

The background of the entire page is an abstract, textured composition of various colors including deep blues, greens, reds, and yellows. It features numerous paint splatters, streaks, and brushstrokes, giving it a dynamic and artistic feel. A semi-transparent white rounded rectangle is centered on the page, containing the title text.

Cookbook Specialists

**SAMPLE
STUDENT PLANNER**

Name _____

Grade _____ **Homeroom #** _____

Address _____

Phone Number _____

**Just the student planner you are looking for ...
and the bonus is the price.**

Thank you for requesting our sample of

Cookbook Specialists Student Planner
5 1/2" x 8 1/2" size

Please review it for content, quality of materials
and its usefulness as an educational tool to keep
your students on track and organized.



For easy ordering or a quote, please call

800-383-1679

Add your handbooks, custom assignment pages,
class schedules, etc.

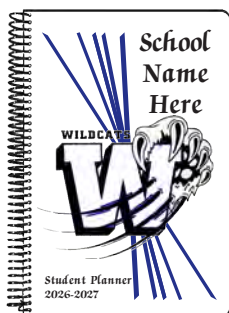
We are happy to customize our planners
to YOUR school's needs!

OUR PLANNERS INCLUDE

- 21 special pages with handy tips, tricks and reminders geared to help your student find a quick reference.
- 90 pages of student assignment organization. Dates and subjects can be added or removed as needed for your students. Consider including special events!
- 8 hall passes come standard, but feel free to customize to your needs.
- 2 formats available for you to choose from. Let us know if you would like the **Student** or **Parent** version for your assignment pages.

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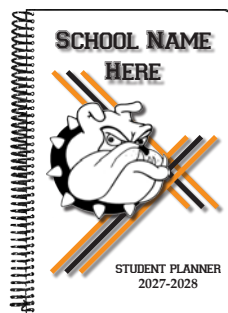
Some Cover Samples



Planner A



Planner C



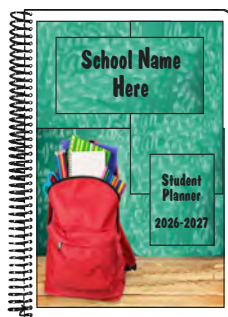
Planner B



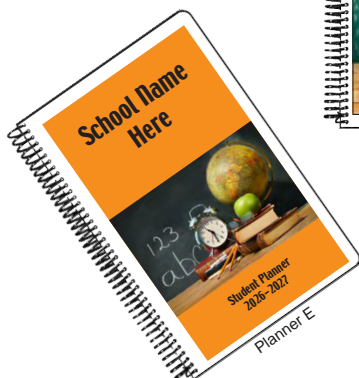
Planner F



Planner D



Planner G



Planner E



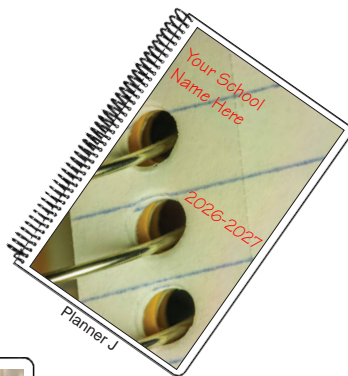
Planner H

All of these designs are customizable, or submit your own design

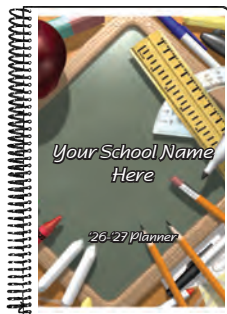
More Cover Samples



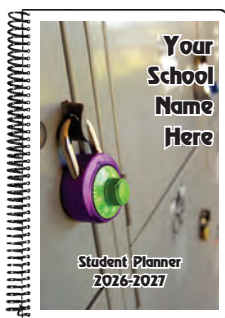
Planner I



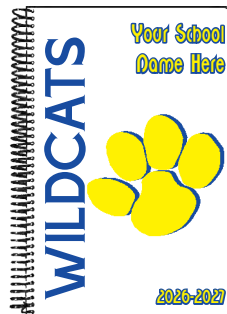
Planner J



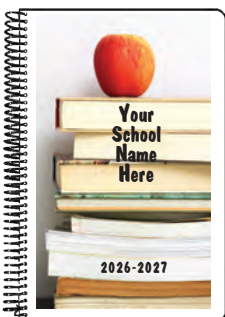
Planner L



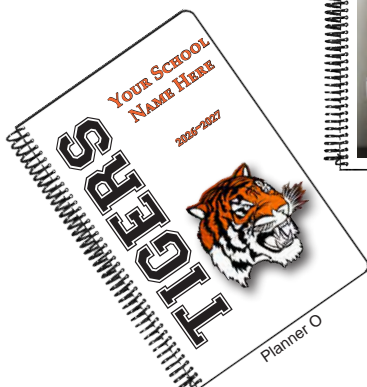
Planner K



Planner N



Planner M



Planner O



Planner P

All of these designs are customizable, or submit your own design



Internet Tips

While the internet is a fantastic learning tool and a great way to keep in touch with family and friends, and even though more and more of us are feeling very comfortable in that virtual environment, we must not take internet safety for granted. We must be on our guard to protect ourselves by following some simple rules.

- **Never give out any personal, identifying information**, such as home address, home or cell phone numbers, social security number, or any other information that might aid predators or identity thieves. Be cautious of people you “meet” on the internet, as they may not be who/what they seem!
- **Remember that nothing is ever forgotten or completely deleted from the internet.** Watch what you post about yourself or others, and what your friends post about you, because it will never go away! And it can be seen by everyone, including parents, teachers, bosses, etc. So keep it clean and don’t share too much information! What you are feeling right now will probably pass by tomorrow, but if you post it online, it is there forever!!
- **Be sure to talk to your parents or a trusted adult if something doesn’t “seem right.”** The “in person” rules apply to the internet also. If anyone says or does something online that makes you feel uncomfortable, confused or afraid, tell an adult. All predators rely on the victim’s silence, so if you take that power away from them, it’s one less thing they can count on!
- **“Never meet anyone in person that you meet online”** is the FBI’s warning. Of course, we can make good friends online, so if you do decide to meet them in person, just remember to be very cautious and **NEVER** meet anyone face-to-face without your parents or another trusted adult. And always meet online friends in a public place, such as a mall, with lots of other people around. Remember to follow your instincts! If it feels creepy, it probably is creepy! Walk away!
- And last but not least – **Keep your usernames and passwords private!** Don’t give that information to anyone, except your parents or other responsible adult that you trust. If someone has that information, they can log onto your account(s) and post anything they want under your name, which can make you enemies, get you expelled from school, in trouble with your parents or even the law!

CREATING PASSWORDS



Passwords are the only thing standing between you and everyone else out there, so they must be unbreakable! There are many opinions on how to create a good password. Recently it has been determined that passwords that include misspelled words are the most effective, because there are so many different ways of misspelling a word that it would be virtually impossible to guess the right one. And there are many programs/websites where you can test the effectiveness of the password you have created. But here are some key steps to think about when creating a password to make it the most effective:

- Make passwords at least eight characters long.*
- Include letters, numbers, punctuation and symbols, if they are all allowed (some sites don't allow punctuation or certain symbols).*
- To keep passwords most effective, change them often. A good rule of thumb is to change passwords every 3 months.*
- Do NOT use the same password for everything. If one of your accounts is hacked, the cybercriminal can then use that account information for other accounts, if you have used the same password for all.*

Things to Avoid When Creating a Password

- Do not use dictionary words, in any language.*
- Do not use words that are spelled backwards, abbreviations or common misspellings.*
- Do not use letter or number sequences or repeated characters, such as abcdefgh or 12345678, or 11111111 or aaaaaaaa.*
- Do not use personal information, such as name, birthday, driver's license, etc.*

***“Sticks and stones will break your bones,
but words will never hurt you”***

We have all heard this and probably used the phrase as a child. However, this is so very far from the truth! **Words** might not cause physical harm, but they can definitely hurt! Physical harm is NOT the only form of **bullying**. Using words is also bullying and it can do serious damage to a person’s feelings, emotions and self-worth.

Bullying (according to the Oxford Dictionary) is “seeking to harm, intimidate or coerce someone perceived as vulnerable.” Besides physical actions, this can also mean to antagonize, humiliate, intimidate or torment, and can happen while at school, in the community or online.



Cyber Bullying (according to Stopbullying.gov) is “**bullying** that takes place using electronic technology...including social media sites, text messages, chat and websites.”

Remember - one insult or rumor, while very hurtful to the victim, does **NOT** mean it is **bullying** or **cyber bullying**, but can certainly lead to a greater problem. **Bullying** and **cyber bullying** is continuous meanness to another kid, happening over and over again, and can be emotional or physical, or both.

So what qualifies as bullying? Kids can be mean and tease and name call. They can be thoughtless and self-involved and not even realize they’re hurting other kids’ feelings. Kids have arguments and fights and misunderstandings all the time as they try to navigate through our social rules and figure out how to interact with other people. **This is NOT bullying.**



Bullying is **intentional**, **deliberate** and **repeated** aggressive actions (which continues after they’ve been asked to stop or they know they’re causing harm) that involves a real or perceived imbalance of power or control (i.e. physical strength, popularity or the knowledge of embarrassing information).

There are **FOUR** kinds of bullying that “hurt, harm or humiliate:”

1. **Social Bullying** - social exclusion from a group on purpose, spreading rumors, telling others not to be friends with someone, intentional isolation
2. **Verbal Bullying** - teasing, taunting, name-calling, rumor spreading or threats to cause harm
3. **Physical Bullying** - hitting, kicking, spitting, tripping or pushing, breaking or stealing possessions or money, or any form of abuse involving physical contact.
4. **Cyber Bullying** - spreading rumors online, sharing inappropriate information or pictures online, impersonation, threatening someone online, or “outing” someone.

You can help put an end to bullying! Getting involved is very hard, but you can help combat it by standing with the person being bullied, asking the bully to stop, getting help from a trusted adult, just for starters.

IF YOU ARE BEING BULLIED, there are some things you can do, even though they may be difficult.

1. Don't react to the bully.
2. Stay calm.
3. Ignore the bully.
4. Walk away.
5. Talk about it with a trusted adult.



Are YOU a bully? Even though you might not be aware of it, you may have taken it beyond “teasing” and have now become a bully. You may even be bullying your friends! Are you “teasing” your friend to make him/her feel small or intimidated? Or are you trying to make him/her laugh or see the humor in something? And you must read his/her response. Are you the only one laughing, or do you bring a genuine smile to his/her face?

You might know someone who is being bullied or cyber bullied. Try to recognize the signs. He/she has a hard time standing up for him/herself, as he/she is being made to feel powerless. **Bullying** can make him/her sad, lonely, nervous, sick or even suicidal, or it can even turn him/her into a bully.

There are many reasons a kid turns to **bullying**. Perhaps he/she wants to copy or impress his/her friends, **OR** he/she thinks bullying will help him/her fit in, **OR** he/she feels better about him/herself when he/she is degrading someone else.

You must remember that **bullying** is **NEVER** okay, whether it's in person or through technology. If you see bullying occur, do not join in!! The best thing is to get an adult who can stop the bullying on the spot!

***And always follow the GOLDEN RULE:
Treat others the way you want to be treated.***

STOP

BULLYING

STAND UP. SPEAK OUT.

How to Communicate Effectively

In this world of social media, texting and emoticons, we are losing the ability to communicate face-to-face. This, unfortunately, is something many young people don't realize until they are entering the business world and learn too late that they should have been working on their communication skills all along. Although you might be able to get your thoughts across just fine while texting and abbreviating and while social networking can prove valuable for future business connections, there will come a time when you must spell out words (as in a resumé) or speak to someone face-to-face (as in an interview).



Whether communicating with a large group or one-on-one, here are some key points to remember:



Make Eye Contact. Look into the eyes of the person with whom you are conversing, whether you are talking or listening. Eye contact shows the other person/people that you are interested in what they have to say, and will encourage them to be interested in what you are saying.

Use Gestures. Even though most people think of this to mean gesturing with the hands, this also means your eyes and mouth. Your whole body should “talk.” And your body language should match your words. You can speak very eloquently, but if your body shows no interest, your audience will pick up on that and lose interest quickly. If you stand with arms crossed, that shows you are not receptive to listening or discussing the subject at hand.



Develop Good Listening Skills. Even though most people think of communication as speaking, part of communication also involves listening. You must be able to listen to what the other person has to say objectively and not pass judgement. It is very important to NOT hear only part of their point of view and then stop listening so you can begin to form your rebuttal. You must listen openly to their entire thought and then (and only then) think about your response.

Speak Clearly. Don't mumble. If your audience is asking you to repeat yourself, try to slow down and enunciate your words. And formulate complete sentences in your mind before you start speaking. Speak fluidly and avoid short stops and starts. This is very distracting and will take away from the message you are trying to convey and you will lose your audience in "er" and "um."



Pronounce Your Words Correctly and Use the Correct Word

Word. It is very distracting to listen to someone who mispronounces words. Unfortunately, your amazing thoughts can be lost on your audience if they are focusing on the words you have pronounced incorrectly. If you are unsure of how to pronounce a word, don't use that word.

Slow Down. If you speak too quickly, your audience will see you as unsure and nervous. You must also take care not to speak too slowly. You must find the happy medium.

Maintain a Lower Pitch. If you have a high-pitched voice, strive to lower the pitch of your voice. Unfortunately, people with higher voices are sometimes not taken seriously, or can be viewed as weak and easy prey to those more aggressive.

Be Animated. Avoid monotone. Animate your voice and, in turn, it will animate your entire speech or conversation.

Control Your Voice Volume. When in a one-on-one situation, it will call for a softer tone, while louder volume is necessary with large groups.



To summarize, make sure you enunciate your words and speak loud enough (but not too loudly) for your audience. And make sure you are using proper words and proper grammar. If you are unsure of the words and/or grammar, a dictionary can be most helpful in both cases.

And make sure to look at your audience and make eye contact, use gestures and animate your voice.

Knowing how to use social media is fun and exciting, but knowing how to communicate in person is key to your future!

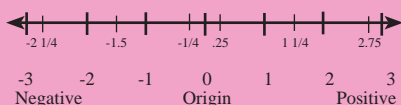
Periodic Table of the Elements

| | | | | | | | | | | | | | | | | | |
|--|---------------------------------------|---|--|---|--|--|---|--|--|---|---------------------------------------|--|--|---|---------------------------------------|---|--|
| 1 H Hydrogen 1.01 | | | | | | | | | | | | | | | | | 18 He Helium 4.00 |
| 3 Li Lithium 6.94 | 2 Be Beryllium 9.01 | | | | | | | | | | | | | | | 9 F Fluorine 19.00 | 10 Ne Neon 20.18 |
| 11 Na Sodium 22.99 | 12 Mg Magnesium 24.31 | | | | | | | | | | | | | | | 17 Cl Chlorine 35.45 | 18 Ar Argon 39.95 |
| 19 K Potassium 39.10 | 20 Ca Calcium 40.08 | 21 Sc Scandium 44.96 | 22 Ti Titanium 47.87 | 23 V Vanadium 50.94 | 24 Cr Chromium 51.99 | 25 Mn Manganese 54.94 | 26 Fe Iron 55.85 | 27 Co Cobalt 58.93 | 28 Ni Nickel 58.69 | 29 Cu Copper 63.55 | 30 Zn Zinc 65.38 | 31 Ga Gallium 69.72 | 32 Ge Germanium 72.63 | 33 As Arsenic 74.92 | 34 Se Selenium 78.97 | 35 Br Bromine 79.90 | 36 Kr Krypton 84.90 |
| 37 Rb Rubidium 85.47 | 38 Sr Strontium 87.62 | 39 Y Yttrium 88.91 | 40 Zr Zirconium 91.22 | 41 Nb Niobium 92.91 | 42 Mo Molybdenum 95.95 | 43 Tc Technetium 98.91 | 44 Ru Ruthenium 101.07 | 45 Rh Rhodium 102.91 | 46 Pd Palladium 106.42 | 47 Ag Silver 107.87 | 48 Cd Cadmium 112.41 | 49 In Indium 114.82 | 50 Sn Tin 118.71 | 51 Sb Antimony 121.76 | 52 Te Tellurium 127.6 | 53 I Iodine 126.90 | 54 Xe Xenon 131.29 |
| 55 Cs Cesium 132.91 | 56 Ba Barium 137.33 | Lanthanides | | | | | | | | | | | | | | 85 At Astatine 209.99 | 86 Rn Radon 222.02 |
| 87 Fr Francium 223.02 | 88 Ra Radium 226.03 | Actinides | | | | | | | | | | | | | | 117 Ts Tennessine [294] | 118 Og Oganesson [294] |
| 57 La Lanthanum 138.91 | 58 Ce Cerium 140.12 | 59 Pr Praseodymium 140.91 | 60 Nd Neodymium 144.24 | 61 Pm Promethium 144.91 | 62 Sm Samarium 150.36 | 63 Eu Europium 151.96 | 64 Gd Gadolinium 157.25 | 65 Tb Terbium 158.93 | 66 Dy Dysprosium 162.50 | 67 Ho Holmium 164.93 | 68 Er Erbium 167.26 | 69 Tm Thulium 168.93 | 70 Yb Ytterbium 173.06 | 71 Lu Lutetium 174.97 | | | |
| 89 Ac Actinium 227.03 | 90 Th Thorium 232.04 | 91 Pa Protactinium 231.04 | 92 U Uranium 238.03 | 93 Np Neptunium 237.05 | 94 Pu Plutonium 244.06 | 95 Am Americium 243.06 | 96 Cm Curium 247.07 | 97 Bk Berkelium 247.07 | 98 Cf Californium 251.08 | 99 Es Einsteinium [254] | 100 Fm Fermium 257.10 | 101 Md Mendelevium 258.1 | 102 No Nobelium 259.10 | 103 Lr Lawrencium [262] | | | |

Alkali Alkaline Transition Basic Metalloid Nonmetal Halogen Nobel Lanthanide Actinide
Metal Earth Metal Metal Gas

Pre-Algebra & Algebra

Number Line



General

$$d = r \times t$$

d = distance
r = rate
t = time

$$p = c \times n$$

p = total price
c = cost of item
n = number of items

$$u = \frac{p}{n}$$

u = unit price
p = total price
n = number of units

$$p = 100 \left(\frac{g - s}{g} \right)$$

p = percent of discount
g = original price
s = sale price

Linear

$$m = \frac{y_2 - y_1}{x_2 - x_1}$$

slope definition
(m = slope)

$$y = mx + b$$

slope-intercept formula
(b = y-intercept)

$$y_2 - y_1 = m(x_2 - x_1)$$

point-slope formula

$$d = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$$

distance formula

Rules for Integers

- When adding two numbers with the same sign, take the sum of the two numbers and keep the sign.
Example: $4 + 5 = 9$; $-6 + -2 = -8$
- When adding two numbers with different signs, take the difference of the two numbers and use the sign of the larger number.
Example: $-14 - 8 = -6$; $8 + -5 = 3$
- When subtracting two numbers, change the subtraction problem to an addition problem by adding the opposite of what was being subtracted. Follow steps "1" and "2" to finish the problem.
Example: $-10 - 4 = -10 + -4 = -14$; $5 - -3 = 5 + 3 = 8$

Numbers

Prime - any number greater than one that can only be factored by itself and the number one

Composite - any number greater than one that has more than two factors

Natural - numbers used for counting: {1, 2, 3, 4,...}

Whole - the set of natural numbers, plus zero

Integers - any positive or negative whole number, plus zero

Real - includes all rational and irrational numbers, both positive and negative

Equation Solving Process

- Is it a subtraction problem?

no

yes

Change it to an addition problem.

- Are there grouping symbols?

no

yes

Distribute.

- Are there variables on the right side?

no

yes

Move them to the left side.

Combine/simplify left side.

- Is there a number not attached to the variable?

no

yes

Move it to the right side.
Combine/simplify right side.

- Is there a number attached to the variable?

no

yes

1. If by 'x' then '+'.
2. If by '-x' then 'x'.
3. If a fraction, use reciprocal.

variable = #

variable = #

Other

Density = Mass ÷ Volume

$$D = \frac{m}{V}$$

Work = Force x Distance

$$W = F \cdot d$$

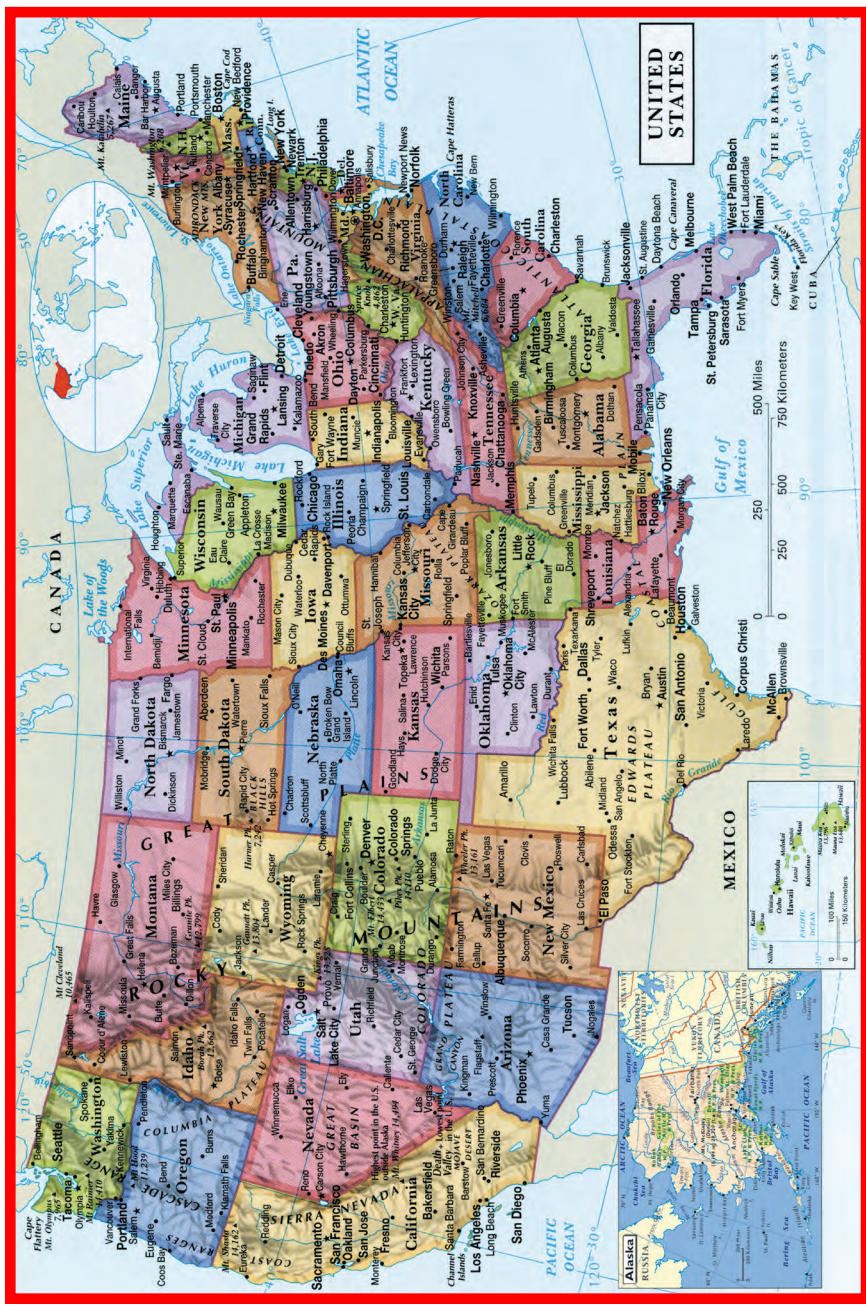
Power = Work ÷ Time

$$P = \frac{W}{t}$$

Power = Voltage x Current

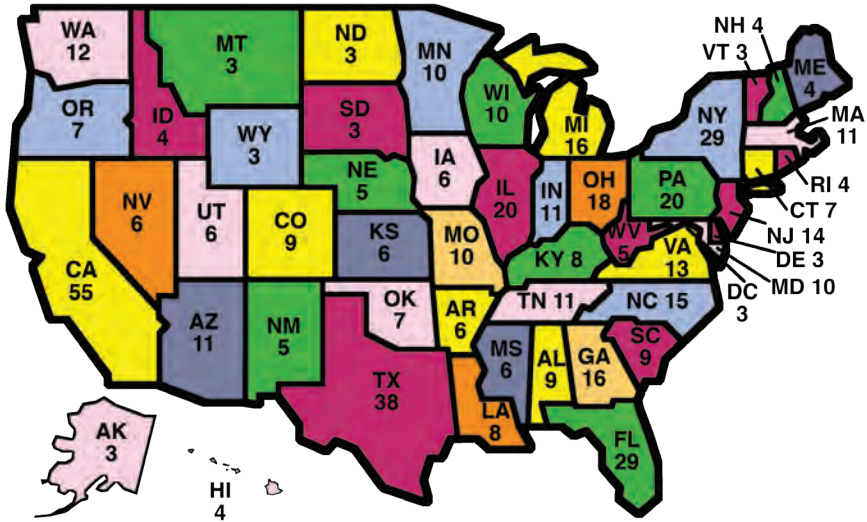
$$P = V \cdot I$$





ELECTORAL VOTES FOR PRESIDENT

(Based on the 2010 census, which is good for 2012, 2016, 2020 elections)



When Americans vote in November, the ballots they cast do not directly elect the president. Instead, that falls on the electoral college. There are currently a total of 538 electoral votes. The electors are selected on the state level and, in most of 48 states and Washington, D.C., the electors are bound by [state] law to vote in accordance with the results of the popular vote (in other words, if one candidate receives majority vote, the electors have “winner take all” policy and automatically give all the state’s electoral vote to that candidate). The other two states, Maine and Nebraska, award electoral votes by winner of the popular vote for each congressional district. When a candidate receives 270 or more electoral votes, the sitting vice president, acting as president of the Senate, declares that person the president-elect.

Electoral votes are allocated based on the census, so the number of electoral votes can change as the census changes. Every state is given the number of votes equal to the number of senators and representatives. This also includes the District of Columbia, which is allocated three electors and treated as a state for this electoral college process.

The electoral college system was established in 1789 and there has been some debate over whether or not the electoral college is still relevant. To eradicate the electoral college, thereby allowing election by nationwide popular vote, it would require a constitutional amendment, which would be a tremendous undertaking.

| UNITED STATES CAPITALS | | | | |
|---------------------------|---------------------------|-----------------------------|-----------------------------|------------------------------|
| Montgomery, Alabama | Honolulu, Hawaii | Boston, Massachusetts | Santa Fe, New Mexico | Pierre, South Dakota |
| Juneau, Alaska | Boise, Idaho | Lansing, Michigan | Albany, New York | Nashville, Tennessee |
| Phoenix, Arizona | Springfield, Illinois | St. Paul, Minnesota | Raleigh, North Carolina | Austin, Texas |
| Little Rock, Arkansas | Indianapolis, Indiana | Jackson, Mississippi | Bismarck, North Dakota | Salt Lake City, Utah |
| Sacramento, California | Des Moines, Iowa | Jefferson City, Missouri | Columbus, Ohio | Montpelier, Vermont |
| Denver, Colorado | Topeka, Kansas | Helena, Montana | Oklahoma City, Oklahoma | Richmond, Virginia |
| Hartford, Connecticut | Frankfort, Kentucky | Lincoln, Nebraska | Salem, Oregon | Olympia, Washington |
| Dover, Delaware | Baton Rouge, Louisiana | Carson City, Nevada | Harrisburg, Pennsylvania | Charleston, West Virginia |
| Tallahassee, Florida | Augusta, Maine | Concord, New Hampshire | Providence, Rhode Island | Madison, Wisconsin |
| Atlanta, Georgia | Annapolis, Maryland | Trenton, New Jersey | Columbia, South Carolina | Cheyenne, Wyoming |

| UNITED STATES PRESIDENTS | | | | | |
|--------------------------|------------------------|-----------|-------|-----------------------|-----------|
| Order | Name | Dates | Order | Name | Dates |
| 1. | George Washington | 1789-1797 | 24. | Grover Cleveland | 1893-1897 |
| 2. | John Adams | 1797-1801 | 25. | William McKinley | 1897-1901 |
| 3. | Thomas Jefferson | 1801-1809 | 26. | Theodore Roosevelt | 1901-1909 |
| 4. | James Madison | 1809-1817 | 27. | William H. Taft | 1909-1913 |
| 5. | James Monroe | 1817-1825 | 28. | Woodrow Wilson | 1913-1921 |
| 6. | John Quincy Adams | 1825-1829 | 29. | Warren G. Harding | 1921-1923 |
| 7. | Andrew Jackson | 1829-1837 | 30. | Calvin Coolidge | 1923-1929 |
| 8. | Martin Van Buren | 1837-1841 | 31. | Herbert C. Hoover | 1929-1933 |
| 9. | William Henry Harrison | 1841 | 32. | Franklin D. Roosevelt | 1933-1945 |
| 10. | John Tyler | 1841-1845 | 33. | Harry S. Truman | 1945-1953 |
| 11. | James K. Polk | 1845-1849 | 34. | Dwight D. Eisenhower | 1953-1961 |
| 12. | Zachary Taylor | 1849-1850 | 35. | John F. Kennedy | 1961-1963 |
| 13. | Millard Fillmore | 1850-1853 | 36. | Lyndon B. Johnson | 1963-1969 |
| 14. | Franklin Pierce | 1853-1857 | 37. | Richard M. Nixon | 1969-1974 |
| 15. | James Buchanan | 1857-1861 | 38. | Gerald R. Ford | 1974-1977 |
| 16. | Abraham Lincoln | 1861-1865 | 39. | James Earl Carter | 1977-1981 |
| 17. | Andrew Johnson | 1865-1869 | 40. | Ronald Reagan | 1981-1989 |
| 18. | Ulysses S. Grant | 1869-1877 | 41. | George Bush | 1989-1993 |
| 19. | Rutherford B. Hayes | 1877-1881 | 42. | William J. Clinton | 1993-2001 |
| 20. | James A. Garfield | 1881 | 43. | George W. Bush | 2001-2009 |
| 21. | Chester A. Arthur | 1881-1885 | 44. | Barack H. Obama | 2009-2017 |
| 22. | Grover Cleveland | 1885-1889 | 45. | Donald J. Trump | 2017-2021 |
| 23. | Benjamin Harrison | 1889-1893 | 46. | Joseph R. Biden Jr. | 2021- |



Charters of Freedom

The Declaration of Independence, Constitution and the Bill of Rights are collectively known as the Charters of Freedom. These documents were instrumental in not only securing the rights of Americans for over two centuries but also are instrumental to the founding and philosophy of the United States.

Original copies of the documents are on display in the National Archives Museum and can be viewed online at: <https://www.archives.gov/founding-docs>

Declaration of Independence - Announced the separation of the 13 North American British colonies from Great Britain. This document was approved by the Continental Congress on July 4th, 1776.

The Declaration of Independence has two main parts. The first part explains the beliefs of Americans about democracy. It lists rights that can't be taken away. There were seven truths declared in this document.

1. That all men are created equal.
2. That all men are born with rights that no one can take away.
3. That some of these rights are life, liberty and the pursuit of happiness.
4. That the purpose of government is to preserve these rights.
5. That the government is the servant of the people and gets its powers with the permission of the people it governs.
6. That if a government fails to protect people's rights, men have the right and the duty to change government.
7. That men have the right to form new governments that will protect their rights and provide safety and happiness.

Since the signing of the Declaration of Independence, our rights as citizens of the United States have been contested, debated, amended and documented. The Declaration of Independence established our basic civil rights.

Constitution of the United States - Established the United States national government and fundamental laws. It was signed on September 17, 1787 by delegates to the Constitutional Convention in Philadelphia. The Constitution guaranteed basic rights for the citizens of the U.S.

Preamble of the Constitution's outlines it's purpose.

"We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America."

The Bill of Rights - Are the first 10 amendments to the United States Constitution and list specific prohibitions on government power, in response to calls from several states for greater constitutional protection of individual liberties. The Bill of Rights were ratified on December 15, 1791.

Bill of Rights

1st - Freedom of Religion, Speech, Press, Assembly and Petition

2nd - Bearing and Keeping Arms

3rd - Quartering Soldiers

4th - Search and Seizure

5th - Grand Jury, Double Jeopardy, Self-Incrimination, Due Process

6th - Rights of Those Charged in Criminal Prosecutions

7th - Civil Trial Rights

8th - Protections against Excessive Bail, Cruel and Unusual Punishment

9th - Unenumerated Rights - The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

10th - Rights Reserved to States - The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.



Additional Amendments:

11th - (1795) Suits Against a State

12th - (1804) Election of President and Vice-President

13th - (1865) Abolition of Slavery and Involuntary Servitude

14th - (1868) Citizenship, Equal Protection, and other Post-Civil War Provisions

15th - (1870) Right of Citizens to Vote

16th - (1913) Income Tax

17th - (1913) Popular Election of Senators

18th - (1919) Prohibition of Liquor

19th - (1920) Women's Suffrage Rights

20th - (1933) Presidential Term and Succession

21st - (1933) Repeal of Prohibition

22nd - (1951) Presidential Term Limits

23rd - (1961) Presidential Electors for District of Columbia

24th - (1964) Abolition of the Poll Taxes

25th - (1967) Presidential Vacancy and Disability

26th - (1971) Reduction of Voting Age

27th - (1992) Congressional Compensation

(Year of Ratification)

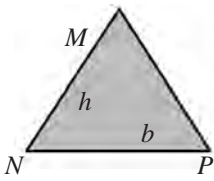
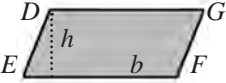
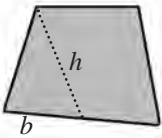


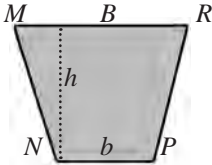
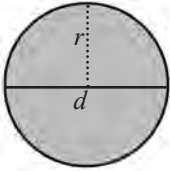


To see the full description of the Bill of Rights and a list of all 27 Amendments to the Constitution visit: <https://www.archives.gov/founding-docs/constitution>

| MULTIPLICATION TABLE | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 | 26 | 28 | 30 | 32 | 34 | 36 | 38 | 40 | 42 | 44 | 46 | 48 | 50 | |
| 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 | 27 | 30 | 33 | 36 | 39 | 42 | 45 | 48 | 51 | 54 | 57 | 60 | 63 | 66 | 69 | 72 | 75 | |
| 4 | 8 | 12 | 16 | 20 | 24 | 28 | 32 | 36 | 40 | 44 | 48 | 52 | 56 | 60 | 64 | 68 | 72 | 76 | 80 | 84 | 88 | 92 | 96 | 100 | |
| 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 | 95 | 100 | 105 | 110 | 115 | 120 | 125 | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 12 | 18 | 24 | 30 | 36 | 42 | 48 | 54 | 60 | 66 | 72 | 78 | 84 | 90 | 96 | 102 | 108 | 114 | 120 | 126 | 132 | 138 | 144 | 150 | |
| 7 | 14 | 21 | 28 | 35 | 42 | 49 | 56 | 63 | 70 | 77 | 84 | 91 | 98 | 105 | 112 | 119 | 126 | 133 | 140 | 147 | 154 | 161 | 168 | 175 | |
| 8 | 16 | 24 | 32 | 40 | 48 | 56 | 64 | 72 | 80 | 88 | 96 | 104 | 112 | 120 | 128 | 136 | 144 | 152 | 160 | 168 | 176 | 184 | 192 | 200 | |
| 9 | 18 | 27 | 36 | 45 | 54 | 63 | 72 | 81 | 90 | 99 | 108 | 117 | 126 | 135 | 144 | 153 | 162 | 171 | 180 | 189 | 198 | 207 | 216 | 225 | |
| 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 190 | 200 | 210 | 220 | 230 | 240 | 250 | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 22 | 33 | 44 | 55 | 66 | 77 | 88 | 99 | 110 | 121 | 132 | 143 | 154 | 165 | 176 | 187 | 198 | 209 | 220 | 231 | 242 | 253 | 264 | 275 | |
| 12 | 24 | 36 | 48 | 60 | 72 | 84 | 96 | 108 | 120 | 132 | 144 | 156 | 168 | 180 | 192 | 204 | 216 | 228 | 240 | 252 | 264 | 276 | 288 | 300 | |
| 13 | 26 | 39 | 52 | 65 | 78 | 91 | 104 | 117 | 130 | 143 | 156 | 169 | 182 | 195 | 208 | 221 | 234 | 247 | 260 | 273 | 286 | 299 | 312 | 325 | |
| 14 | 28 | 42 | 56 | 70 | 84 | 98 | 112 | 126 | 140 | 154 | 168 | 182 | 196 | 210 | 224 | 238 | 252 | 266 | 280 | 294 | 308 | 322 | 336 | 350 | |
| 15 | 30 | 45 | 60 | 75 | 90 | 105 | 120 | 135 | 150 | 165 | 180 | 195 | 210 | 225 | 240 | 255 | 270 | 285 | 300 | 315 | 330 | 345 | 360 | 375 | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 32 | 48 | 64 | 80 | 96 | 112 | 128 | 144 | 160 | 176 | 192 | 208 | 224 | 240 | 256 | 272 | 288 | 304 | 320 | 336 | 352 | 368 | 384 | 400 | |
| 17 | 34 | 51 | 68 | 85 | 102 | 119 | 136 | 153 | 170 | 187 | 204 | 221 | 238 | 255 | 272 | 289 | 306 | 323 | 340 | 357 | 374 | 391 | 408 | 425 | |
| 18 | 36 | 54 | 72 | 90 | 108 | 126 | 144 | 162 | 180 | 198 | 216 | 234 | 252 | 270 | 288 | 306 | 324 | 342 | 360 | 378 | 396 | 414 | 432 | 450 | |
| 19 | 38 | 57 | 76 | 95 | 114 | 133 | 152 | 171 | 190 | 209 | 228 | 247 | 266 | 285 | 304 | 323 | 342 | 361 | 380 | 399 | 418 | 437 | 456 | 475 | |
| 20 | 40 | 60 | 80 | 100 | 120 | 140 | 160 | 180 | 200 | 220 | 240 | 260 | 280 | 300 | 320 | 340 | 360 | 380 | 400 | 420 | 440 | 460 | 480 | 500 | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 42 | 63 | 84 | 105 | 126 | 147 | 168 | 189 | 210 | 231 | 252 | 273 | 294 | 315 | 336 | 357 | 378 | 399 | 420 | 441 | 462 | 483 | 504 | 525 | |
| 22 | 44 | 66 | 88 | 110 | 132 | 154 | 176 | 198 | 220 | 242 | 264 | 286 | 308 | 330 | 352 | 374 | 396 | 418 | 440 | 462 | 484 | 506 | 528 | 550 | |
| 23 | 46 | 69 | 92 | 115 | 138 | 161 | 184 | 207 | 230 | 253 | 276 | 299 | 322 | 345 | 368 | 391 | 414 | 437 | 460 | 483 | 506 | 529 | 552 | 575 | |
| 24 | 48 | 72 | 96 | 120 | 144 | 168 | 192 | 216 | 240 | 264 | 288 | 312 | 336 | 360 | 384 | 408 | 432 | 456 | 480 | 501 | 528 | 552 | 576 | 600 | |
| 25 | 50 | 75 | 100 | 125 | 150 | 175 | 200 | 225 | 250 | 275 | 300 | 325 | 350 | 375 | 400 | 425 | 450 | 475 | 500 | 525 | 550 | 575 | 600 | 625 | |

| SQUARES, CUBES AND ROOTS | | | | | | | | | |
|--------------------------|--------|------|-------------|-----------|-----|--------|--------|-------------|-----------|
| No. | Square | Cube | Square root | Cube root | No. | Square | Cube | Square root | Cube root |
| 1 | 1 | 1 | 1.000 | 1.000 | 13 | 169 | 2197 | 3.606 | 2.351 |
| 2 | 4 | 8 | 1.414 | 1.260 | 14 | 196 | 2744 | 3.742 | 2.410 |
| 3 | 9 | 27 | 1.732 | 1.442 | 15 | 225 | 3375 | 3.873 | 2.466 |
| 4 | 16 | 64 | 2.000 | 1.587 | 16 | 256 | 4096 | 4.000 | 2.520 |
| 5 | 25 | 125 | 2.236 | 1.710 | 17 | 289 | 4913 | 4.123 | 2.571 |
| 6 | 36 | 216 | 2.449 | 1.817 | 18 | 324 | 5832 | 4.243 | 2.621 |
| 7 | 49 | 343 | 2.646 | 1.913 | 19 | 361 | 6859 | 4.359 | 2.668 |
| 8 | 64 | 512 | 2.828 | 2.000 | 20 | 400 | 8000 | 4.472 | 2.714 |
| 9 | 81 | 729 | 3.000 | 2.080 | 25 | 625 | 15625 | 5.000 | 2.924 |
| 10 | 100 | 1000 | 3.162 | 2.154 | 30 | 900 | 27000 | 5.477 | 3.107 |
| 11 | 121 | 1331 | 3.317 | 2.224 | 40 | 1600 | 64000 | 6.325 | 3.420 |
| 12 | 144 | 1728 | 3.464 | 2.289 | 50 | 2500 | 125000 | 7.071 | 3.684 |

| PRIME NUMBERS TO 1,009 | | | | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| A prime number is a positive integer that is divisible only by two positive integers, 1 and itself. | | | | | | | | | | |
| 2 | 53 | 127 | 263 | 353 | 443 | 547 | 641 | 739 | 839 | 947 |
| 3 | 59 | 131 | 269 | 359 | 449 | 557 | 643 | 743 | 853 | 953 |
| 5 | 61 | 137 | 271 | 367 | 457 | 563 | 647 | 751 | 857 | 967 |
| 7 | 67 | 139 | 277 | 373 | 461 | 569 | 653 | 757 | 859 | 971 |
| 11 | 71 | 149 | 281 | 379 | 463 | 571 | 659 | 761 | 863 | 977 |
| 13 | 73 | 151 | 283 | 383 | 467 | 577 | 661 | 769 | 877 | 983 |
| 17 | 79 | 157 | 293 | 389 | 479 | 587 | 673 | 773 | 881 | 991 |
| 19 | 83 | 163 | 307 | 397 | 487 | 593 | 677 | 787 | 883 | 997 |
| 23 | 89 | 167 | 311 | 401 | 491 | 599 | 683 | 797 | 887 | 1009 |
| 29 | 97 | 229 | 313 | 409 | 499 | 601 | 691 | 809 | 907 | |
| 31 | 101 | 233 | 317 | 419 | 503 | 607 | 701 | 811 | 911 | |
| 37 | 103 | 239 | 331 | 421 | 409 | 613 | 709 | 821 | 919 | |
| 41 | 107 | 241 | 337 | 431 | 521 | 617 | 719 | 823 | 929 | |
| 43 | 109 | 251 | 347 | 433 | 523 | 619 | 727 | 827 | 937 | |
| 47 | 113 | 257 | 349 | 439 | 541 | 631 | 733 | 829 | 941 | |

| NAME | FIGURE | AREA | PERIMETER CIRCUMFERENCE |
|---------------|---|----------------------------------|--------------------------------------|
| TRIANGLE |  | $A = \frac{b \times h}{2}$ | $P = MN + NP + PM$ |
| PARALLELOGRAM |  | $A = b \times h$ | $P = DE + EF + FG + GD$ |
| RHOMBUS |  | $A = b \times h$ | $P = b + b + b + b$ $P = 4b$ |
| RECTANGLE |  | $A = L \times w$ | $P = L + w + L + w$ $P = 2L + 2w$ |
| SQUARE |  | $A = l^2$ | $P = l + l + l + l$ $P = 4l$ |
| TRAPEZOID |  | $A = \frac{(B + b) \times h}{2}$ | $P = MN + NP + PR + RM$ |
| CIRCLE |  | $A = \pi r^2$ | $C = 2\pi r = \pi d$ |

UNITS OF MEASUREMENT & CONVERSIONS

| System Linear Measurements | | |
|----------------------------|---|-----------|
| 12 inches | = | 1 foot |
| 3 feet | = | 1 yard |
| 5.5 yards | = | 1 rod |
| 40 rods | = | 1 furlong |
| 8 furlongs | = | 1 mile |
| 3 land miles | = | 1 league |

| Area Measurement | | |
|------------------|---|------------|
| 144 sq. inches | = | 1 sq. foot |
| 9 sq. feet | = | 1 sq. yard |
| 30.25 sq. yards | = | 1 sq. rod |
| 150 sq. rods | = | 1 acre |
| 640 acres | = | 1 sq. mile |
| 1 sq. mile | = | 1 section |
| 36 sections | = | 1 township |

| Liquid Measure | | |
|----------------|---|----------|
| 2 cups | = | 1 pint |
| 2 pints | = | 1 quart |
| 4 quarts | = | 1 gallon |

| Dry Measure | | |
|-------------|---|----------|
| 2 pints | = | 1 quart |
| 8 quarts | = | 1 peck |
| 4 pecks | = | 1 bushel |

| Weight | | |
|------------------|---|-----------------|
| 27 11/32 grains | = | 1 dram |
| 16 drams | = | 1 ounce |
| 16 ounces | = | 1 pound |
| 100 pounds | = | 1 hundredweight |
| 20 hundredweight | = | 1 san |
| 2000 pounds | = | 1 ton |

| Kitchen Measurements | | |
|----------------------|---|----------|
| 3 tsp | = | 1 tbsp |
| 4 tbsp | = | 1/4 cup |
| 5 1/3 tbsp | = | 1/3 cup |
| 16 tbsp | = | 1 cup |
| 2 cups | = | 1 pint |
| 4 cups | = | 1 quart |
| 2 pints | = | 1 quart |
| 4 quarts | = | 1 gallon |

| Temperature | | |
|-------------|---|-----------|
| Celsius | = | 5/9(F-32) |
| Fahrenheit | = | 9C/5 + 32 |

| Metric Linear Measurement | | |
|---------------------------|---|--------------|
| 10 millimeters | = | 1 centimeter |
| 10 centimeters | = | 1 decimeter |
| 10 decimeters | = | 1 meter |
| 10 meters | = | 1 decameter |
| 10 decameter | = | 1 hectometer |
| 10 hectometer | = | 1 kilometer |

| Metric Area Measurement | | |
|-------------------------|---|------------------|
| 100 sq. mm | = | 1 sq. centimeter |
| 10,000 sq. cm | = | 1 sq. meter |
| 1,000,000 sq. mm | = | 1 sq. meter |
| 100 sq. meters | = | 1 are |
| 100 areas | = | 1 hectare |
| 100 hectares | = | 1 sq. kilometer |
| 1,000,000 sq. m | = | 1 sq. kilometer |

| Metric Volume Measurements | | |
|----------------------------|---|-------------------|
| 1 liter | = | 0.001 cubic meter |
| 10 milliliters | = | 1 centiliters |
| 10 centiliters | = | 1 deciliter |
| 10 deciliters | = | 1 liter |
| 10 liters | = | 1 decaliter |
| 10 decaliters | = | 1 hectoliter |
| 10 hectoliters | = | 1 kiloliter |

| Metric Weight | | |
|-----------------|---|--------------|
| 10 milligrams | = | 1 centigram |
| 10 centigrams | = | 1 decigram |
| 10 decigrams | = | 1 gram |
| 10 grams | = | 1 dekagram |
| 10 dekagrams | = | 1 hectograms |
| 10 hectograms | = | 1 kilogram |
| 1,000 kilograms | = | 1 metric ton |

| Conversion Chart | | |
|-------------------|-------------------|--------------|
| To Convert: | Into: | Multiply By: |
| Centimeters | Inches | 0.394 |
| | Feet | 0.0328 |
| | Meters | 0.01 |
| | Millimeters..... | 10 |
| Meters | Centimeters..... | 100 |
| | Feet | 3.281 |
| | Inches..... | 39.37 |
| | Kilometers..... | 0.001 |
| | Miles | 0.0006214 |
| | Millimeters..... | 1000 |
| | Yards | 1.093 |
| Kilometers..... | Feet | 3281 |
| | Meters | 1000 |
| | Miles | 0.621 |
| | Yards | 1093 |
| Liters | Cups | 4.226 |
| | Pints | 2.113 |
| | Gallons | 0.264 |
| | Milliliters | 1000 |
| | Quarts | 1.057 |
| Grams | Ounces | 0.035 |
| | Pounds..... | 0.002 |
| | Kilograms | 0.001 |
| Kilograms..... | Grams | 1000 |
| | Ounces | 35.274 |
| | Pounds..... | 2.205 |
| Inches | Centimeters | 2.54 |
| | Feet | 0.0833 |
| | Meters | 0.0254 |
| | Yards | 0.0278 |
| Yards | Inches..... | 36 |
| | Feet | 3 |
| | Meters | 0.914 |
| | Miles | 0.0005682 |
| Miles | Feet | 5280 |
| | Yards | 1760 |
| | Kilometers..... | 1.609 |
| Pints..... | Liters..... | 0.473 |
| | Quarts..... | 0.5 |
| | Gallons..... | 0.125 |
| Quarts | Pints | 2 |
| | Liters | 0.946 |
| | Gallons | 0.25 |
| Gallons | Pints | 8 |
| | Liters | 3.785 |
| | Quarts | 4 |
| Ounces..... | Grams | 28.35 |
| | Pounds..... | 0.0625 |
| | Kilograms | 0.029 |
| Pounds..... | Grams | 453.59 |
| | Ounces | 16 |
| | Kilograms | 0.454 |

ROMAN NUMERALS

| | | | |
|------------|-------------|--------------|------------|
| I.....1 | IX.....9 | XVII.....17 | XC.....90 |
| II.....2 | X.....10 | XVIII.....18 | C.....100 |
| III.....3 | XI.....11 | XIX.....19 | CC.....200 |
| IV.....4 | XII.....12 | XX.....20 | CD.....400 |
| V.....5 | XIII.....13 | XXX.....30 | D.....500 |
| VI.....6 | XIV.....14 | XL.....40 | CM.....900 |
| VII.....7 | XV.....15 | L.....50 | M.....1000 |
| VIII.....8 | XVI.....16 | LX.....60 | |

Commonly Confused Words

ACCEPT-to receive / **EXCEPT**-to take or leave out
AFFECT-to influence / **EFFECT**-(noun) result, (verb) to accomplish
A LOT (two words)-many / **ALOT** (one word)-NOT a word
ALL READY-prepared / **ALREADY**-by this time
ALTOGETHER-entirely / **ALL TOGETHER**-gathered, with everything in one place
ASCEND-climb / **ASSENT**-agreement
CAPITAL-seat of government; financial resources / **CAPITOL**-the actual building in which the legislative body meets
CITE-to quote or document / **SIGHT**-vision / **SITE**-position or place
COMPLEMENT-(noun) something that completes; (verb) to complete / **COMPLIMENT**-(noun) praise; (verb) to praise
COUNCIL-a group that consults or advises / **COUNSEL**-to advise
ELICIT-to draw or bring out / **ILLICIT**-illegal
EMINENT-famous, respected / **IMMINENT**-ready to take place
ITS-of or belonging to it / **IT'S**-contraction for it is
LIE-to lie down (a person or animal); to be dishonest / **LAY**-to lay an object down
PRECEDE-to come before / **PROCEED**-to go forward
PRINCIPAL-adjective, most important; noun, a person who has authority / **PRINCIPLE**-a general or fundamental truth
REGARDLESS-in spite of everything; anyway / **IRREGARDLESS**-NOT a word
STATIONARY-standing still / **STATIONERY**-writing paper
SUPPOSED TO-to be obligated to (NOT "suppose to") / **SUPPOSE**-to guess or make a conjecture
SUPPOSEDLY-considered to be true, often mistakenly / **SUPPOSABLY**-NOT a word
THAN-use with comparisons / **THEN**-at that time, or next
THEIR-possessive form of they / **THERE**-indicates location / **THEY'RE**-contraction for "they are"
TO-toward / **TOO**-also, or excessively / **TWO**-a number
WHO-pronoun, referring to a person or persons / **WHICH**-pronoun, replacing a singular or plural thing(s); not used to refer to persons / **THAT**-used to refer to things or a group or class of people
WHO-used as a subject or as a subject complement (see above) / **WHOM**-used as an object

| PARTS OF SPEECH | | |
|-----------------|--|--------------------------------------|
| PART OF SPEECH | BASIC FUNCTION | EXAMPLES |
| noun | names a person, place, or thing | pirate, Caribbean, ship |
| pronoun | takes the place of a noun | I, you, he, she, it, ours, them, who |
| verb | identifies action or state of being | sing, dance, believe, be |
| adjective | modifies a noun | hot, lazy, funny |
| adverb | modifies a verb, adjective, or other adverb | softly, lazily, often |
| preposition | shows a relationship between a noun (or pronoun) and other words in a sentence | up, over, against, by, for |
| conjunction | joins words, phrases, and clauses | and, but, or, yet |
| interjection | expresses emotion | ah, whoops, ouch |
| article | identifies and specifies a noun | a, an, the |

COMMONLY MISPELLED WORDS

| | | | |
|----------------|---------------|---------------|---------------|
| accidentally | defendant | liaison | personnel |
| accommodate | definitely | leisure | possess |
| acknowledgment | desirable | library | privilege |
| acquainted | desperate | license | propaganda |
| acquire | eligible | lieutenant | questionnaire |
| all right | eliminate | lightning | receipt |
| already | embarrass | liquefy | receive |
| amateur | environment | maintenance | restaurant |
| appearance | existence | marriage | rhythm |
| appropriate | fascinating | medieval | ridiculous |
| bellwether | February | millennium | sacrilegious |
| bureau | fluorine | miniature | sergeant |
| business | foreign | miscellaneous | separate |
| calendar | forty | Mississippi | seize |
| canceled | gauge | misspelled | sheriff |
| Caribbean | government | mnemonic | sincerely |
| cemetery | grammar | mysterious | stubbornness |
| changeable | grateful | necessary | supersede |
| chrysanthemum | harass | noticeable | tangible |
| Cincinnati | humorous | occasionally | temperament |
| collectible | hurrying | occurrence | temperature |
| commitment | incidentally | opportunity | transferred |
| committee | independent | optimistic | truly |
| connoisseur | indispensable | parallel | twelfth |
| conscientious | inoculate | patience | vaccinate |
| conscious | irresistible | performance | vacuum |
| convenience | jewelry | permanent | Wednesday |
| corduroy | judgment | permissible | weird |
| deceive | laboratory | perseverance | wholly |



College Action Plan: High School Freshmen

Fall - Plan for the Year Ahead

*Meet with your counselor to discuss your college plans. Review your schedule with him or her to make sure you're enrolled in challenging classes that will help you prepare for college. Colleges prefer four years of English, history, math, science, and a foreign language. *Use College Search to find out the required courses and tests of colleges that you might be interested in attending. *Start a calendar with important dates and deadlines. *Get more involved with your extracurricular activities. *Go to college fairs in your area.

Winter - Learn about Colleges

*Learn about college costs and how financial aid works. *Use the College Savings Calculator to see how much money you'll need for college, whether you're on track to save enough, and what you need to do to reach your goal. Talk to your parents about financing college. *Visit colleges while still in session. *Find out about college firsthand from college friends who are home for the holidays. *Prepare for Tests: Talk to your counselor and teachers about taking SAT Subject Tests™ in your strong subjects this spring. Take Subject Tests such as World History, Biology E/M, and Chemistry while the material is still fresh in your mind.

Spring - Stay Focused

*Sign up for college preparatory courses. Consider AP® courses. *Study for May AP Exams. Get free AP preparation. *Explore Summer Opportunities: Look for a great summer opportunity - job, internship, or volunteer position. *Check with your counselor and search online for summer school programs for high school students at colleges.

Summer - Make the Most of Your Break

*Start a summer reading list. Ask your teachers to recommend books. *Plan to visit college campuses to get a feel for your options. Start with colleges near you. *Finalize your summer plans.

College Action Plan: High School Sophomores

Fall - Plan for the Year Ahead

*Meet with your counselor to discuss your college plans. Review your schedule with him or her to make sure you're enrolled in challenging classes that will help you prepare for college. Colleges prefer four years of English, history, math, science, and a foreign language. *Start a calendar with important dates and deadlines. *Get more involved with your extracurricular activities. *Use College Search to find out the required courses and tests of colleges that you might be interested in attending. *Go to college fairs in your area. *Consider Taking the PSAT/NMSQT®: Sign up for the PSAT/NMSQT, which is given in October. Ask your counselor which date is offered at your school. Get free online PSAT/NMSQT practice. *If you're taking the PSAT/NMSQT check 'yes' for Student Search Service® to hear about colleges and scholarships.

Winter - Prepare for Tests

*Use the access code on your PSAT/NMSQT score report to sign in to My College QuickStart™. With this personalized planning kit, you can prepare for the SAT using a study plan based on your PSAT/NMSQT results and explore lists of suggested colleges, majors, and careers. *Talk to your counselor and teachers about taking SAT Subject Tests™ in your strong subjects this spring.

Take Subject Tests such as World History, Biology E/M, and Chemistry while the material is still fresh in your mind. *Learn about Colleges: Learn about college costs and how financial aid works. *Use the College Savings Calculator to see how much money you'll need for college, whether you're on track to save enough, and what you need to do to reach your goal. Talk to your parents about financing college. *Visit colleges while they're in session. *Find out about college firsthand from college friends who are home for the holidays.

Spring - Stay Focused

- *Sign up for college preparatory courses. Consider AP® courses. *Study for May AP Exams. Get free AP preparation. *Explore Summer Opportunities: Look for a great summer opportunity - job, internship, or volunteer position. *Check with your counselor and search online for summer school programs for high school students at colleges.

Summer - Make the Most of Your Break

- *Start a summer reading list. Ask your teachers to recommend books. *Plan to visit college campuses to get a feel for your options. Start with colleges near you.

College Action Plan: High School Juniors

Fall - Take the PSAT/NMSQT

- *At school, sign up early to take the PSAT/NMSQT® in October. Get PSAT/NMSQT tips and a free practice test. *Start Your College Search: Start with you - Make lists of your abilities, preferences, and personal qualities. List things you may want to study and do in college. *Jumpstart your college planning by reading about majors and careers. *Use College Search to find colleges with the right characteristics. *Start Thinking about Financial Aid: Talk to your counselor about your college plans and attend college night and financial aid night at your school. Use financial aid calculators to estimate your aid eligibility and college costs.

Winter - Plan Your Spring Testing Schedule

- *You can take either the SAT Reasoning Test™ or up to three SAT Subject Tests™ on one test day. Plan your testing schedule carefully if you want to take both types of SAT®. See the SAT schedule of test dates and register online for the SAT. *Use the access code on your PSAT/NMSQT score report to sign in to My College QuickStart™. With this personalized planning kit, you can prepare for the SAT using a study plan based on your PSAT/NMSQT results and explore lists of suggested colleges, majors, and careers.

Spring - Get Ready for the SAT

- *Visit the SAT Preparation Center™ to take a free full-length official practice test and get a score and skills report. Be sure to sign up for The Official SAT Question of the Day™ for daily practice. *Explore Colleges: Start visiting local colleges: large, small, public, and private. Get a feel for what works for you. Develop a list of 15-20 colleges that interest you. Search for colleges and use My College List. *Prepare for AP® Exams: Do well on AP Exams and receive credit or placement at most colleges. Get AP Exam preparation. *Plan Ahead for the Summer & Senior Year: Review your senior year class schedule with your counselor. Challenge yourself with honors and AP classes and stick with sequences you've begun, in the languages, for example. Read about how to select your courses. *Plan summer activities early. Enrich yourself by volunteering, getting an interesting job or internship, or signing up for special summer learning programs.

Summer - Keep Your Momentum Up This Summer

*Visit colleges. Take campus tours and, at colleges you're serious about, schedule interviews with admissions counselors. Be sure to bring your campus visit checklist. *Request applications from colleges to which you'll apply. Check important dates; some universities have early dates or rolling admissions. Consult the College Application Calendar and the Financial Aid Calendar for a basic idea of the applications timeline. *Finalize your summer plans.

College Action Plan: High School Seniors

Fall - Pulling Your Applications Together

*Narrow your list of colleges to between 5 and 10 and review it with your counselor. Get an application and financial aid info from each. Visit as many as possible. *Make a master calendar and note:
*Test dates, fees, and deadlines. *College application due dates. *Required financial aid applications and their deadlines. *Recommendations, transcripts, and other necessary materials. *Your high school's deadlines for application requests, such as your transcript. *Ask for recommendations. Give each person your resume, a stamped, addressed envelope, and any required forms. *Write application essays and ask teachers, parents, and friends to read first drafts. *Applying Early Action or Early Decision? November 1: For early admissions, colleges may require test scores and applications in early November. Send your SAT® scores at collegeboard.com. *Ask if your college offers an early estimate of financial aid eligibility. *Get Financial Aid Info: Attend financial aid info events in your area. *Talk to your counselor about CSS/Financial Aid PROFILE® and learn about it with Completing the PROFILE. *Use Scholarship Search at collegeboard.com, review scholarship books, and ask your counselor about local and state funding sources.

Winter - Application Details

*Most regular applications are due between January 1 and February 15. Keep copies of everything you send to colleges. *Have your high school send your transcript to colleges. *Contact colleges to make sure they've received all application materials. *Financial Aid: Apply Early. Apply Right.: You and your family should save this year's pay stubs to estimate income on aid forms that you'll file early next year. *Submit your FAFSA as soon after January 1 as possible. Men 18 or older must register for the selective service to receive federal financial aid. *Many priority financial aid deadlines fall in February. To get the most attractive award package, apply by the priority date. Keep copies of everything you send.

Spring - When the Letters Start Rolling In

*You should get acceptance letters and financial aid offers by mid-April. *Use Compare Your Aid Awards to compare awards from different colleges. Questions? Talk to financial aid officers. Not enough aid? Ask if other financing plans are available. *If you haven't already, visit your final college before accepting. *May 1: Making Your Final Choice: You must tell every college of your acceptance or rejection of offers of admission or financial aid by May 1. Send a deposit to the college you choose. *Wait-listed? If you will enroll if accepted, tell the admissions director your intent and ask how to strengthen your application. Need financial aid? Ask if funds will be available if you're accepted.

Summer - Next Steps

*Ask your high school to send a final transcript to your college. *Start preparing for the year ahead.

The following pages
are an example of our
STUDENT ASSIGNMENT pages.

The planners usually range in date
from the beginning of August
to the middle of June.

You may remove, change
or add dates and class subjects
as needed for your school.

Also included are 8 hall passes
at the end of the planner

CLASS SCHEDULE

First Semester

[illegible]

Second Semester

[illegible]

AUGUST 2024

| S | M | T | W | T | F | S |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

The tragedy in life doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach.

~ Benjamin Mays ~

5 MONDAY

6 TUESDAY

7 WEDNESDAY

GOALS/NOTES



8 THURSDAY

9 FRIDAY

10 SATURDAY

11 SUNDAY

AUGUST 2024

| S | M | T | W | T | F | S |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

*Study while others are sleeping;
work while others are loafing;
prepare while others are playing;
and dream while others are wishing.
~ William Arthur Ward ~*

12 MONDAY

13 TUESDAY

14 WEDNESDAY

GOALS/NOTES



15 THURSDAY

16 FRIDAY

17 SATURDAY

18 SUNDAY

AUGUST 2024

| | | | | | | |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

*Wise people learn when they can;
fools learn when they must.
~ Arthur Wellesley, Duke of Wellington ~*

19 MONDAY

20 TUESDAY

21 WEDNESDAY

GOALS/NOTES



22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

NAME _____

HALL PASS

Destination: (R)Restroom, (B)Band, (C)Chorus, (LB)Library, (O)Office, (L)Locker, (O)Other

[illegible]

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| NAME | | HALL PASS |
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| NAME | | HALL PASS |
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Destination: (R)Restroom, (B)Band, (C)Chorus, (LB)Library, (O)Office, (L)Locker, (O)Other

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The following pages
are an example of our
PARENT PLANNER pages.

AUGUST 2024

[illegible]

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| MY GOAL FOR THIS MONTH: |
|--------------------------------|

AUGUST 2024

| WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
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LOOKING AHEAD TO NEXT MONTH:

SEPTEMBER 2024

| Special Events | SUNDAY | MONDAY | TUESDAY |
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MY GOAL FOR THIS MONTH:

SEPTEMBER 2024

| WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
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LOOKING AHEAD TO NEXT MONTH:

2024

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2025

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