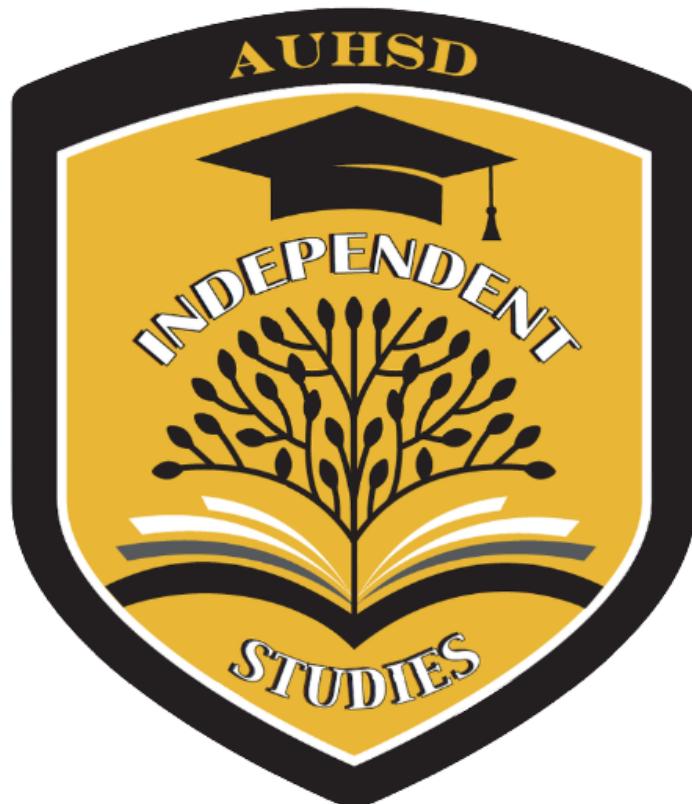


# Handbook for Independent Studies Graduates



## Resources for Success

# How do I...

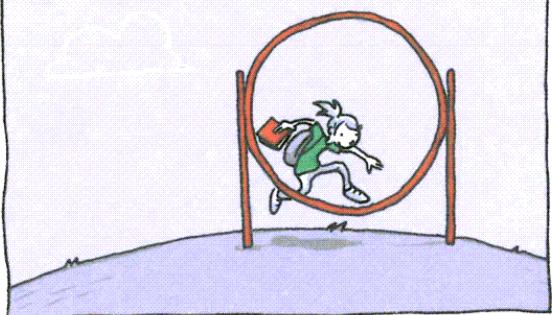
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# Important Dates

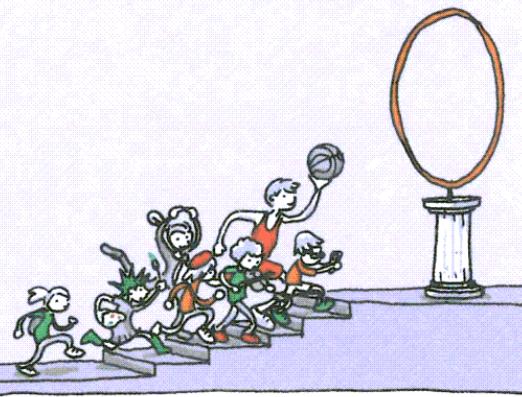
<b>Financial Aid Help Workshop</b> FAFSA / DACA	January 11, 2022
<b>Financial Aid Help Workshop</b> FAFSA / DACA	January 19, 2022
<b>Financial Aid Help Workshop</b> FAFSA / DACA	February 8, 2022
<b>Financial Aid Help Workshop</b> FAFSA / DACA	February 15, 2022
<b>Financial Aid Help Workshop</b> FAFSA / DACA	February 25, 2022
<b>Financial Aid Priority Deadline</b> FAFSA / DACA	March 2, 2022
<b>Graduation Ceremony</b>	May 24, 2022
<b>Community College Application Deadline for Fall 2022</b>	September 2, 2022

# MESSAGE TO A GRADUATE

TO GET AN EDUCATION,  
YOU MUST JUMP THROUGH  
MANY HOOPS.



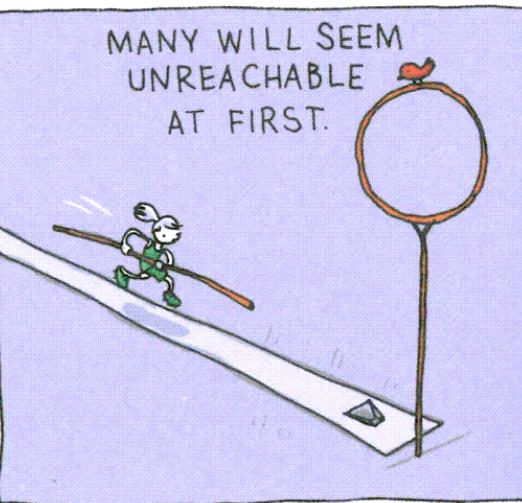
SOME ARE ULTRA-  
COMPETITIVE.



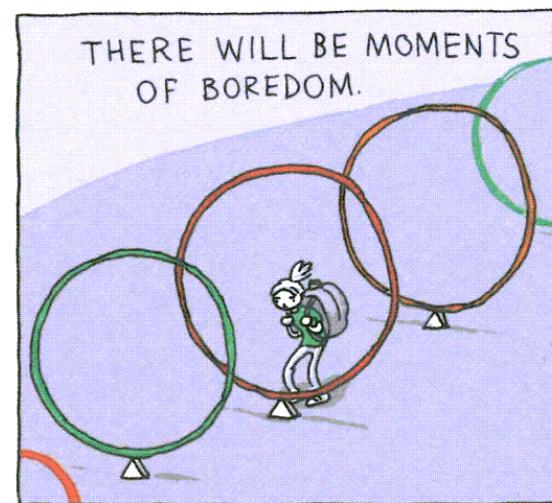
OTHERS REQUIRE  
PERFECT TIMING.



MANY WILL SEEM  
UNREACHABLE  
AT FIRST.



THERE WILL BE MOMENTS  
OF BOREDOM.



YOU WILL GET BURNED.



AND EVEN EMBARRASSED.



BUT OFTEN YOUR  
IMAGINATION WILL BE  
SPARKED.



WITH LUCK AND  
COORDINATION, YOU WILL  
REACH THE FINAL HOOP...



AND ARRIVE AT A PLACE  
WHERE HOOPS ARE SCARCELY  
SEEN.



SHOULD YOU STOP  
JUMPING?



NO! NOW YOU MUST  
CREATE YOUR OWN  
HOOPS.



# Tips for Grads

- Ask questions.
  - Try new things.
- Eat good food.
  - Learn how to cook.
  - Do things by yourself.
- You don't have to go to college right away (or at all).
  - It's okay to not know your major.
- Life is full of lessons.
  - Find a job you love.
  - Self-reflect.
- Discover your values.
  - Keep in touch with friends and family.
- Make new friends.
  - It's okay to fail, and fail again -- keep going!
- Stay true to who you are.

# Contact School Staff

Admin	Email	Phone
Mr. Lara Principal/Coordinator of Alternative Education	lara_j@auhsd.us	
Mrs. Pittman Assistant Principal	pittman_c@auhsd.us	714-999-3738
Dr. Slim Assistant Principal	slim_n@auhsd.us	
Counselors	Email	Phone
Mr. Seltzer Counselor	seltzer_m@auhsd.us	
Mr. Lamb Counselor	lamb_j@auhsd.us	
Mrs. Sandoval-Rodriguez Counselor	sandovalrodriguez_k@auhsd.us	714-999-3738
Ms. Lu Counselor	lu_am@auhsd.us	
Mrs. Briquelet Counselor	briquelet_j@auhsd.us	
Mrs. Pena Counselor	pena_k@auhsd.us	714-999-3796
Support Staff	Email	Phone
Mrs. Gomez College & Career Readiness Specialist	gomez_li@auhsd.us	
Mr. Vazquez Library Media Tech	vazquez_al@auhsd.us	714-999-3738

# Sign Up for College

## Steps to help you sign up for college

### Step 1: Decide Where to Apply

Not all colleges have the same programs, so **make sure that the school has the program(s) you want**. Research its website, email the admissions office, go on a tour, and attend information sessions.

### Step 2: Fill Out and Submit Your Online Community College Application

Use the California Community College application portal to submit your application.  
<http://home.cccapply.org/>

### Step 3: Provide Your High School Diploma, GED, or Transcript

You must provide proof of your educational background. See the next page to learn how to request and send a transcript.

### Step 4: Submit Your Financial Aid Application

You should apply for financial aid even if you are unsure of your college plans or you think you will not qualify. You can always choose not to use the aid offered but if you do not apply by the **March 2 deadline**, you will lose the opportunity to access financial aid for the upcoming school year.

#### FAFSA

Complete the FAFSA Application if you are:

- U.S Citizen
- Permanent Resident
- Eligible non-citizen
- T Visa holder

FAFSA: <https://fafsa.ed.gov/>

FSA ID: <https://studentaid.gov/fsa-id/create-account/launch>

FAFSA Resources: <https://studentaid.gov/resources>

## CADA

Complete the CADA if you are:

- Undocumented
- Have a valid or expired DACA
- U Visa holders
- Have Temporary Protected Status (TPS)

California Dream Act: <https://dream.csac.ca.gov/>

Webgrants: <https://webgrants.csac.ca.gov/>

### **Step 5: Attend a New Student Orientation**

Many community colleges hold orientations for new students. They may also have you set up a school account and email address.

### **Step 6: Take Placement Tests in Math and English**

After the college processes your application, you'll be invited to take placement tests to determine your level for math and English classes. Placement tests don't affect whether or not you get into community college. Instead, they help to determine what courses you should take in your first semester.

### **Step 7: Meet With Your Advisor**

By the time you meet with an advisor, you should be all set with enrollment and placement testing. Your advisor can talk to you about the classes you want to take, as well as give you guidance about requirements and classes. You should ask them about opportunities outside of class, like cultural clubs, sports, language groups, and support services.

### **Step 8: Register for Classes**

Finally, you'll register for your classes! Full-time students usually take about 4 to 5 classes per semester. Once you've registered for classes, you're all done with the application process!

## **Pledge Partners (2 FREE years):**

The Promise Program provides 2 years of free tuition to first-time college students.

- Submit an admissions application to either Cypress College or Fullerton College.
- Complete a financial aid application and next steps (*FAFSA or CA Dream Act*)
- Meet with a college counselor before registration and again during the first year to complete a comprehensive Student Education Plan (SEP)
- Enroll full-time (12 or more units) in the fall and spring semesters\*
  - \*If you are receiving *DSS Services (Disability Support Services)*, you may be able to enroll in less than 12 units as determined by a DSS counselor.
  - \*CTE students who do not start the semester with all 12 units, but accumulate 12+ units throughout the semester are eligible.

### **Cypress College**

Cypress College: <https://www.cypresscollege.edu/admissions/apply-now/>

Cypress College Help Center: <https://www.cypresscollege.edu/contact-us/>

Cypress College Programs: <https://www.cypresscollege.edu/academics/>

### **Fullerton College**

Fullerton College: <https://www.fullcoll.edu/admissions/>

Fullerton College Help Center: <https://www.fullcoll.edu/directory/>

Fullerton College Programs: <https://www.fullcoll.edu/academics/>

# Request a Transcript

<b>Register</b>	<ul style="list-style-type: none"><li>❖ <b>Register</b> for a Parchment account at <a href="http://www.parchment.com">http://www.parchment.com</a><ul style="list-style-type: none"><li>➢ Follow onscreen instructions</li></ul></li></ul>
<b>Add your School</b>	<ul style="list-style-type: none"><li>❖ Click on <b>Add your School</b><ul style="list-style-type: none"><li>➢ Click on advanced search and type <b>Gilbert High (Continuation)</b></li></ul></li></ul>
<b>Enrollment Information</b>	<ul style="list-style-type: none"><li>❖ Enter your <b>Enrollment Information</b><ul style="list-style-type: none"><li>➢ You will need to enter your name, date of birth, and year attended</li></ul></li></ul>
<b>Select your Destination</b>	<ul style="list-style-type: none"><li>❖ <b>Select your Destination</b><ul style="list-style-type: none"><li>➢ Search for School - Use this option if you are sending your transcript to a College/University.</li><li>➢ Other Destination - Use this option if you are sending your transcript to an employer, military address, or specific individuals.</li></ul></li></ul>
<b>Select Delivery Method</b>	<ul style="list-style-type: none"><li>❖ <b>Select Delivery Method</b><ul style="list-style-type: none"><li>➢ <b>Electronic Delivery</b> means that the recipient received an email with a link to download your electronic transcript.</li><li>➢ <b>Paper Transcript</b> means that you are sending a printed copy of your official transcript in the mail.</li><li>➢ If you are sending a transcript to yourself, check the box "<b>I am sending this order to myself.</b> The boxes will then be populated with your destination information.</li></ul></li></ul>
<b>View Order Details</b>	<ul style="list-style-type: none"><li>❖ <b>View Order Details</b><ul style="list-style-type: none"><li>➢ View your order and select if you like to send your transcript now or wait until next semester's grades are in.</li></ul></li></ul>

<b>Sign the transcript request form</b>	<p>❖ <b>Sign the transcript request form</b></p> <ul style="list-style-type: none"> <li>➤ Provide consent by using your mouse to sign your name in the box.</li> <li>➤ If you are a minor, your parent/guardian must sign. Type their name and check the box that certifies they are authorized to sign.</li> </ul>
<b>Payment Information</b>	<p>❖ <b>Payment Information</b></p> <ul style="list-style-type: none"> <li>➤ Provide payment and billing information and click <b>Checkout</b>.</li> <li>➤ Parchment accepts Visa, Mastercard, Discover, and American Express.</li> </ul>

# Find a Job

Job hunting involves more than searching for open positions and sending your resume to employers. You also need to make sure you're a good fit for the job and are well-prepared to answer interview questions. Here are some tips that you can use to improve your chances of finding the employment you desire:

## 10 Job Search Tips

### **1. Know your career goals.**

Identify what type of career you want. This is important for people entering the workforce for the first time or changing careers. Get recommendations from family, professors, a career coach or former coworkers.

### **2. Plan ahead.**

Set time aside to search for jobs more efficiently. Make sure your resume and cover letter are up to date. If you need help creating these, search for [templates or samples](#) (<https://www.indeed.com/career-advice/resumes-cover-letters/how-to-use-resume-samples>) online. Have a list of two to three references and their contact information ready to provide employers.

### **3. Get resume and cover letter help.**

Ask a friend, family member, coworker, counselor or other professional to proofread your resume and cover letter for errors, as well as to offer advice. We've also provided tips in this packet.

### **4. Use all job search resources.**

Take advantage of all job search options. This might include reaching out to companies or hiring managers in person, attending career fairs, or searching social media. Use job

search engines to find openings on job boards, company websites, professional associations and more.

## **5. Customize your resume.**

Adapt your resume to each job you apply for. Study the job description to determine why you are a great fit. Then, add your skills, experience and measurable achievements that are relevant to that position. Have templates of your resume and cover letter ready to customize. Keep key sections such as your education and contact information the same, but personalize your abilities or past job duties to fit the job you are applying for.

## **6. Research companies.**

Research the hiring companies before applying. This can provide you with information about their company culture, benefits and salary range, products and services and work environment. Your research will tell you whether you want to or are qualified to work for that company. It also gives you valuable information you can reference in your cover letter or interview.

## **7. Apply with confidence.**

Apply for jobs you are interested in even if you only meet some of their requirements. Depending on the position, employers might hire motivated individuals who learn quickly and provide them with skills training on the job.

## **8. Network regularly.**

Interact with people and develop professional contacts both online and in person. Start conversations with people at seminars, social events or appointments. Let them know you're looking for a job or want to work in a certain industry. They might have

connections or advice that can help you in your job search. You might also discover unlisted job openings or people might recommend you for future opportunities.

## **9. Prepare for interviews.**

Research common interview questions, create responses for them and practice those responses before you get invited to an interview. Ask a friend or professional contact to do a practice interview with you. If you are well-prepared, you will be more confident and comfortable when you go into your next interview.

## **10. Follow up.**

Immediately after a job interview, send the hiring manager a thank-you note or email. If you have not heard back from them after a week, follow up with a phone call or an email. When doing so, show your excitement and interest in the job. While you wait for a response, continue searching for and applying to jobs that interest you.

## **Job Search Engines**

LinkedIn - <https://www.linkedin.com/>

Indeed - <https://www.indeed.com/>

Glassdoor - <https://www.glassdoor.com/index.htm>

# Apply for a Job

Most jobs require you to fill out an online application and submit a resume and (oftentimes) a cover letter.

You have 5 seconds to catch the recruiter's attention with your resume. Build a strong resume.

## Make a resume

Google can help you to make a resume in Google Docs for free! Design, write, and format a professional resume that stands out.

1. Go to the following page:  
<https://applieddigitalskills.withgoogle.com/c/middle-and-high-school/en/create-a-resume-in-google-docs/overview.html>
2. Click Start.
3. Send your resume to one of our counselors for feedback on your resume.

Be sure to check out the other Google courses here:

<https://applieddigitalskills.withgoogle.com/c/en/curriculum.html>. You can learn from lessons on how to [Plan Your Community Service Project](#), [Create a Budget in Google Sheets](#), [Write a Business Plan](#), and many more.

It's a great resource to use!

## Resume Do's and Don'ts

### DO

- Look for keywords in the job postings and include them in your resume.
  - Add the skills that employers are looking for to your resume in the experience or skills sections.
- Write a resume that is one to two pages long.

- List your specific experience, skills and accomplishments that are directly or closely related to the job you're applying for.
- Include your education.
  - You can also mention any related classes you took, such as industry-specific courses like marketing or finance, general education courses like English and writing or technical courses in computer programming.
- Use simple and direct statements with easy-to-understand words.

## DON'T

- Don't use a complicated template or neglect the keywords in the job description.
- Don't submit a resume that hasn't been reviewed. Remember to proofread it.
- Don't mention experiences that are not related to the position you are applying to.
  - Instead, you can write about the experience as something more universal.
- Don't include your GPA.
- Don't use cliches or idioms, such as phrases like "team player," "hard worker" or "detail-oriented" unless they are keywords from the job description.

## Write a cover letter

Google can also help you write your first cover letter. Explain your skills and experiences to a potential employer by writing a cover letter.

1. Go to the following page:  
<https://applieddigitalskills.withgoogle.com/c/middle-and-high-school/en/write-a-cover-letter-for-your-first-job/overview.html>
2. Click Start.
3. Send your cover letter to one of our counselors for feedback on your resume.

Be sure to check out the other Google courses here:

<https://applieddigitalskills.withgoogle.com/c/en/curriculum.html>. You can learn with lessons on how to [Introduce Yourself to Potential Employers](#), [Build Your Professional Network](#), [Send Professional Emails](#), and many more. It's a great resource to use!

## OTHER TIPS

- Include the hiring manager's name.
  - Never use generic salutations like "To Whom it May Concern" or "Dear Sir or Madam." If you can't figure out the specific hiring manager's name, try addressing your cover letter to the head of the department for the role you're applying for. Personalization is important!
- Mention the job you're applying for.
  - You could go with something simple like, "I am excited to apply for [job] with [Company]."
- Focus on what you can provide the company.
  - Identify the company's pain points—the problem or problems that they need the person they hire to solve. Then emphasize the skills and experience you have that make you the right person to solve them.

# Find an Internship

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills. Many job search sites have a filter for internships:

- LinkedIn - <https://www.linkedin.com/>
- Indeed - <https://www.indeed.com/>
- Glassdoor - <https://www.glassdoor.com/index.htm>

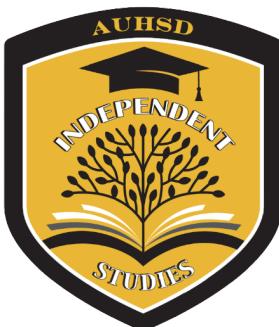
You can also check the following sites:

- InternMatch - <https://internmatch.io/>
- Internships.com - <https://www.internships.com/>
- YouTern - <https://www.youtern.com/>

Certain fields, such as design, information technology, journalism, and research, are more likely to offer virtual internships but more organizations are considering alternative work environments. The following external sites provide a series of virtual, project-based internship opportunities:

- [Internshala](#) lists paid, virtual internships in engineering, media, law, and arts in India
- [Internships.com](#) showcases several remote internship options
- [Paragon One](#) identifies unpaid internship programs in finance, marketing, and business development
- [Parker Dewey](#) offers paid, micro-internships in a variety of fields
- [Virtual Global Innovation Internship](#) features impactful opportunities for future innovators, startup founders, and intrapreneurs
- [Virtual Internships](#) provides unpaid, fee-based, domestic and international internships

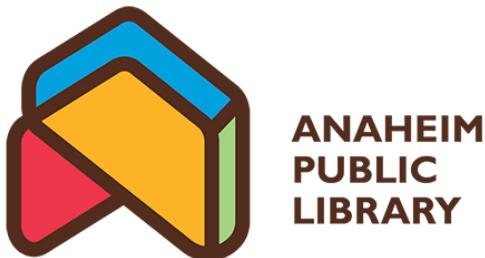
# Other Resources



<https://polaris.auhsd.us/Polaris/Department/14415-College-Career-Resources>

If you ever lose this handbook, you can find it online at the page above, along with a bunch of other resources such as financial aid information, college and career workshops, and more.

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<https://anaheim.net/902/Library>

<https://anaheim.net/1125/Career-Resources>

Access the Anaheim Public Library's resources, including books, audiobooks, ebooks, career resources, citizenship, and more.

You can also visit the Career Cove at the Central Library on the 2nd floor.

500 W. Broadway  
Anaheim, CA 92805

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**Get help on your Financial Aid Applications!**

Workshops will be held at the Gilbert High School Library.

Scan the QR Code to view specific dates and times.

# **CONGRATULATIONS!**