – College requirements will specify if required
- Deadlines (What is the last possible test date accepted?)
- Sending scores (Allow 3 – 5 weeks) - Scores are sent directly to colleges by SAT or ACT . Parents/ Students arrange for test scores to be sent
- RUSH - Not all colleges accept “RUSH” scores
- Students may continue to take the SAT and / or ACT after college applications have been submitted to qualify for scholarships.

#### **Essay:**

- Essays should be tailored to fit the college to which you are applying. Answer the prompt.
  - State Universities: UF, FSU, UCF – Have specific prompts
  - Private or Some Out-of-State Universities – Check website for essay requirements
- Adhere **strictly** to essay requirements (word count)
- Tailor your essay to the school you are applying. Tell them what you will bring to the college, i.e. initiative, leadership.
- Hint: Make sure community service hours, school curriculum and/or recommendation letters support your essay when focusing on your accomplishments

#### **Recommendations:**

- Senior Profile – Provides information that is unique about student. Counselors will use these profiles to write letters of recommendation to colleges
- A Parent Brag Sheet is on the back of the profile. Make sure to write about the strengths and accomplishments of your child.
- Time Needed – Counselors **need** approximately **2 weeks** to prepare recommendation letters.

## **Applications:**

- On line – Most colleges now have online applications. Check college websites
- Paper – When using paper applications, allow at least 5-7 days before deadline for college to receive
- Common with supplements – colleges may defer an application if all required documents have not been received by deadline
- Mail applications WELL BEFORE deadlines
- Always give yourself enough time to resend an item.
- In Rolling Admission colleges - Students have a higher percentage acceptance rate with “Early Decision”
  - Acceptance potential (%) declines with each deadline
- Summer term applications potentially increase chances for acceptance
- The early bird gets the worm!
- Acceptance, Deferral, Denial
- Open your College Admission file

## **Process**

- Student submits student profile to counselor for letters of recommendation. Make sure to request a recommendation for each school you are applying. Submit profile at least 2 weeks prior to deadline.
- Complete a request for transcript form indicating all schools that are to be sent your transcripts.
- Student submits college application (Electronic or Paper as indicated) and essay if required
- Mail application 1 to 2 weeks prior to deadline to allow time for corrections and additions

## **Transcripts**

- Request for transcripts should be available by 9/19. Submit form to Mrs. Maggio.
- Once student submits request for transcript, no changes in Sr. Class schedule can be made
- 3 Methods for sending a transcript
  - Hard Copy with no counselor recommendation
  - Hard Copy accompanied by a counselor recommendation
    - Time Frame – allow 2 weeks before deadline for documents to be mailed
  - Electronic
    - Time Frame – allow “In State Florida Schools” 3-4 days before deadline
  - All transcripts must be certified

## **FACTORS that influence admission decisions:**

**50% =**

- Academic Profile
- Grade Point Average, Rigor of classes, SAT/ACT

**50% =**

- Early Decision or Early Admission
- Under represented ethnicity
- Essay and counselor recommendation
- Extra Curricular Activities
- Geographic location
- Hardship or challenge overcome
- Single Parent home
- Low income
- First Generation
- Legacy
- Student Characteristics

**Play it Safe!!!! ALWAYS HAVE**

- One Academic Safety School
- One Financial Safety School

State Schools in Florida – All documents can be submitted electronically. **Counselors need 2 weeks to prepare letters of recommendation.**

Check websites school application deadlines

**Any student who applies and accepts “Early Decision” to a college must rescind all other pending college applications.**

Out of State and Private Schools necessitate paper transcripts and letters of recommendation. Allow counselors 2 weeks to complete recommendations. Provide a legal size envelope with 2 or 3 first class stamps.

**All Florida Students with a 2.9 GPA and above should apply for Bright Futures Scholarships** – Applications should be submitted after the Bright Futures assembly in January. 75 hours of Community Service are required to qualify for the full Bright Futures Scholarship.

**Acceptance:**

May 1 is the date to commit to universities.

Final acceptance to all colleges is pending your final transcript.

**You must submit a request for a final transcript to be sent to the school you are accepting.**

**Questions and Answers**

- Q. Once a student is accepted to a college, can the college reverse their decision?  
A. Yes. Colleges will look at Seniors class schedule and grades. Acceptance letters have been deferred and even rescinded in cases where students failed to perform.
- Q. How many Community Service Hours are required for graduation?  
A. Only 1 hour is required for graduation. However, the full Bright Futures Scholarship requires 75 hours. Completed hours appear on the transcript

- Q. Do students graduating from Miami Palmetto High School have a better chance of being accepted to a college?
- A. Palmetto High School has an excellent reputation among universities for high achieving students who successfully complete the baccalaureate studies.
- Q. Do colleges count the words in the essay?
- A. Yes. It is recommended that you complete your essay using Microsoft Word to insure an accurate word count.
- Q. All applications have a space for “Additional Information”. Can that area be used to include an overflow from my essay?
- A. No. Colleges want to see information in this area that highlights why they should accept you. Make sure to put meaningful information here. Do not leave this area blank.
- Q. If I have not received confirmation of my SAT or ACT test date, how do I know that I am registered to take these tests?
- A. Confirmation for the SAT can be found on line at [www.collegeboard.com](http://www.collegeboard.com). ACT confirmation is sent to the student’s address provided in the registration. If you have not received your confirmation for either test, contact your counselor.