

Class of 2021

BHS Senior Transition Guide



Bismarck High School Demons

2020-2021

YOU ARE HEREBY NOTIFIED Bismarck Public School District #1 does not discriminate on the basis of sex in the education programs or activities which it operates, and that it is required by Title IX and Part 86 of the Department of Education regulations not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment therein.



Class of 2021 Senior Transition Guide

Steve Meier, Counselor, Last Names A-F
Janelle Wibstad, Counselor, Last Names G-K
Barb Coyle, Counselor, Last Names L-R
Julie Berg, Counselor, Last Names S-Z

Bismarck High School Mission Statement

The Mission of Bismarck High School is to foster a tradition of excellence by empowering students to become responsible citizens who make sound personal choices and decisions.

Bismarck High School Website:

<https://www.bismarckschools.org/BHS>

Scholarship Opportunities and Searches – Scholarship announcements that are sent to Bismarck High School are updated continuously. Be sure to check the listings often.

FAFSA - complete the Free Application for Federal Student Aid Form online. Other helpful financial aid tips are provided as well.

<https://studentaid.ed.gov/sa/fafsa>

Scholarship Search Websites

[Cappex.com](#)

This site provides student reviews of 3,000 colleges, displays your admission chances on a scattergram view, and allows a search for \$11 billion in merit scholarships.

[FastWeb](#)

A free scholarship search service, helps students in making the decisions that shape their lives: choosing a college, paying for college, and finding jobs and internships.

[Federal Student Aid Scholarship Search](#)

[MeritAid.com](#)

Comprehensive website dedicated to helping students find merit-based scholarship opportunities from colleges across the country.

[RUReadyND](#)

Explorer, Planner, and Testive

Career Planning

[AnyCollege.com](#)

Resources include search tools, scholarship drawings, college information request forms, information on featured colleges and universities, and other resources for students, parents, and counselors.

[Cappex.com](#)

This site provides student reviews of 3,000 colleges, displays your admission chances on a scattergram view, and allows a search for \$11 billion in merit scholarships.

[CareerOneStop](#)

Explore careers, salary and benefits, and education and training sites. Search for jobs in all 50 states. Tips are given for resumes and interviews as well.

[RUReadyND](#)

Explorer, Planner, and Testive

[Military Academies](#)

Information regarding military academies and the nomination process including general guidelines and timelines.

[Occupational Outlook Handbook](#)

The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. The Handbook is revised every two years.

[Job Service North Dakota](#)

Job Service North Dakota provides customer-focused services to meet the current and emerging workforce needs of the state.

O*NET - Occupational Information Network

America's Career Resource Network (ACRN): ACRN consists of state and federal organizations that provide information, resources and training on career and education exploration.

Transcript Requests

Transcript request forms are available in Student Services from Mrs. Schmidt or online under the BHS counseling page.

NCAA Clearinghouse Registration Website

NCAA Clearinghouse Online

The Clearinghouse serves three main constituent groups: prospective student-athletes, high school administrators, and NCAA member institutions. Some of the pages accessed from this site require pre-registration or PIN-protected information. BHS High School Code is 350-158

Test Information

Bismarck High School Code Number 350-158

Visit student services or online for more information.

Students are urged to take the ACT as early as possible after junior year. ACT's website is www.actstudent.org.

You may register for either of two Test Options--the ACT Assessment or ACT Assessment Plus Writing, which includes a 30-minute Writing Test. Not all colleges and universities require a Writing Test - Please contact your college of choice to inquire if the writing portion is required. The required junior statewide ACT test, DOES include the writing portion.

2020-2021 National ACT Test Dates & Deadlines	
TEST DATE	REGISTRATION DEADLINE
September 12, 2020	August 14, 2020
October 24, 2020	September 18, 2020
December 12, 2020	November 6, 2020
February 6, 2021	January 8, 2021
April 17, 2021	March 12, 2021
June 12, 2021	May 7, 2021
July 17, 2021	June 18, 2021

Cost:	ACT (No Writing)	\$55.00	Late Fee Add \$30.00
	ACT (Plus Writing)	\$70.00	Standby Add \$55.00
	1 section retest: \$44.00	2 sections retest: \$48.00	3 sections retest: \$52.00

Reminder: Be sure you include the high school code for BHS when you register: 350-158

Test Preparation

Testive: www.ruready.ND.gov

Preparing for the ACT

Preparing for the ACT is available at <http://www.act.org/content/dam/act/unsecured/documents/Preparing-for-the-ACT.pdf>

ZAPS: ACT test prep seminar available at local public high schools in the spring and fall.

Senior Checklist for Postsecondary Planning

September – October

- Apply to a North Dakota college for free during College Application Day in October.
- Read the *Career Outlook* for valuable information on occupations, postsecondary opportunities and financial aid.
- Utilize **RUReadyND™** at www.rureadynd.com (a career information/exploration and ACT preparation program) for information on careers, colleges, financial aid, and scholarships.
- Check out college websites for admission information, requirements, and deadlines. An excellent college search site is www.anycollege.com Visit with college representatives at BHS.
- Visit college campuses. Seniors are allowed one day, per semester, for college visitation. Check in the Attendance Office for details.
- Take or retake college entrance exams (ACT or SAT).
- Fill out a letter of recommendation request form to give to faculty members and/or your counselor if requesting a letter of recommendation. Please allow two weeks advance notice.
- [Monitor the BHS website for scholarship opportunities.](#)
- **Federal Application for Student Aid (FAFSA) opens October 1. Plan to apply for financial aid as soon as possible at www.fafsa.ed.gov.**

November – December

- Finalize your potential college choices.
- Take or retake college entrance exams (ACT or SAT) if you have not already done so.
- [Monitor the BHS website for scholarship opportunities.](#)

January – March

- Complete the [FAFSA, if you have not done so already.](#) Financial aid information and website links are on the BHS website under Scholarship Opportunities/Financial Aid.
- Attend the Financial Aid Informational Session at the Career Academy on October 26th OR November 3rd at 5:30pm.
- Meet college application deadlines. BHS [transcript request forms](#) are available in Student Services from Mrs. Schmidt, or on the BHS website. There will be a \$2.00 charge for all transcripts printed or sent.
- Send “Thank You” notes for letters of recommendations.
- [Monitor the BHS website for scholarship opportunities.](#)

April – May

- Inform all colleges, which accepted you, whether you plan to attend or cancel.
- Request BHS to send a final transcript to the college you plan to attend. [Transcript request forms](#) are available in Student Services or online.

North Dakota Postsecondary Options

North Dakota University System: www.ndus.edu

Organized as a system in 1990, the North Dakota University System is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions, two master's-granting institutions, two universities that offer baccalaureate degrees and five campuses that offer associate and trade/technical degrees. Each institution is unique in its mission to serve the people of North Dakota.

Baccalaureate (4 year) and Advanced Degrees:

Dickinson State University: www.dickinsonstate.edu

Mayville State University: www.mayvillestate.edu

Minot State University: www.minotstateu.edu

North Dakota State University: www.ndsu.edu

University of North Dakota: www.und.edu

Valley City State University: www.vcsu.edu

Associate (2 year) and Trade/Technical Degrees:

Bismarck State College: www.bismarckstate.edu

Dakota College at Bottineau: www.dakotacollege.edu

Lake Region State College: www.lrsc.edu

North Dakota State College of Science: www.ndscs.edu

Williston State College: www.willistonstate.edu

Private Colleges/Universities:

Jamestown College: www.jc.edu

MedCenter One College of Nursing: www.medcenterone.com/collegeofnursing

Trinity Bible College: www.trinitybiblecollege.edu

University of Mary: www.umary.edu

Rasmussen College: www.rasmussen.edu

North Dakota Tribal Colleges:

Cankdeska Cikana Community College: www.littlehoop.edu

Fort Berthold Community College: www.fortbertholdcc.edu

Sitting Bull College: www.sittingbull.edu

Turtle Mountain Community College: www.turtle-mountain.cc.nd.us

United Tribes Technical College: www.uttcc.edu

Barber/Cosmetology:

The Hair Academy: www.thehairacademynd.com

Headquarters Academy of Hair: Minot

JZ Trend Academy: www.jztrendacademy.edu

Josef's School of Hair Design: www.josefsschoolofhairdesign.com

Molar Barber College: Fargo <http://molerbarberfargo.com/>

Salon Professional Academy: www.thesalonprofessionalacademy.com

Job Corps: <http://quentinnburdick.jobcorps.gov>

Job Corps is a career training and education program for students ages 16 through 24 who meet income requirements. It is designed to help students find the path to personal and career success – all at no cost to eligible students. Minot is home to the Quentin N. Burdick Job Corps Center. Career training programs include:

Advanced Automotive Repair, Carpentry, Health Occupations/LPN/RN Training, Facilities Maintenance, Food Service/Culinary Arts, Medical Office Support, Office Administration, and Welding. In the Bismarck Area Call: 221-5857.

Work

On the Job Training – Includes all training opportunities within a business

Apprenticeships – Apprenticeship training connects job seekers looking to learn new skills with employers looking for qualified workers. Employers, employer associations, and joint labor-management organizations, known collectively as apprenticeship sponsors, provide apprentices with instruction that reflects industry needs. Contact a Bureau of Apprenticeship and Training representative at (701)250-4700 or visit www.ndapprenticeship.com

Military Service

Air Force: www.af.mil

Air National Guard: www.goang.com

Army www.goarmy.com

Army National Guard: www.arng.army.mil

Navy: www.navy.mil

Marines: www.marines.com

US Coast Guard: www.uscg.mil

RUReadyND

Explore • Plan • Achieve

RUReadyND is an online education/career planning and ACT test preparation service for students, provided by the Bank of North Dakota.

1. Log in to **RuReady.ND.gov**
2. Sign In

Account Name: nd.lastname.firstname.birthdate

Example: nd.smith.johnathan.05311997

Password: lunch # or DOB

Example: 0123456 OR 05311997

Your Portfolio provides you with a common place where you can securely record and store all your planning efforts. **Your Portfolio** helps you to make a transition from exploring all your options in **Choices Explorer** in middle school to building meaningful plans in **Choices Planner** in high school, post-secondary, and beyond. All work is automatically saved, allowing you to review and revise your plans year after year.

Explore your career and education options with **Choices Explorer**:

- Explore over 900 unique careers in the **Career Clusters**.
- Use the **Career Finder** to narrow down hundreds of careers to those matching the characteristics you want.
- Find great homework helpers and study tips in **Succeeding in High School**.
- Explore careers related to **Your School Subjects** that you enjoy the most.
- Take a **Major finder** to see which majors match your interests.

Plan your work and learning future with **Choices Planner**:

- Check out the **Major Zones** to explore the numerous course available.
- Search for schools by tuition rate, location, programs and other factors using the **School Finder**.
- **Compare Schools** side by side to see what each has to offer that would best suit your preferences.
- Take charge of your life – start your **High School Planning** or **College Planning** now.
- Create career and education plans quickly and easily using the **Career Plan Builder**.

Achieve higher ACT test scores with **Testive**

- Testive's free ACT and SAT test prep software adjusts to your ability level — meaning you get a totally customized test prep course that's just for you.
- Take the **Practice tests** to gauge your skills with test items that mirror the formats on the real test.
- Create a customized calendar with alerts to remind you to study, including how many questions to answer from each practice area.

College Comparison Chart

College Name			
Address Phone Email: Web Site:			
Type of School Enrollment 2 year or 4 year Physical size of campus Other			
Academic Admission Requirements			
Deadline			
Academic Programs Major offered			
Tests Required			
Cost of Year of College Tuition, room & board Books, fees & misc. Transportation Personal expenses Estimated Budget			
Financial Aid Deadline			
Housing Deposit Deadline			
Campus Visits Phone Number			
Notes			

Campus Visits To A Post-Secondary School/College

Campus Visits: Juniors and Seniors will be granted 2 college visit days during their high school career that will not affect credit loss or test status. The student must bring documentation of this visit from the college for verification purposes. Students must also notify the attendance office and request a cut slip before the campus visit.

1. Make an appointment!

Contact the Admissions Office to set up a date, time, and the departments that you may be interested in visiting. Read the school's handbook and catalog beforehand. Talk with people who have gone to the institution and prepare to arrive with an open mind.

2. Be prompt and dress appropriately to make a good impression.

3. Plan on spending at least half a day on the campus.

In addition to the campus tour, try to:

- Sit in on a class - check out shops, labs, and classrooms.
- Have a meal on campus.
- Browse in the library.
- Talk with other students on campus
- Spend some time in the student center or union.
- Visit with a Financial Aid Officer.
- Visit with professors and/or coaches.
- Check out the residence halls.
- Ask to see a copy of the student newspaper.
- Get a feel for the surrounding area (recreation options, etc....)

4. Keep notes on your visit(s).

Do not rely on your memory. How did you feel while you were on campus? (Comfortable? Lost? Afraid? Overwhelmed?).

5. Don't schedule more than two visits in a given day.

The information will blur. Keep a journal of your observations - what you liked and disliked, what impressed you about the campus or the people you saw.

6. Questions to consider:

- What is the student-to-teacher ratio?
- How large will the typical class be?
- What is the percentage of graduates in this course of study who find work?
- What is their average starting salary?
- How do students receive extra help with difficult assignments?
- What are the full costs of attending school, including tuition and fees, room and board, and books?
- What about health services, the library, employment counseling, personal counseling, and academic advising?
- Other than the library, where do students' study?
- What happens on the weekends?
- What sports, clubs, and other extracurricular activities are there to help "round out" the education experience?
- What security services are available?
- What options are available in case goals change?

Questions to Ask a College Representative

- * What programs does your institution offer? What is your institution's specialty, or what makes your school unique?
- * My areas of interest include _____. What can you offer me in those areas?
- * How large is your campus and student population? How big is the community surrounding the school?
- * What is the typical student to faculty ratio? What is the ratio in my field of study, and do you offer advising and tutorial services?
- * What is the full cost breakdown of attending your school? Tuition & Fees? Room & Board? Books? Is financial aid available?
- * What kind of on-campus and off-campus living options are available and what are the costs of housing and food services?
- * What extracurricular and club activities does your campus offer? Do you provide placement services for your graduates? What are your requirements for sports, activities, etc.?
- * What types of scholarships and other financial aid do you offer? When do I need to apply for admission, financial aid, and scholarships?
- * How can I arrange for an on-campus visit? When will you be making a visit to my high school or community?
- * What are the institution's admission requirements? What tests do you require, if any?
- * Can credits earned at this school be transferred to other schools?
- * What is the percentage of graduates in this course of study who find work? What is the average starting salary?
- * How large will the typical class be at this school?
- * What about . . . health services? the library? employment counseling? personal counseling? a new student orientation program?
- * What types of special academic services are offered at your institution (i.e. honors program, remedial instruction or courses, study abroad, independent study)?

Financial Aid/Scholarship Information

Free Application for Federal Student Aid or FAFSA: Determines eligibility for grants, low-interest loans, and work-study programs. If you plan to apply for financial aid at any postsecondary school, you will be required to complete the Free Application for Federal Student Aid of FAFSA form. You are encouraged to complete the FAFSA online at www.fafsa.ed.gov. There is no charge to submit the FAFSA online or by mail.

Scholarships: Scholarships are posted on the BHS website <https://www.bismarckschools.org/BHS>. Information can also be found in the counseling center.

Many scholarship dollars awarded to students are from the specific college they plan to attend. The specific college catalog, admissions application booklet, or college website should be researched to determine scholarship opportunities. A website listing various colleges and merit-based scholarships is www.meritaid.com

Students are encouraged to involve parents in their scholarship search. Religious groups, fraternal organizations, and employers may be great sources of scholarships.

Scholarships are awarded on several of the following criteria: academic record, test scores, special talents and skills, leadership experience, extra-curricular activities, community service, writing skills, knowledge of current events and government, and special projects in science, math, and the fine arts. Always check the scholarship criteria before submitting your application.

Students can search for opportunities that match a personal profile at www.rureadynd.com. FASTWEB is one among the proliferation of search available on the internet. Their website is www.fastweb.com. College Information Service provides a scholarship search at www.mystudentloanonline.nd.gov. Another option for a scholarship search or college search is www.anycollege.com

It is never necessary to pay for a scholarship search.

North Dakota State Scholarship Opportunities

The North Dakota state legislature passed legislation establishing two scholarship programs. Any resident student who graduates from high school and meets the criteria is eligible to apply for a *North Dakota Academic Scholarship* or a *North Dakota Career and Technical Education Scholarship* in the amount of \$750 per semester, or \$500 per quarter, for a total annual payment of \$1,500 based on full-time enrollment in an accredited higher education institution in North Dakota, both public and private.

The scholarships are renewable provided the student is enrolled full time and maintains a 2.75 GPA based on a 4.0 scale, reviewed each semester. Students may be eligible for up to \$6,000 within six academic school years (do not have to be consecutive) after graduation for undergraduate courses.

Application deadline will be in early June of each year with high school graduates notified of their eligibility for either scholarship by June 30 at which time students must log in to the application site and either accept or defer the scholarship. Applications will be available online beginning in January. More information can be found at <http://www.dpi.state.nd.us/scholarship>. Students and parents are responsible for tracking progress toward the ND State Scholarship and understanding the requirements set forth on the Department of Public Instruction (DPI) website. Check their website to stay informed on potential changes to requirements and the application process.

A student may use either the *North Dakota Academic Scholarship* or the *North Dakota Career and Technical Education Scholarship* at the following institutions:

State Universities:

Dickinson State University
Mayville State University
Minot State University
North Dakota State University
University of North Dakota
Valley City State University

Two-Year Colleges:

Bismarck State College
Cankdeska Cikana Community College
Dakota College at Bottineau
Fort Berthold Community College
Lake Region State College
North Dakota State College of Science
Sitting Bull College
Turtle Mountain Community College
Williston State College
United Tribes Technical College

Private Colleges:

Jamestown College
MedCenter One College of Nursing
Rasmussen College
Trinity Bible College
University of Mary

ND Academic Scholarship Eligibility Requirements

- Graduate from high school in North Dakota.
- Obtain a grade of at least a C in each course required for the diploma and scholarship and earn a cumulative grade point average of B (3.0).
- Course requirements:
 - 1 credit of Algebra II
 - 1 credit of mathematics for which Algebra II is a prerequisite*
 - 2 credits of same foreign language, Native American language, or sign language OR Career and Technical Education from a coordinated plan of study.
 - 1 credit of fine arts**, career and technical education***, or foreign, Native American, or American Sign language
 - 1 credit of an AP course and completion of the AP exam in that course or a ½ credit in a dual credit course****
- Receive a composite score of at least a 24 on an ACT no later than April of your senior year.

North Dakota Career and Technical Education Scholarship

- Graduate from high school in North Dakota.
- Obtain a grade of at least a C in each course required for the diploma and scholarship and earn a cumulative grade point average of B (3.0)
- Course requirements:
 - 1 credit of Algebra II
 - 2 credits of a coordinated plan of study recommended by the Department of Career and Technical Education.
 - Any 2 additional credits in the area of Career and Technical Education***
 - 1 credit selected from foreign languages, Native American languages, American Sign language, fine arts**, or Career and Technical Education***
- Receive a composite score of at least a 24 on an ACT or a score of at least a 5 on each of the three **WorkKeys assessments (Graphic Literacy, Workplace Documents, Applied Mathematics)**. Schedule an appointment with the Career Advisor to discuss options for taking the Workkeys.
- Deadline for taking the ACT is the February test date of your senior year. For more information on the ACT go to: www.actstudent.org For more information on the WorkKeys go to: www.act.org/workkeys.
- Students who are eligible for the Career and Technical Education Scholarship due to scores earned on the WorkKeys assessments must also send a copy of their reports to the ND Department of Public Instruction, 600 East Boulevard Avenue, Bismarck, ND 58505-0440.

If you have questions regarding the State Scholarship, see your counselor, career advisor, and/or call the Department of Public Instruction at 328-2775.

Career Counseling

Thinking about the future is exciting! The Bismarck Public School Career Advisors are here to help you as you seek to discover a career path that is right for you. Throughout your years in school, you may see the career advisors in a classroom setting facilitating an interest inventory, teaching employability skills, presenting labor market information, showcasing a non-traditional career or offering tips on how to get a job. It is their role to be a resource as you put together a plan for your future that is consistent with your values, interests, and abilities, and they look forward to engaging with you as you navigate through the phases of career exploration and decision making. Students wanting to meet with Ms. Balerud can do so by making an appointment with Mrs. Schmidt in the Student Services Office.

Bismarck High School Career Advisor

Shannon Balerud

Phone Number: 701.323.6229

shannon_balerud@bismarckschools.org

Career Development is a life-long journey of self-discovery. Statistics from the Department of Labor show that workers between the ages of 18 and 38 change jobs an average of 10 times. As workers make transitions throughout their lifetime, the career planning cycle can repeat itself again and again. Be ready to embrace this fact by continually refining your goals & personal image, and be intentional about marketing yourself through effective resumes, cover letters, interviewing skills, networking, and job search strategies. Know where you're going and how you're going to get there!

College Application Day

College Application Month (CAM) is part of a national initiative known as the American College Application Campaign. The American Council on Education started this program in 2005 with a single high school in North Carolina. Today, it reaches more than 250,000 schools in all 50 states.

When seniors apply to a North Dakota college during their school's event, Bank of North Dakota pays one \$35 application fee per student.

***Tuesday, October 20th at Bismarck
High School!***



LIKE US ON FACEBOOK

Bismarck High School

Instagram

@bismarck_high_school

College Athletic Eligibility

Sports is big business, and outstanding athletes are often offered large scholarships. To ensure that all athletes are prepared for college level work, the NCAA and NAIA have strict eligibility requirements that athletes must meet before they can receive a scholarship or play a sport in college. It is important for athletes to meet with their guidance counselors as early as possible to discuss academic requirements and to make sure that they are taking the right courses. Basic **NCAA** and **NAIA** eligibility guidelines are outlined below.

NCAA -- The National Collegiate Athletic Association (NCAA) is a voluntary association of about 1,200 colleges and universities, athletic conferences and sports organizations devoted to the sound administration of intercollegiate athletics. Division I and Division II colleges can offer athletic scholarships; Division III colleges (mostly smaller, private colleges) cannot. Division III athletes do not need to meet NCAA academic requirements.

16 core courses are required for students entering BOTH **Division I and Division II** colleges and universities.

See the different requirements here: <http://www.ncaa.org/student-athletes/future/core-courses>

To view an approved list of **Bismarck High School Core Courses**, complete the following steps:

1. Go to <http://www.ncaa.org/student-athletes/future/core-courses>
2. Choose "Find your high school's list of NCAA core courses"
3. Enter High School Code 350158
4. Hit Submit
5. Check All Subject Areas and hit Continue

Athletes going to Division I colleges must have a minimum 2.3 GPA (on a 4.0 scale) or 2.2 for those going to a Division II college in a designated number of **core courses**. Student Athlete's ACT or SAT score must also meet eligibility are on a sliding scale. The higher a student's core GPA, the lower the test score required. Athletes must also complete the NCAA Clearinghouse Form to initiate the eligibility process. This form should be completed after an athlete's junior year. For more information regarding the rules go to the NCAA Eligibility Center at www.ncaaclearinghouse.net .

NAIA – National Association of Intercollegiate Athletics – NAIA colleges can award full or partial scholarships. To play a sport or receive an athletic scholarship, U.S. students who are midway through their senior year of high school may obtain an eligibility determination from the NAIA Eligibility Center before graduating from high school if they meet all the following requirements: 1) enroll at an NAIA institution immediately after graduation, 2) have at least a 2.5 on a 4.0 scale, 3) meet the minimum test score requirement (see below).

18 composite score on the ACT for tests taken before March 2016*

*EXCEPTION: Per NAIA Bylaws V.C.2a, "For ACT tests taken beginning March 2016, a minimum score of 16 will satisfy this requirement. This exception will apply through the 2018-19 academic year, after which time the exception will expire." OR an 860 on the SAT (Evidence-Based Reading and Writing & Math) Prospective student athletes must register online at www.playnaia.org .

Transcripts

- ✓ Official Transcripts can be requested from Mrs. Schmidt in the Student Services Office. The transcript release form is available on the BHS website, or from Mrs. Schmidt.
- ✓ If you are 18 you can sign the release; otherwise a parent/guardian must sign.
- ✓ Advance payment of \$2.00 per transcript is required. Make checks payable to Bismarck High School.

**BISMARCK HIGH SCHOOL
AUTHORIZATION FOR RELEASE OF TRANSCRIPT INFORMATION**

SIGNATURE _____ DATE _____

I hereby authorize the Bismarck Public School District to release my school records:

STUDENT'S NAME _____ BIRTH DATE _____

PARENT SIGNATURE _____ DATE _____

(If student is under 18 years of age)

GRADUATION YEAR OR LAST YEAR OF ATTENDANCE _____

CURRENT ADDRESS _____

MAIL TRANSCRIPT TO _____

Advance payment of \$2.00 per transcript is required. Make checks payable to Bismarck High School.



Letter of Recommendation Request Form

(Students please fill out this form at least 2 weeks prior to the recommendations due date)

Student Name: _____ Grade: _____

Instructions to the Writer of Letter of Recommendation:

College/ Scholarship/ Employer/ Other Name: _____

When is the Letter Deadline: _____

In order for your counselor and teacher(s) to do the best job possible of representing you, we are asking you to complete the following information.

Academics:

GPA: _____ Class Rank: _____ in a class of _____

Intended College Major(s): _____

Long Range Career Plans: _____

Advanced Coursework (Honors, Enriched, College Prep, AP Courses)

<u>Year</u>	<u>Course</u>	<u>Year</u>	<u>Course</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Awards and Honors: *(list the awards and honors you have received during your four years of high school)*

<u>Year</u>	<u>Award or Honor</u>	<u>Year</u>	<u>Award or Honor</u>
_____	_____	_____	_____
_____	_____	_____	_____

Community Service: *(List your in-school & out-of-school community service & total hours)*

<u>Year</u>	<u>Description of Service, Position Held & Total Hours</u>
_____	_____
_____	_____
_____	_____

Extracurricular: *(List your in-school & out-of-school activities & Year of Participation)*

<u>Year</u>	<u>Description of Activity, Position Held and Awards if any</u>
_____	_____
_____	_____
_____	_____
_____	_____

About You:

List any work experience, travel experience or special educational experience you have had and when:

<u>Year</u>	<u>Description of Experience</u>
_____	_____
_____	_____
_____	_____

List any Special Interests, Hobbies, or Talents: _____

List what you would consider as your strengths as a person and academically:

Please list any other information about yourself that you would find to be helpful in the writing of this letter or any information you would like the writer of this letter to highlight:

