

New Hope Academy of Tennessee

Senior Task Checklist

The following is a list of tasks to ensure your senior is ready to graduate during this school year. It is important to keep this document handy, adhere to the dates and complete all tasks on time.

All tasks numbered in red are required.

December Graduates Note: All June 15 dates below will actually be December 15 dates for you.

Student's Full Name:		
<input type="checkbox"/>	1. Upon enrollment	Review the graduation checklist. Make sure your student is taking all classes on the checklist. The parent is responsible to make sure all classes are assigned that your senior needs to take, whether using book-based or NHAT's online classes. (If you have any questions, contact our office staff immediately.)
<input type="checkbox"/>	2. Aug. 5 - Nov. 1	Fill out TN Promise & follow the checklist provided on their site. Suggested for all seniors for college or vocational school.
<input type="checkbox"/>	3. October 1	Fill out the FAFSA if your student may attend college.
<input type="checkbox"/>	4. Aug. 5 - Nov. 1	Graduation Ceremony Response Required: NewHopeAcademyGraduation@gmail.com Participation is optional, but we need to know whether you do or do not plan to participate.
<input type="checkbox"/>	5. Nov. 1	Reply to "Newspaper Permission" Form For your senior to appear in the newspaper as a graduate of NHAT, you must submit the requested form.
<input type="checkbox"/>	6. Before Jan. 15	Submit fall HS Attendance Report. (Due on or before January 15)
<input type="checkbox"/>	7. Jan. 15	Senior-Year Testing: Sign up for and take the ACT, SAT or Stanford Test. (Our school code is 430141 – you are a private-schooled student, not a homeschooled one.)
<input type="checkbox"/>	8. Before June 15	Submit spring HS Attendance Report. (Due on or before June 15 – the earlier you submit it the quicker you will have your student's graduation packet and transcript.)
<input type="checkbox"/>	9. Before June 15	Request Graduation Packet" email: NewHopeAcademyGraduation@gmail.com When your student has completed all items on this checklist, send an email with your student's name , requesting us to process his or her graduation packet.
<input type="checkbox"/>	10. Before June 15	Verify Your Address: in your request email You must verify your mailing address for your packet to be mailed.
<input type="checkbox"/>	11. Before June 15	Transcripts to Colleges: If you want a transcript sent to a college, send an email requesting the transcript be sent and include the college name(s) and address(es).