

HAMPDEN ACADEMY CHECKLIST | 2020-21

Dear Parents and Students,

Attached is a checklist that will assist you in applying to high school. Please read the following guidelines:

Completing the checklist items...

This process is to be completed by students in conjunction with their parents. Parents – please resist the urge to do this for your students. They will receive a great deal of support and guidance and it is an important learning opportunity for them as they transition to a time of more responsibility.

It's important to follow this process....

All application materials must be completed as outlined in this process. Due to the quantity of applications/registrations all materials must be turned in through the guidance office to ensure accurate and timely submission. Anything sent directly to the high schools may result in an incomplete or late submission.

What support is there to complete the checklist?

All deadlines will be announced in one of the following ways: during announcements; posted on Google classroom; announcements in guidance class; and through the Remind-text message system. Students will have time and support to complete items from the list during guidance class but will also need to do some work at home.

When should we complete the checklist items?

Students are advised to complete items with enough time to review and double check for quality. Reviewing materials at home with parents is highly suggested. Students will be given time in guidance classes to work on some checklist items; however, students should expect a combination of in-school and at home time to complete all requirements. Time at home is a must if they are completing multiple applications and/or registrations.

How strict are the deadlines?

Students are expected to adhere to the deadlines as some are set by the high schools themselves and others are set by Holbrook in order to allow us to gather documents in time for submission. That said, there is often room for flexibility so please have students talk with me if they miss a date/deadline.

Do you have any other questions?

Please contact me by phone or email.

Phone| 843-7769 Email | jwalters@rsu63.org

Joy Walters

School Counselor

HAMPDEN ACADEMY APPLICATION CHECKLIST | 2019-20

DONE	TASK	DATE DUE
✓	GET REGISTRATION MATERIALS <ul style="list-style-type: none"> • Handed out at High School info day on January 13th • If you were not here or are remote there is a copy for you in the office @ Holbrook 	Available as of January 13th
	SIGN UP FOR REMIND <ul style="list-style-type: none"> • Remind is a text message system I use to make sure students and parents never miss a deadline. • You do not need to download the app to get the messages. Follow this link to sign up.. https://www.remind.com/join/4c4bk2g 	ASAP
	SIGN UP FOR STEP UP DAY <ul style="list-style-type: none"> • Step up days look different this year and will be held @ Holbrook during the week of Feb 1-8th. • Please sign up using the google form located in the 8th Grade Guidance Google Classroom. 	DUE @ Holbrook January 29th
	ATTEND STEP AHEAD DAY <ul style="list-style-type: none"> • This will be a virtual event @ Holbrook during the week of FEB 1-8. 	Attend @ Holbrook or Virtually if remote.
	ATTEND VIRTUAL CURRICULUM NIGHT <ul style="list-style-type: none"> • This is optional but recommended for you and your parents on Feb 10th @ 6 pm. • Hampden Academy will provide a link as we get closer. • No RSVP required 	Attend Virtually @ Feb 10 6 pm
	TURN IN YOUR COMPLETED APPLICATION TO THE GUIDANCE OFFICE <ul style="list-style-type: none"> • This is a paper application. Applications should be placed in the folder in the guidance office by March 2nd. • Your parents must sign the application. • Holbrook will gather necessary records and Mrs. Allen's signature and deliver them directly to Hampden Academy by the March 5th deadline. 	DUE @ Holbrook March 2nd
	WAIT FOR AN ACCEPTANCE LETTER <ul style="list-style-type: none"> • Will be mailed to your home. 	Mailed by March 12th
	NOTIFY HAMPDEN THAT YOU WANT ATTEND <ul style="list-style-type: none"> • Be sure to follow instructions on the acceptance letter. 	See Acceptance Letter
	SIGN UP FOR CLASSES <ul style="list-style-type: none"> • A school counselor from Hampden will visit Holbrook to take you through the class registration process. 	TO BE ANNOUNCED