

HELPING STUDENTS MAKE A COLLEGE DECISION

STEP 1: MEET, PLAN & TRACK

These items track student' progress and ensure they are equipped to make a college decision.

- ❑ **Communicate end of year requirements** to students early.
 - Provide students with “Making a College Decision” checklist, make sure students understand all required steps to enrolling in college and participating in Decision Day.
- ❑ **Schedule 1-on-1 meeting** with each senior (if possible) to **create college list** using **match, reach and safety** and **action plan** for completing college prep requirements.
 - Invite parent/guardian to join or call after with overview of student plan.
- ❑ **Utilize a College Data Tracker** to keep track of each student’s college progress.
 - Feel free to use the DCAN [Senior College & Career Tracker](#) if needed.
- ❑ **Collect copies** of student documents throughout the college process.

<ul style="list-style-type: none"> ▪ Acceptance letters ▪ Proof of FAFSA Completion 	<ul style="list-style-type: none"> ▪ Award Letters and Scholarships ▪ Detroit Promise/TIP Registration
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- ❑ **Rally admin/teacher support** to hold students accountable.
 - Incorporating into class work, senior privileges, prom or graduation requirements.
- ❑ **Encourage campus visit**, virtual tours and calling/email schools to self-advocate.
- ❑ **Verify final decision** by confirming next steps were complete to **prevent summer melt**.
Goal: Every student has postsecondary plan on file for sending final transcript.
 - Confirm enrollment deposit was paid, waived or deferred.
 - Financial Aid Award letter was received.
 - Registered for Freshman Orientation. (require students inform you of orientation date)
 - Detroit Promise ATR form complete and returned for promise recipients.
 - Summer Bridge enrollment confirmed (if applicable).

STEP 2: CELEBRATE STUDENT DECISIONS

Below list resources and ideas to celebrate students who made a final college decision.

- ❑ **Host a College Decision Day Event** (in school or virtually).
 - Go to BetterMakeRoom.org/collegesigningday to register your event.
- ❑ **Pick a date and make a plan** that works best for your students.
 - Utilize the [College Signing Day Event Planning Guide](#).
- ❑ **Virtual Decision Day 2020**. During these times, we still want to celebrate our students!
 - Use [social media](#) to engage students by posting photos revealing their decision.
 - Create school specific #hashtags for students to use and easily see fellow classmates.
 - Encourage [Tik Tok](#) reveals or create [Flipagram](#) of student pics to share on social media.
 - Invite students to join Facebook live/Instagram live hosted on school platform, wear college gear and comment with final decision and what they are most excited about.

STEP 3: SUMMER MELT SUPPORT

Below are some things you can do during summer transition to support students.

- **Send final transcript** to institutions or send email/text reminders for students to do so.
 - Utilize spreadsheet detailing each student postsecondary plan.
- **Collect personal email address and phone number** to add to alumni database.
 - Reach out to alumni quarterly (or a frequency that works for you) to see how things are going, invite to school volunteer events, panels, mentor etc.
- **Contact students via phone/email** over the summer for any last-minute support.
- **Refer students to summer support resources.**
 - DCAN Summer PACE Center.