

# MEXICO HIGH SCHOOL

## SENIOR HANDBOOK

### 2024-2025

**Mexico Website:**

[www.mexicocsd.org](http://www.mexicocsd.org)

**Student Services Website:**

Mexicocsd.org > Schools > Mexico High School > Student Services

Congratulations, you have made it to your Senior year of High School! You should be proud of all that you have accomplished so far. As you start your Senior Year there are many things to begin thinking about. We have compiled this short packet to provide you with information to get you started with planning for Senior year and after graduation! This packet includes relevant information, whether you are planning to enter the workforce, join the military, or head to college to continue your education. If you have any questions after your senior meeting or need assistance as you navigate post high school plans, please reach out!

Mrs. Muckey ~ A - E  
[cmuckey@mexicocsd.org](mailto:cmuckey@mexicocsd.org)

Mrs. Morley ~ F - M  
[cmorley@mexicocsd.org](mailto:cmorley@mexicocsd.org)

Mrs. Hyde ~ N - Z  
[lhyde@mexicocsd.org](mailto:lhyde@mexicocsd.org)



Ms. Meaker  
[pmeaker@mexicocsd.org](mailto:pmeaker@mexicocsd.org)  
(substitute until November)

## **Career Bound**

Get started on your resume now to give yourself a head start in Senior year! Use the tips below and the sample resume on the next page for reference.

### **Résumé Tips:**

- Keep your résumé to one page, if you must use two pages, make sure it fills more than half of page two. If your résumé is two pages, be sure to have a header stating last name and page #
- Avoid Spelling and Grammar Errors- have several people proofread your résumé.
- Watch your tenses- if something in your résumé is in the past, use past tense. If you are still actively in the role, use present tense.
- Use verbs to start each bullet describing your roles, not first person pronouns.
- When saving your résumé, save it as a PDF and label it with your first and last name
- Format résumé structure:
  - Name first- centered and bigger than the rest of your résumé font
  - Education- chronologically order the high schools you have attended (no need for MS or Elem.)
  - Work Experience- this can also be broken down into two separate parts, “Related Experience” and “Additional Experience” to highlight jobs that closely relate to the one you are applying to first
  - Honors and Awards- in chronological order
  - Extracurricular Activities- in chronological order
  - Volunteer Experience- in chronological order
  - Skills and Certifications- in chronological order
  - Make sure all dates line up on right margin
  - Be sure to include 2-3 bullet points describing your roll for each positions held in a way that makes you stand out
- Make sure your résumé is easy to read- do not go below 10 point font.
- Be sure to print résumé on résumé paper, not regular copy paper.
- Spotlight key skills that might set you apart from other candidates.

# Jane E. Doe

1234 State Route 104 Mexico, New York 13114 – (123) 456-7890 – [youremail@gmail.com](mailto:youremail@gmail.com)

## EDUCATION

*Mexico High School – Mexico, NY*

*September 2020 - Present*

- Senior Status | 12<sup>th</sup> Grade
- GPA 93.12 out of 100 | 3.8 out of 4.0
- Honor Roll Student

## ACHIEVEMENTS AND HONORS

*Member – National Honor Society – Mexico High School*

*September 2020 - Present*

*Student of the Month Recipient – Mexico High School*

*February 2021*

## EXTRA CURRICULAR ACTIVITIES

*Editor in Chief – Yearbook Club – Mexico High School*

*September 2020 - Present*

- Execute and Meet deadlines
- Review all pages to ensure they correspond with yearbook theme
- Trained and supervise new yearbook members

*Captain – Varsity Basketball – Mexico High School*

*September 2020 - Present*

- Point Guard
- Boost team morale and encourage teammates to perform their best

*Stage Crew Member – Theater – Mexico High School*

*November 2020 – March 2021*

- Handled behind the scenes tasks necessary to ensure a smooth theatrical performance
- Managed costumes and guaranteed the right costume was going to the correct character

## WORK EXPERIENCE

*Residential Lawn Mower – Peterson Mowing – New Haven, NY*

*Seasonal: June 2020 - Present*

- Provide weekly lawn care services for 5 homes
- Operate Lawn Mower, Weedwhacker and hedge trimmers
- Communicate with customers to schedule services

*Babysitter – New Haven, NY*

*Seasonal: June 2020 - Present*

- Care for children ages 5 – 8, during parents scheduled absences
- Create innovative games and read bedtime stories
- Clean and organize house once children were asleep

## VOLUNTEER/COMMUNITY EXPERIENCE

*Time Keeper – Mexico High School – Mexico, NY*

*September 2020- June 2021*

- Kept track of time for varsity events throughout various seasons

## SKILLS

- Microsoft Office
- CPR Certified

## **Military Bound**

### **US Military Academies**

Any Senior, male or female, interested in the United States Military Academies should investigate the application procedures leading to acceptance. The application process would have begun in the spring of your junior year, but feel free to call the academy you are interested in to confirm their timeline. The process includes filling out and mailing the application forms, taking the necessary college admissions tests, and requesting that test scores be mailed to the appropriate program or institution. Deadline dates vary. It is your responsibility to know when they are.

Competition is stiff. Candidates for all but the Coast Guard Academy must have a nomination, usually from a member of Congress or the Vice President of the United States. Spring semester of your junior year is the recommended time to apply for a nomination, but later requests may be accepted. If you are interested in securing an appointment to one of the academies, you should write to your senators and representatives and to the academy of your choice for additional information. There are sample nomination letters available on the academies' websites.

The academies offer four years of college education leading to a Bachelor of Science degree. Cadets and midshipmen – except Merchant Marine Academy cadets – receive a monthly allowance plus tuition, medical care, and room and board. With the exception of the Merchant Marine Academy, graduates receive regular commissions and must serve on active duty for at least five years after receiving their commissions. Merchant Marine Academy midshipmen receive a yearly allowance during their three years on shore at the Academy plus tuition, food and living quarters. In addition, they receive a monthly allowance during their year of training at sea. Merchant Marine Academy graduates receive third mate or third assistant engineer licenses and are commissioned as ensigns in the Navy Reserve.

**Information about the academies may be obtained by going to their websites or by writing to the academy:**

US Military Academy- [www.usma.edu](http://www.usma.edu)

US Air Force Academy- [www.academyadmissions.com](http://www.academyadmissions.com)

US Naval Academy- [www.usna.edu](http://www.usna.edu)

US Merchant Marine Academy- [www.usmma.edu](http://www.usmma.edu)

US Coast Guard Academy- [www.cga.edu](http://www.cga.edu)

### **Military Contacts**

\*These change frequently, you can always call recruiting offices directly if a contact isn't available.

#### **Recruiting Station**

Army - 315.207.7221

Air Force - 315.901.2949

Marines - 315.345.1181

Army National Guard - 315.559.0231

Navy - 315.742.0102

#### **Recruiter's Name**

Staff Sergeant Cooper Braun

Staff Sergeant Sarah Pietricola

Sergeant Dillon J. Baum

Sergeant First Class Amber Ingram

Petty Officer Zach Harrington

The ASVAB will be given in October and March. Please see student services for exact dates. The ASVAB can also be taken with a recruiter.

- Online practice materials can be found at the following websites
  - [www.todaysmilitary.com](http://www.todaysmilitary.com)
  - [www.asvabpracticetests.com](http://www.asvabpracticetests.com)
  - [test-guide.com/free-asvab-practice-test.html](http://test-guide.com/free-asvab-practice-test.html)

## College Bound

The link below, provided by SUNY, offers a comprehensive list of action items for you to consider as you move into your Senior year. The document will also be attached to the end of this packet.

[Countdown-12thGrade.pdf \(suny.edu\)](#)

### Admissions Tests

Some colleges will continue to be test optional through the Fall 2025 application process. Be sure to closely review the requirements of the colleges you will be applying to so you can be prepared with the appropriate admissions tests if required.

If you are a student who has an IEP or 504 plan you may be eligible to receive testing accommodations for the SAT and ACT. In order to receive accommodations **for the SAT** Student Services needs to have a Consent Form for Accommodations filled out and on file at least 10 weeks prior to the date you plan to take the exam. You can get a copy of this form in Student Services or on collegeboard.com. **For the ACT** you can visit the following link for more information and to apply for accommodations.

<https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html>

### **SAT -**

- You can view SAT dates and locations by visiting [collegeboard.org/sat](https://collegeboard.org/sat) and clicking “SAT Dates and Deadlines” on the SAT drop down menu.
- You can take the SAT at any location you’d like. The SAT will be offered at Mexico High School on November 2nd 2024 and May 3rd 2025.
- **Register online at [www.collegeboard.org](https://www.collegeboard.org)**
- **Mexico High School CEEB Code: 333-100**

### **ACT -**

- You can also take the ACT at any location you’d like. The ACT is not currently offered at Mexico High School.
- **Register online at [www.actstudent.org](https://www.actstudent.org)**

\*If you are a student who receives free/reduced lunch, you are eligible to take these exams for free

### Letters of Recommendation and Brag Sheets

During the college application process you will be asked for letters of recommendation. In order to complete a letter of recommendation for you, your counselor, teacher, coach etc. will request that you complete a Brag Sheet. You can find a copy of this at the end of this packet as well as on the Student Services website.

You should always ask for a letter of recommendation in person. Here are some tips for doing so:

- Ask the teacher/coach/counselor **in person** at least 14 days prior to when your recommendation is due.
- Ask in such a way that the teacher is free to decline your invitation if he/she feels a strong, positive letter is not possible. (Ex: “Would you be willing to write a letter of recommendation for me?”)
- Write a note of thanks to the writer of your recommendation(s).

## **Financial Aid and Scholarship Resources**

*(Financial Aid is not only for students going to college! Talk to your counselor for more information).*

**Application is projected to open Dec 1, 2024**

### **Where do I start?**

- **Start** early! Learn about federal financial aid, as well as your potential eligibility and EFC (Expected Family Contribution) at <http://studentaid.ed.gov>.
- **Research** local and national scholarships by visiting [www.fastweb.com](http://www.fastweb.com), student services website, or your counselor. You can begin your dollars for Scholars application now!
- **Beware** of scholarship scams! See [www.consumer.ftc.gov/articles/0082-scholarship-and-financial-aid-scams](http://www.consumer.ftc.gov/articles/0082-scholarship-and-financial-aid-scams) for more information.
- **Create** a FSA ID to get a jumpstart on the FAFSA process ([fsaid.ed.gov](http://fsaid.ed.gov)). Don't forget to add this login information to your college folder for safe keeping!
- **Visit** [HESC.ny.gov](http://HESC.ny.gov) for state aid information

### **Financial Aid and Scholarship Websites and Links:**

**[www.finaid.org](http://www.finaid.org)** (financial aid information & estimator)

**[www.fafsa.ed.gov](http://www.fafsa.ed.gov)** (FAFSA on the Web)

**[www.fsaid.ed.gov](http://www.fsaid.ed.gov)** (get your FSA ID numbers for the web-FAFSA)

**[www.studentaid.ed.gov](http://www.studentaid.ed.gov)** (pre-planning for the FAFSA & a financial aid estimator)

**[www.hesc.ny.gov](http://www.hesc.ny.gov)** (Financial aid information, TAP information, Excelsior Scholarship)

**[www.onpointforcollege.org](http://www.onpointforcollege.org)** (financial aid support, applying to college, career exploration)

**[www.fastweb.com](http://www.fastweb.com)** (Scholarship search)

**[www.questbridge.org](http://www.questbridge.org)** (College Prep Scholarship for high school juniors with strong academic record & household income of <\$65,000. National College Match program pairs high achieving & low-income students with admissions & scholarships to 39 colleges.)

**[www.hsf.net](http://www.hsf.net)** (Scholarship source for Latino families)

**[www.scholarships.com](http://www.scholarships.com)** (Scholarship search)

**[www.ncaa.org/playcollegesports](http://www.ncaa.org/playcollegesports)** (Sports scholarship information)

**[www.collegefund.org](http://www.collegefund.org)** (Native American students)

**[www.mexicocsd.org/Page/263](http://www.mexicocsd.org/Page/263)** (Local Scholarships - on right of page "MACS/Local Scholarships for our students")

**[macs.dollarsforscholars.org](http://macs.dollarsforscholars.org)** (Dollars for Scholars)

## **Additional Websites and Links**

## **College Sports**

**[www.eligibilitycenter.org](http://www.eligibilitycenter.org)** (NCAA Clearinghouse) Students intending to participate in Division I or Division II sports MUST complete the NCAA Clearinghouse application during their senior year!!

## **College Testing**

**[www.actstudent.org](http://www.actstudent.org)** (On-line registration for the ACT & college search)

**[www.collegeboard.org](http://www.collegeboard.org)** (On-line registration for the SAT I & the SAT II Subject Tests)

## **College Applications**

**[www.commonapp.org](http://www.commonapp.org)** (on-line Common Application for 700 colleges & universities)

**[www.suny.edu](http://www.suny.edu)** (research and apply for SUNY/CUNY colleges & universities)

**\*\*Free Applications for Community Colleges can be found directly on their website\*\***

## **Careers**

**[www.careerzone.ny.gov](http://www.careerzone.ny.gov)** (Career exploration & college search)

**[www.mycareeroptions.org](http://www.mycareeroptions.org)** (College search & college planning)

**[www.stats.bls.gov/oco/home](http://www.stats.bls.gov/oco/home)** (Career information)

**[www.ny.gov/services/employment](http://www.ny.gov/services/employment)** (Department of Labor)

**[www.oswegohealth.org/careers/cna-program](http://www.oswegohealth.org/careers/cna-program)** (free 6 week CNA training)

**[www.labor.ny.gov/apprenticeship/general/registration](http://www.labor.ny.gov/apprenticeship/general/registration)** (Apprenticeship Programs through DOL)

**[www.cs.ny.gov/index.cfm](http://www.cs.ny.gov/index.cfm)** (New York Civil Service Exams)

**[www.test-guide.com/civil-service-exam.html](http://www.test-guide.com/civil-service-exam.html)** (Civil Service Test Guide)

**[www.citiboces.org](http://www.citiboces.org)** (Adult BOCES programs)

**[www.linemeninstitute.com](http://www.linemeninstitute.com)** (Lineman Institute of the Northeast 15 week training program)

**[www.onetonline.org](http://www.onetonline.org)** (O\*Net Online: Search Occupations)

**[www.mynextmove.org/explore/ip](http://www.mynextmove.org/explore/ip)** (Career Interest Inventory)

## **Military**

**[www.sss.gov](http://www.sss.gov)** (Selective Service)

**[www.militarycareers.com](http://www.militarycareers.com)** (Military career guide on-line)

**[www.todaysmilitary.com](http://www.todaysmilitary.com)** (Military career guide)

## **Miscellaneous**

**[www.ncld.org](http://www.ncld.org)** (Students with learning disabilities)

## College Comparison Worksheet

Name of College	College #1	College #2	College #3
<b>Location</b> -distance from home			
<b>Environment</b> -type of school (2 yr. or 4 yr.) -school setting (urban/rural) -location & size of nearest city -co-ed, male, female -religious affiliation			
<b>Admission Requirements</b> -deadline -tests required -average test scores/GPA/Rank -special requirements -notification			
<b>Academics</b> -your major offered -special requirements -accreditation -student-faculty ratio -typical class size			
<b>College Expenses</b> -tuition, room & board -estimated total budget -application fee, deposits			
<b>Financial Aid</b> -deadline -required forms -% receiving aid -scholarships			
<b>Housing</b> -residence hall requirement -availability -types and sizes -food plan			
<b>Facilities</b> -academic -recreational -other			
<b>Activities</b> -clubs, organizations, -athletics, intramurals -Greek life -other			
<b>Campus Visits</b> -when			



**Letter of Recommendation**

Date I need letter by:

Please fill out this form as accurately and completely as possible. Don't be afraid to "brag" about yourself! Your admin, counselors, teachers and other professionals will use this information in recommending you for scholarships, college admissions, and other honors/awards and/or services. If at any time you feel you need more room to "brag" please use a separate sheet of paper and attach it to your brag sheet.

Full legal name

Name you go by

Date of birth

Home phone

Cell Phone

E-Mail address

List ALL activities in which you have participated in during high school. Include clubs, teams, musical groups, etc., and all positions held within those activities.

Activity

Grade (9, 10, 11, 12)

Office/ Position held


**Awards and Honors:**

Name of award

Reason for award

Year received


**Church and/or other youth group activities (e.g. Girl Scouts):**

Where

Type of Activity

Years Involved


**Plans after leaving high school: (Do Not Leave Blank)**☐ College

Proposed Major:

List top three schools you plan to apply to:

---

---

☐ Technical School      Proposed Major:  
List top three schools you plan to apply to:

☐ Military      Branch:  
☐ Work      Where, doing what?

**Career Goal:** (What do you want to be when you "grow up"?)

1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice

**Any Work experience:** (Past and present)

Employer	Position	Dates

**Community Service:** Many colleges and scholarship programs are now emphasizing community service. List ways you have given back to the community. Give dates, approximate hours spent and what you did.

Organization/ Location	Service Provided	Years	Hours

What do you consider your **strongest personal asset**?

What three **adjectives** best describe you?

Name three teachers who know you well and would speak highly of you

Is there anything else you would like for someone writing a recommendation to know about you? (Hardships you have overcome; accomplishments you're particularly proud of, etc.)

**IF ANY INFORMATION CHANGES DURING THE YEAR PLEASE UPDATE THIS FORM**

The above information is true and accurate to the best of my knowledge.

Signature

Date



**We help with:**

- Applications for college, certificate, vocational, and training programs
- Financial aid forms
- Career Services!

*For details contact:  
Cielle at (315) 744-2108 or  
[cielletovey@onpointforcollege.org](mailto:cielletovey@onpointforcollege.org)*

Scan me!



**\*\* THIS SERVICE IS FOR ALL STUDENTS, NOT JUST  
STUDENTS ATTENDING COLLEGE\*\***

Please let student services know if you are interested in meeting with Cielle.