GEAR UP TN Claiborne County

September 2019

Dear Parents/Guardians,

I am delighted to inform you that every high school senior at Claiborne High School and Cumberland Gap High School will receive a Next guidebook this year. It is important to us that we partner with you during your student’s senior year. The Next Guide is our way of providing you and your student with important information they will need to enroll in college, enter the workforce, or join the military. Guide books will be given out during Senior Seminars this month.

This Guide is a valuable resource that will serve to support your child through the ***Next*** steps that must be taken during their senior year. Whatever path your student takes after graduation, this guide has information that can help them prepare. The guidebook includes sections and tabs for easy access to information, resources, and deadlines that are critical during the senior year. The topics covered are provided below:

**Table of Contents**

Section 1: Staying on Track

Staying on Track

University

Community College

Tennessee Colleges of Applied Technology

Military Enlistment

Workforce

Section 2: College Applications

Collecting Personal Information

Family Information and Other Personal Information

What is the Best Fit for Me?

Applying for the Tennessee Promise

Tracking College Applications

Taking or Re-Taking College Entrance Exams

National ACT Dates

Transferring from a Community College to a University

Picking Your Pathway!

Section 3: The FAFSA and Financial Aid

What is Financial Aid?

Federal Student Aid

What Types of Federal Student Aid are Available?

Tennessee Financial Aid

FAFSA Facts

Pre-FAFSA Information

The FSA ID

Filing the FAFSA

SAR (Student Aid Report)

Making Corrections on your FAFSA

Financial Aid Award Letters

Section 4: Scholarships

What is a Scholarship?

The What, Where and How of Scholarships

Writing a Personal Statement

Writing a Standout Essay

Proofread and Revise Your Essay

Letters of Recommendation

Recommendation Request Form

Scholarship Application Tracking

Section 5: Pursuing a Future in the Military

General Information about Enlisting and the ROTC Alternative

Military Websites

ROTC Programs by Branch of Service

Section 6: Joining the Workforce

When Entering the Workforce is Your First Step

Resume and Job Application Information

Creating a Resume

Sample Resume

Creating a Cover Letter

Sample Cover Letter

Section 7: After Graduation

Summer College Checklist

Glossary

**IMPORTANT NOTE:** Please be aware that the Guide provides space for students to record personal information such as passwords and social security numbers. Students are advised to keep their guidebooks secure and to share its contents only with trusted adults such as guardians or teachers. This creates a guide for the student to have conversations about these topics with a caring trusted adult and to come up with an organizational system and strategy that work best for the student and their family.

We are pleased to offer this resource to you and your family and we are happy to answer any questions you might have as the senior year progresses. Please feel free to direct those questions to me at the number listed below.

Thank you,

Danna Smith

GEAR UP TN Claiborne County Site Coordinator

Text Preferred (423) 851-2041