

Life Christian Academy

High School Guide

High School: Year by Year

Student Name _____

High School Coordinator: **Robyn Schrock**, 256.426.3197
robyn.schrock@nlbc-harvest.org

Team Leader: _____

Grade 8 (may take up to 4 core courses for credit, with approval, but 8th grade students are not required to begin high school coursework.)

Checklist	Will 8 th grade student take high school courses?
IF NO	No action needed, see 9 th grade list next year.
IF YES	Spring prior to 8th grade Attend high school meeting for newcomers Meet with High School Coordinator (HSC) for rising 8 th grade student
	August 10 Sign up for testing: Iowa Basic Submit 4 year high school plan Submit course descriptions for each high school course planned for credit.
	September/November/January/March/May – records check with Team Leader
	January Submit copy of grade card HSC +team lead in boxes in LCA office, number grades for high school classes
	Spring prior to 9th grade – attend the high school meeting, schedule meeting with the HSC if needed.
	June 10: Submit copy of final grade card to HSC +team lead to include number grades for high school courses and credit awarded for each course finished

Reminder: On course descriptions and grade cards, the course title and number of credits as well as final number grade are what goes on the student's transcript.

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Grade 9

Checklist	If student did not start coursework in 8 th grade, attend newcomers high school meeting and schedule conference with High School Coordinator (HSC). If student started coursework in 8 th grade, attend regular high school meeting for 9 th grade.
	August 10 Submit updated 4 year plan Submit course descriptions for each high school course planned for credit. Please use the course title you want listed on the transcript. Register for testing, choose at least one. (Iowa basic)
	September/November/January/March/May – records check with Team Leader
	June-May Begin keeping a personnel record for any honors, achievements, service hours, and extracurricular activities. These will be needed for college scholarships and/or job resumes. Important that you keep this yearly. It is hard to remember things when looking back over 4 years of high school!
	January Submit copy of grade card to Team Leader and HSC Attend college fair at LCA (optional)
	Spring prior to 10th grade – attend the high school meeting schedule meeting with the HSC if needed
	June 10th Submit copy of final grades to HSC and team lead including number grades and credit hours for each course finished. Submit service hours form for service club and transcript desired.

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Grade 10

Checklist	Spring prior to 10th grade Attend regular high school meeting Schedule conference with High School Coordinator (HSC) if needed
	August 10 Submit updated 4 year plan Submit course descriptions for each course planned for credit Register for testing for 10 th grade, choose at least one (Iowa, PSAT, ASVAB, ACT,SAT)
	September/November/January/March/May – records check with Team Leader
	June-May Continue keeping a personnel record for any honors, achievements, service hours, and extracurricular activities. Begin research of colleges or trade schools to learn requirements such as foreign languages, certain electives, admission testing scores needed, scores needed for scholarships, etc.
	September Attend UAH College Fair, date TBD
	January Submit copy of grade card HSC+ team lead Attend college fair at LCA, check calendar for date
	Spring prior to 11th grade – attend the high school meeting schedule meeting with the high school coordinator if needed
	By May 31: Submit application for Association of Christian Schools honor society if student qualifies and desires to be a member. Membership will be retroactive to 10 th grade year.
	By June 10th Submit copy of final grades including number grades and credit hours for each course to HSC + team lead Submit service hours form for service club and transcript if desired.

Reminder: On course descriptions and grade cards, the course title and number of credits as well as final number grade are what goes on the student's transcript.

Reminder: Keep a copy of all applications, financial aid forms, recommendations, letters sent, transcripts, etc. so that you do not have to repeat the process for every new application.

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Dual Enrollment (DE) Optional Junior/Senior Year

Checklist	
	High School Course Grades 3.0 or higher Acceptable ACT or SAT score for the institution student is planning dual enrollment.
	Verify with Calhoun, UAH, UA Early College, Bryan College Online, etc. for dates/deadlines and requirements for dual enrollment
	Submit application online or as required by school of choice, designate as DE student
	Download form for LCA office to sign from college website. High school coordinator plus one other office staff must sign. LCA will keep a copy also. (This is not necessary for Bryan College.)
	Request transcript from High School Coordinator,
	Meet with Dual Enrollment coordinator at college and schedule classes
	If UAH or Calhoun: Each semester that the student plans to dual enroll you will need to have a form filled out at LCA and meet with the Dual Enrollment coordinator of the college selected to register for classes. Check dates at your chosen college.

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Grade 11

Checklist	<p>Spring prior to 11th grade Attend regular high school meeting Schedule conference with High School Coordinator (HSC) if needed</p>
	<p>By August 10 Submit updated 4yr plan Submit course descriptions Register for testing for 11th grade (Iowa basic, PSAT, ASVAB, ACT,SAT), choose at least one per year This is the year that PSAT scores may qualify a student as a National Merit finalist. If planning to attend college, the student should take either ACT or SAT or both.</p>
	<p>Sept. (date TBD): Attend junior research paper workshop or meet with research paper coordinator. Research paper is required this year. See high school manual for options on credit or non-credit paper. Email research paper coordinator if you have questions.</p>
	<p>September/November/January/March/May – records check with Team Leader</p>
	<p>June-May: begin college, trade school, military or ministry search Continue keeping a personnel record of any honors, achievements, service hours, and extracurricular activities. Research colleges or trade schools to learn requirements such as foreign languages, specific electives, admission testing scores needed, and scores needed for scholarships, etc. Junior year is also a good year to apply for local and national scholarships- search out opportunities! Begin narrowing down career choices and post high school education route-college versus trade school. Request information from colleges of interest and begin doing campus visits. (Many colleges have visitation days scheduled in the spring, check the college website) Trade schools and apprenticeships should also be explored for those interested. It is helpful that you do as many of your college visits this year as possible.</p>
	<p>Sept: Attend UAH college fair, date TBD</p>
	<p>Age 16 – if interested in military career you may request a visit with a military recruiter. ASVAB is needed for this career choice.</p>
	<p>January Submit copy of grade card to HSC + team lead Attend college fair at LCA, check calendar for date</p>
	<p>Spring prior to 12th grade – attend the high school meeting schedule meeting with the HSC. This is important to verify that your students’ transcript is correct and verify that he is meeting requirements for graduation.</p>
	<p>By May 31: Submit application for Association of Christian Schools honor society if student qualifies and desire to be a member.</p>
	<p>By June 10th Submit copy of final grades including number grades and credit hours for each course Submit service hours form for service club and transcript if desired. Submit research paper</p>

Reminder: On course descriptions and grade cards, the course title and number of credits as well as final number grade are what goes on the student’s transcript.

Reminder: Keep a copy of all applications, financial aid forms, recommendations, letters sent, transcripts, etc. so that you do not have to repeat the process for every new application.

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Grade 12

Checklist	Spring prior to 12th grade Attend regular high school meeting Schedule conference with high school coordinator (HSC)
	Summer Verify with college/s or trade school for application deadlines. Please give high school coordinator a one-week request period for transcripts needed. (Throughout the summer and school year needs will arise for a transcript. Please submit request to the HSC by email as soon as you know you will need a transcript. A minimum of one week is preferred. A contact person and correct address for submittal is needed with your request.)
	By August 10 Submit updated 4yr plan if there are changes from last year Submit course descriptions Sign up for testing (Testing not required if minimum requirements for graduation have been met. Student may choose to retake ACT or SAT to improve scores.)
	August Begin college application process. Auburn is sooner, check college website
	September/November/January/March/May – records check with Team Leader
	September Schedule senior pictures
	Fall By October narrow college choices. Schedule college campus visits if you have not already done so. Request or research scholarship information for the college/s your student is applying to. Also, search for local and national scholarships and apply by deadlines .
	If interested in military career you may request a visit with a military recruiter. ASVAB is needed for this career choice.
	December 1 Deadlines for college scholarships begin. Check with your institution as dates vary.
	March Attend Graduation Meeting
	May 10 Submit copy of final grade and service hours for transcript to be completed. If not done prior, honor society application may be made for seniors.

Reminder: Keep a copy of all applications, financial aid forms, recommendations, letters sent, transcripts, etc. so that you do not have to repeat the process for every new application.

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Graduation

Checklist	
	Spring prior to Senior year Meet with the High School Coordinator to check requirements for graduation and transcript.
	Fall
	Begin college or trade school applications
	Check with your institutions of choice for deadlines and paperwork requirements
	Schedule and finish ACT/SAT testing
	Have Senior pictures taken
	Compile resume of accomplishments for scholarship applications
	If trade school: begin connecting with local businesses for apprenticeships or trade school programs
	January Turn in copy of report card with number grades and credit hours.
	March Attend graduation meeting. This is required for each student and one parent. Decisions are made at this meeting regarding speakers, music, refreshments, style of reception, a final check of the students' transcript and the announcement of Valedictorian and Salutatorian.
	March/April Order graduate announcements and Senior pictures Make reservations for out of town guest if needed Pay graduation fee to LCA Send photos of graduate to yearbook and contact person for graduation video Begin collecting items for senior table at graduation reception
	Early May Finish the majority of course work and submit final grade card with grades and credit hours and service hours (if desired) ASAP!
	Pick up graduation gown at LCA office
	Graduation Practice Date: _____ Time: _____
	Graduation Day _____ Arrive Early! Time: _____

Reminder: Keep a copy of all applications, financial aid forms, recommendations, letters sent, transcripts, etc. so that you do not have to repeat the process for every new application.