

Mentor Handbook

Class of 2017



The mission of **tnAchieves** is to increase higher education opportunities for Tennessee high school students by providing **last-dollar scholarships** with **mentor guidance**.

In partnership with:



Welcome to tnAchieves

Dear tnAchieves Mentor,

Thank you for your commitment to the thousands of students across our state but particularly to those you will serve in your community. In its inaugural year, TN Promise accepted more than 58,000 students statewide from the Class of 2015, leading to an unprecedented 4.6 percent increase in our state's college-going rate. As we prepare for year three, we are projecting that more than 60,000 students from the Class of 2016 will apply. This means we simply cannot do this work without you!

Students that apply for TN Promise in 84 of the state's 95 counties are served by tnAchieves and must complete the tnAchieves program outlined in this handbook to access the scholarship's funding. As a last-dollar scholarship, TN Promise ensures access to tuition and mandatory fee free community and technical college. Eligible institutions across the state will provide students with access to programs that will prepare them to meet 21st century workforce demands.

This handbook will serve as a guide to both you and the students as they complete the scholarship requirements. The handbook provided to your students is nearly identical to yours, allowing you to easily point your students to specific information as you guide them through the college-going process. You will remind them of important deadlines, encourage them when they become frustrated and attend meetings with them to build a relationship that will help them become successful college students. Before meeting you for the first time, students will already have attended one meeting and filed the FAFSA.

Your role is critical for several reasons. First, you will serve as the conduit between the program and the students. You will be the person the student calls at the last minute before a deadline, when there is a form they do not understand or when they are becoming so frustrated that they are ready to walk away. Our staff is always available and here for you. Utilize us as a resource. We do not expect you to be experts about the entire process. If a student is struggling, we can help them overcome barriers, but we need to know first. We are always here to walk you and the student through any issues that arise.

Second, our students need to know that someone is invested in them and that someone cares about their success. We will spend a lot of time in training discussing the process and the steps students will be required to complete, but often it is the encouraging text message or the quick phone call that will make a lasting impact. We know high school and college students can be difficult to reach. Stay positive, and keep trying! You might be the first person to ever take an active interest in their academic careers.

We will provide you with information during your training that will help you understand the population we strive to serve and the process they must complete. Please remember that situations will arise that are not covered in this handbook – this is the time to engage the tnAchieves team.

On pages 31-40 you will find the meeting schedule where you will meet and work with your assigned students. Please make every effort to attend, as we will ask you to lead activities and facilitate discussion with your students. Your students will be required to attend and expect to see you there. As one of our mentors shared with us recently, "If you tell the students it is a priority for them, then it better be a priority for you also."

Thank you again for your time and effort as we work to change lives and transform communities.

Best regards,

Krissy DeAlejandro

tnAchieves, Executive Director

tnAchieves Stories

Cesar



"As a first generation student raised by a single mom, I am so lucky to be able to call myself a tnAchieves student. I began working when I was 14 years old to provide financial support for my mom, and I never saw myself in college until TN Promise. I found it hard because that was a step nobody has taken in my family, but knowing that at the end I will be successful keeps me going. *It is because of tnAchieves' help that I am able to take that step that my family was not able to take.* tnAchieves helped me open doors to a more knowledgeable world. *My mentor is amazing, very patient and is always there for me whenever I need her.* She always has positive words to motivate me to not give up throughout the whole college process. I always go to her for anything I need help with or do not understand. I have a goal that, with the skills and knowledge I am obtaining from my college experience, I will help my community be a better place. I know because of TN Promise I can achieve my dream to own an automotive business after I obtain my degree from Southwest Community College."

Justin

"I remember sitting at my living room table and reading in the paper that the Class of 2015 has the option and opportunity to go two years tuition free to any community college in the state of Tennessee. I immediately got on the phone with my school counselor and said, *'I want in on this. I don't know how many people are allowed to do it, but I want to be one of them.'* In high school, I had a really rough time with education. At times I thought, I can't do this, I'm just going to give up, this isn't for me. I remember my mom saying, 'Don't give up. You keep trying until you get it, because one of these days, it is going to pay off.' She was right. It is paying off right now! College would not be an option without TN Promise and tnAchieves. I am excited to continue working toward my degree in criminal justice at Northeast State Community College. *I know I can call my mentor for anything that I ever need, even if it is just to go to lunch. Without my mentor's help and encouragement, I probably would have just given up.* tnAchieves really gave me hope in my future. I will be forever grateful for each and every person who has made it possible for the Class of 2015 to be able to get an education."



Stephanie



"Being the first in my family to go to college was scary. When I first started college, my younger siblings began to look up to me for advice and guidance, and when I realized that I had the answers from college, it was a powerful moment. It is such an amazing feeling to have my parents look at me and say they are proud of me. Everything I do – whether I get an A or a C, my family looked at me in awe because I was out there pursuing college. When I first started college, I did not know who to go to, and it was scary because no one else in my family had been through this before. That is when I would turn to tnAchieves. It is a great feeling when you know who to go to or you can be the resource for your little siblings. *Because of tnAchieves, I am in college, and I no longer just have dreams, I have goals.*"

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This handbook outlines, in chronological order, the steps you will take to complete the college access process and to begin your journey as a TN Promise Scholar.

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tnAchieves and TN Promise

BOARD OF DIRECTORS*

Randal Boyd serves as the Commissioner of the Tennessee Department of Economic and Community Development, founder and Chairman of Radio Systems Corporation and Chairman of tnAchieves. He received a degree from the University of Tennessee in Industrial Management in 1979 and a master's degree in Liberal Studies from Oklahoma University in 1988.

Mike Ragsdale is a partner in a consulting company, Tennessee Strategies, LLC. He was elected to serve as Knox County mayor in 2002 and again in 2006. The first in his family to attend college, he completed a doctorate in education at the University of Tennessee where he also received the Torchbearer award as an undergraduate student.

Rich Ray is co-founder and CFO of 21st Mortgage Corporation. He is the first in his family to receive a college degree due to the encouragement and support of his parents. Rich is a graduate of old East High School and holds an accounting degree from the University of Tennessee.

Tim Williams is co-founder and CEO of 21st Mortgage Corporation. 21st Mortgage is the highest volume lender in the manufactured home industry. In 2003, 21st Mortgage was acquired by Berkshire Hathaway Company. Tim holds a BS and MBA from the University of Tennessee.

Oliver "Buzz" Thomas is the Interim Superintendent of Knox County Schools. He was formerly the Executive Director of the Niswonger Foundation and President of Great Schools Partnership. He has a M.Div. from New Orleans Baptist Theological Seminary, a JD from the University of Tennessee and a LLM from the University of Virginia.

*All board members serve as mentors.



TN Promise is a last-dollar scholarship that funds tuition and mandatory fees for up to five semesters at a community college or eligible four-year institution or eight trimesters at a Tennessee College of Applied Technology (TCAT).

As a last-dollar scholarship, TN Promise covers a student's tuition and mandatory fees not paid by federal or state funds (i.e., the Pell Grant, HOPE Scholarship, Tennessee Student Assistance Award and Wilder-Naifeh Technical Skills Grant).



tnAchieves is a nonprofit partnering organization to TN Promise. tnAchieves works directly with students as they complete the scholarship requirements, including attending mandatory meetings, completing the FAFSA, working with a mentor and submitting community service.



The Tennessee Student Assistance Corporation (TSAC) is a governmental financial aid agency that handles state and federal aid for Tennessee students. It administers TN Promise funds directly to post-secondary institutions.

The tnAchieves Story

tnAchieves began as knoxAchieves in 2008, launched as an economic development initiative by former Knox County mayor, Mike Ragsdale. Because of its success, knoxAchieves was charged with expanding the program statewide, thus tnAchieves began in 2011. tnAchieves ultimately seeks to build a strong workforce by increasing educational attainment opportunities across the state. More importantly, we hope to improve students' quality of life, increase the value of education in Tennessee and create more lifelong learners. Today, tnAchieves partners with TN Promise in 85 of the 95 Tennessee counties.



Student and Mentor Checklists



Below are checklists for students and mentors! These checklists are intended to help students and mentors stay on track.

Student Checklist

<input type="checkbox"/>	BY November 1, 2016	Apply to the TN Promise program. Visit www.TNPromise.gov .
<input type="checkbox"/>	BY January 17, 2017	File the Free Application for Federal Student Aid (FAFSA). Visit www.fafsa.gov .
<input type="checkbox"/>	Fall 2016	Attend first meeting hosted by tnAchieves. Dates and locations can be found on pages 29-30.
<input type="checkbox"/>	Spring 2017	Attend second mandatory meeting hosted by tnAchieves. Dates and locations can be found on pages 31-40.
<input type="checkbox"/>	Spring 2017	Apply to an eligible TN Promise institution. A list of eligible institutions can be found on page 16.
<input type="checkbox"/>	BY July 1, 2017	Complete and submit your 8 hours of community service. Submit by 11:59 PM CT at www.tnachieves.org . See pages 23-24 for future deadlines.
<input type="checkbox"/>	BY August 1, 2017	Complete financial aid verification, if selected. Verification is completed through your college's financial aid office.

Mentor Checklist

<input type="checkbox"/>	BY March 2017	Send students an introductory email. Tips regarding this introduction can be found on page 12.
<input type="checkbox"/>	March 2017	Send reminder to students about mandatory team meeting. Dates and locations can be found on pages 31-40.
<input type="checkbox"/>	March/April 2017	Attend second mandatory team meeting with students. Dates and locations can be found on pages 31-40.
<input type="checkbox"/>	Spring/Summer 2017	Help students find community service opportunities, if requested. Community service information can be found on pages 23-24.
<input type="checkbox"/>	BY July 1, 2017	Remind students to complete & submit 8 community service hours. Community service information and future deadlines can be found on pages 23-24.
<input type="checkbox"/>	BY August 1, 2017	Remind students to complete financial aid verification. Verification steps and tips can be found on pages 21-22.
<input type="checkbox"/>	October 2017	Attend third team meeting with students. Dates and locations can be found at www.tnachieves.org .
<input type="checkbox"/>	Ongoing	Contact students once every two weeks. Suggested communication can be found on page 13.

Apply to TN Promise by November 1, 2016

*Eligibility Requirement

Students apply for TN Promise through the Tennessee Student Assistance Corporation Student Portal. This portal is where you can access updated and personalized information about your application for state financial aid. You can check the status of your awards, contact TSAC with questions or update your profile information.

How to Complete the TN Promise Application

1. To complete the TN Promise Application, you must have the following:
 - First and last name as they appear on your Social Security card
 - Social Security number as it appears on your Social Security card
 - Date of birth
 - Email address
2. Visit www.TNPromise.gov and click "Apply Now" in the upper right hand corner of the home page.
3. Click on the "Click to register" link if you do not already have an account or the "Sign in" link if you have previously used the TSAC system.
 - You may already have an account if you took a dual enrollment class in high school.
4. Click "Create a Log In."
5. Complete the form, check the box to accept the terms and conditions and click "Create my account."
 - Write down your username and password somewhere safe, along with the answers to your security questions.
6. Select "Click here to log in."
7. Enter the username you created and click "Log In."
8. Click "Apply for Scholarships" in the top left corner of your screen.
9. From the list of scholarships, click on "Tennessee Promise" to access the application.
10. Complete the scholarship application.
 - **Watch for error messages in red.**
 - Please note, the email address you provide on your TN Promise application is the email address tnAchieves will use to communicate deadlines and reminders. It is important to use a working email that you check at least weekly or risk missing important requirements.
11. Once you complete the application and click "submit," a confirmation will appear.
 - **The TN Promise application is not complete until a confirmation screen appears and you receive a confirmation email!**
12. To check on the status of an application, click on "View Financial Summary" from your account home page.

If you have any issues completing the TN Promise application, please contact TSAC at 1-800-342-1663.

Upon application, tnAchieves will reference your policies and requirements under the **Class of 2017**, until a terminating event occurs.

Team Meetings

*Eligibility Requirement

MENTORS:

You will be paired with 5-10 students in February. This will be after your students' first team meeting and following the January 17, 2017 FAFSA deadline.

Please do not be intimidated by that number. Every year, many students apply but do not complete the program for a variety of reasons. The majority of those students often choose to attend institutions outside of TN Promise eligibility.

You will receive your list of students and their contact information via email. At that point, we ask that you make contact with them. We encourage you to introduce yourself to the students' parent(s) or guardian(s) first, then follow with an introductory email, text or call to your students.

It is important to recognize that many parents and guardians will be unfamiliar with the tnAchieves program and college access process. Not all of them will be engaged in their student's post-secondary journey.

You will meet your students in person at the mandatory team meeting that occurs in March or April. At that meeting, you will sit with your students and their families at an assigned table, participate in an activity and facilitate a discussion.

Please make note of the excuse form policy found on this page. If a student notifies you that he/she will be unable to attend, please remind the student of the need to submit an excuse form. Only tnAchieves can approve a student's absence from his/her assigned meeting.

It is imperative that you make meeting attendance a priority. Your level of engagement will reflect your students' enthusiasm for the program and lead to greater success.

Team meetings are designed to help prepare you for the steps you will take in the college access process and to empower you as you begin your first semester of college.

Team meetings are MANDATORY!

You are required to attend the mandatory meetings assigned for your high school. Parents are encouraged to attend team meetings but cannot attend on your behalf. You can find a complete meeting schedule by high school at www.tnachieves.org and on pages 29-40 of this handbook. In addition to school announcement reminders, you will receive reminders as your second meeting approaches. Make sure to check the email address provided on your TN Promise application!

Work and lack of transportation are not valid excuses to miss your mandatory meetings – make arrangements now! Early graduates are also required to attend meetings assigned to the institution from which you graduated.

Failure to attend your assigned mandatory meetings will result in the loss of your TN Promise eligibility.

Excuse Form Policy

If you think you need to miss your assigned mandatory meeting, follow these steps:

1. See the Excuse Form Policy (policy #2; page 41) for a list of documented excuses that tnAchieves will review. If the reason for your absence is not listed in the policy, you are required to attend your assigned meeting to remain eligible.
2. Visit www.tnachieves.org/students2017/excuse2017 to submit your excuse form prior to or within 72 hours of your assigned meeting date. If you do not submit a complete excuse form prior to or within 72 hours, you will lose your scholarship eligibility, even if the excuse falls within one of the excusable absences listed in tnAchieves policies. Only tnAchieves staff members can approve or deny your excuse. **Mentors, counselors or parents cannot excuse you from a team meeting.**
3. You will receive an email indicating if your excuse has been approved or denied. If your excuse is denied, you must make arrangements to be at your assigned team meeting in order to remain eligible for TN Promise.
4. If your excuse is approved, you must attend another school's TN Promise meeting and sign in with the tnAchieves staff member to satisfy the meeting attendance requirement. Please reference pages 29-40 for a complete list of mandatory meetings held across the state. Please keep in mind that you will more than likely have to travel outside of your county to meet this requirement, so it is to your benefit to attend your assigned meeting for your high school!

First Team Meeting

TN Promise and your requirements as a tnAchieves scholar

You can reference the requirements at any time in this handbook!

FAFSA and the January 17 FAFSA filing deadline

The FAFSA serves as your application for federal and state aid. Reference pages 8-10 for more information.

tnAchieves mentors

You will be contacted by a mentor prior to the second mandatory meeting, as long as you meet the January 17 FAFSA filing deadline. Once a mentor contacts you, be responsive! You will meet your mentor at the next meeting.

Inclement Weather Policy

If your school is cancelled or dismissed early due to inclement weather, tnAchieves will reschedule your meeting. You will be notified via email. It is your responsibility to check your email or our website for the new date. Failure to attend your rescheduled meeting will result in the loss of your TN Promise eligibility.

Second Team Meeting

The college enrollment process

Successful students complete the college application process in a timely manner. For tips, reference pages 15-17.

Community college and TCAT programs

Representatives from local community colleges and TCATs will provide information on programs offered at their institutions and their admissions requirements.

FAFSA completion and financial aid verification

Many students are selected by the Department of Education for financial aid verification. Students who do not complete this process will lose their TN Promise eligibility. See pages 21-22 for more details.

File your 2017-2018 FAFSA by January 17

*Eligibility Requirement

FSA ID

In order to file a FAFSA, you will be required to create an FSA ID. The FSA ID gives you access to Federal Student Aid's online systems and serves as your legal signature for your FAFSA. You, as a student, will need to use your personal information to create the FSA ID. Your parent(s)/guardian(s) will be required to create their own FSA ID to sign your FAFSA as well. Your parent(s)/guardian(s) must use their personal information to create an FSA ID. **This means that students and parent(s)/guardian(s) cannot use the same email address to create their FSA IDs.**

You can create your FSA ID any time before you file the FAFSA. You and your parents are encouraged to create your FSA IDs as soon as possible to avoid delays with the completion of your FAFSA.

Please remember that creating your FSA ID is NOT the same as filing your FAFSA. If you create an FSA ID but do not file the 2017-2018 FAFSA by January 17, 2017, you will no longer be eligible for TN Promise.

Creating your FSA ID

Visit www.fsaaid.ed.gov, and follow these steps to create your FSA ID. If you have questions during the process, click on the grey question marks next to each field for additional information.

1. Under the "Create an FSA ID" tab, enter your email address, then enter your email address again to confirm.
 - Create a username and password. (The password must include at least three of these four criteria: numbers, uppercase letters, lowercase letters and/or special characters.)
 - Re-enter your password to confirm.
 - Click "I am 13 years of age or older."
2. Enter your full Social Security number. **Make sure this is your CORRECT Social Security number!!!**
3. Enter your date of birth in the mm/dd/yyyy format (e.g., 01/05/1996).
4. Enter your first name, middle initial and last name. Please note that there is a separate box to enter each part of your name. Do not enter your full name in the first name box.
5. Click "Continue." The information you have already provided should be completed on the next page.
6. Enter your home address, phone number and language preference (English or Spanish).
7. Click "Continue."
8. You will be required to select five challenge questions. If you forget your FSA ID password, you will be required to answer some challenge questions to unlock your account.
9. For Questions 1 and 2, select a question from the list and type your answer. You will create your own question for Questions 3 and 4. Choose questions and answers that are easy for you to remember but difficult for others to guess.
 - The answers you create must have at least three characters. They are not case sensitive.
10. For Question 5, you will need to select a significant date in your life.
 - Your answer must be eight digits in the mm/dd/yyyy format.
 - It is recommended that you choose your date of birth for this question.
11. Click "Continue."
12. Review the information you provided, and read the terms and conditions.
13. Click the box under the terms and conditions that says, "I certify that the above information is correct & accept the terms and conditions."
14. On the next page, you will have the option to verify your email address or to continue without verifying. We recommend you click "Continue without Verifying."
 - You should only verify your email address if you want to use your email address as your FSA ID username.
 - If you choose to do this, you will need to enter the secure code. This will be emailed to the email address provided.
15. Finished! You have created your FSA ID. Remember, you will use this information to submit your FAFSA each year, as well as access a submitted FAFSA to make changes.

If you have trouble creating your FSA ID, please contact the FSA ID helpline at 1-800-557-7394. You can also webchat with an FSA ID representative: visit www.fafsa.gov, click "Help," click "Contact Us," click "Live Help."

MY FSA ID: _____

File your 2017-2018 FAFSA by January 17

*Eligibility Requirement

Continued...

How to File the FAFSA

The Free Application for Federal Student Aid (FAFSA) serves as the application for the Federal Pell Grant, Tennessee Education Lottery Scholarships (TELS) and Tennessee Student Assistance Award (TSAA). In addition to being a TN Promise requirement, filing the FAFSA by January 17 increases the probability that eligible students will receive more aid. You will receive email reminders of the FAFSA filing deadline.

1. **On or after October 1, 2016**, visit www.fafsa.gov. This is the official FAFSA website. **DO NOT complete the application at www.fafsa.com or any other website that asks you for a fee.** FAFSA filing is free.
2. Make sure you select the 2017-2018 FAFSA application. DO NOT submit the FAFSA prior to October 1, 2016, or you will complete the wrong academic year's FAFSA.
3. You will need to create an FSA ID. Please see page 8 for detailed instructions on creating the FSA ID.
4. It is important to enter the correct Social Security number. If entered incorrectly, this will lead to future complications with receiving your aid. Triple check that this is correct, as it can cause major issues down the road.
5. You will utilize 2015 tax information to complete the 2017-2018 FAFSA. If you have filed and completed your 2015 taxes, you can select "I have filed my taxes" and answer the financial questions based on 2015 taxes. If you or your parent/guardian has not completed 2015 taxes at the time of FAFSA completion, you must select "I will file my taxes," file the 2017-2018 FAFSA based on estimations and later update your FAFSA with the filed tax information.
6. Even if you are 18 years old, you will need your parent(s)/guardian(s)' information to complete the FAFSA unless you are married, have children who receive more than half of their support from you, were in foster care, are a ward of the court, are emancipated from your parents, are homeless and/or have parents who are deceased. If you report one or more of these situations as true, you may be required to provide court documentation.
7. If you feel lost, click inside the answer box for any question. Information will appear on the right side of your computer screen indicating where to find the appropriate answer.
8. At the end, you and your parent(s)/guardian(s) will sign your FAFSA electronically using the FSA IDs you created. You can create your FSA ID the same day you file. Make sure you click "Submit" to successfully file your FAFSA. If you click "save," your FAFSA will not be submitted. You will receive a confirmation email after successfully submitting your FAFSA – keep up with this email for your record!
9. Your high school and local college host events from October-January to assist you and your parents with the filing process. Please make arrangements to attend, if needed!
10. Please make sure you select the TN Promise eligible institution you plan to attend as the first choice school! If you change your mind, you must log back into your FAFSA and change it so the post-secondary institution can retrieve your information. You must also change your institution on the TSAC Student Portal. See page 20 of this handbook for instructions.

If you lose your FSA ID and password or have trouble accessing your FAFSA, contact the FAFSA helpline at 1-800-4FEDAID (1-800-433-3243).

FAFSA Facts

Before You Begin

The fastest way to sign your application and have it processed is to create an FSA ID. The FSA ID allows students and parents to identify themselves electronically to access FSA websites. An FSA ID is also the only way to access or correct your information online.

If you have an FSA ID but forget your username or password, attempt to log in on the FAFSA home page and click on the “forgot username” or “forgot password” link.

Dependency

If you are a dependent student, you will report your own and your parent(s)/guardian(s)’ information. If you are an independent student, you will report your own information (and, if you are married, your spouse’s). For clarification on your status, please visit: www.studentaid.ed.gov/sa/fafsa/filling-out/dependency.

Reporting Parent/Guardian Information

There are numerous scenarios a student may encounter when reporting parent/guardian information on the FAFSA. The answers to questions regarding parent/guardian information may differ based on your parent(s)/guardian(s)’ marital status and living situation. If you have a question regarding your unique situation, you can visit www.studentaid.ed.gov/sa/fafsa/filling-out/parent-info for a breakdown of multiple scenarios. You can also contact the financial aid office of the college you plan to attend to ask specific questions.

Making Corrections to FAFSA

Log into FAFSA on the Web using your FSA ID and password, and click “Make FAFSA Corrections.”

When correcting your FAFSA, you can:

- 1) Add or remove colleges from your application.
- 2) Change your email or mailing address.
- 3) Correct any field in your FAFSA other than your Social Security number.

Any corrections you make to your application using FAFSA on the Web will be processed in three to five days. You will receive a revised Student Aid Report (SAR) reflecting the corrections that you made to your application. All of the schools you listed on your FAFSA will have access to the revised information one day after it is processed.

IRS Data Retrieval Tool

The IRS Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and easily transfer the data directly and accurately into the FAFSA from the IRS website.

In the finances section of your FAFSA, click “Link to IRS” and log in with the IRS to retrieve your tax information. On the IRS website, you must enter the requested information exactly as it appears on your tax return. Click the “Transfer My Tax Information into the FAFSA” box and then review to ensure your information has been transferred into the appropriate data fields. Questions populated with tax information will be marked with “Transferred from the IRS.”

Note: There are several scenarios in which you might not be given the option to use the IRS Data Retrieval Tool. Filing your taxes electronically or by mail will determine how quickly you can use the IRS Data Retrieval Tool. Usually the tool is available three weeks after tax returns are filed electronically or seven to eleven weeks after tax returns are filed by mail.

Who is My Mentor?

MENTORS:

You will be assigned to a team of fellow mentors who are also mentoring students at the same high school. Our goal is that these teams will provide an extra level of support and connectivity for our mentors.

Mentor teams are paired at random based on county, high school and gender.

COUNTY



HIGH SCHOOL



GENDER



MENTOR TEAM



Mentor A Mentor B Mentor C Mentor D

We will share with you the contact information of the mentors on your team and encourage you to share experiences, ideas and best practices with one another.

We will intentionally seat mentor teams together at team meetings. It is incredibly important that all mentors attend both of the team meetings in March/April and October. The meetings include mentor-driven activities and are designed to foster valuable connection between mentors and students. The students expect to see you there and are disappointed when you are not in attendance.

However, if you are unable to attend, let the mentors on your team know, so they can be sure to check in with your students on your behalf. Also, please alert your students and be sure to follow up after the meeting.



In March you will be assigned a mentor who has made the commitment to encourage and support you as you transition from high school to college.

This is one of the most valuable opportunities you have with TN Promise.

This is your chance to receive guidance and support. Mentors are invested in helping **you** succeed. Applying to college and everything that goes with it can be an intimidating process. Your mentor is there to help! Be willing to openly communicate with your mentor as you prepare to start your first semester of college, and **do not hesitate to ask them questions.**

Your mentor is a(n)...	Your mentor is NOT a...
Resource	Person with all the answers
Encourager	Best friend
Person who wants you to succeed	Tutor

As a TN Promise Scholar, it is your responsibility to engage with your mentor during the tnAchieves program. This is a chance to learn how to develop meaningful relationships with mentors and professors who can provide support and opportunities for you to grow in your education and career.

As a mentee, you are...	As a mentee, you are NOT...
Willing to ask questions	Unkind
Responsive to your mentor	Unresponsive
Thankful and kind	Rude

Connect with your mentor when...

- You have a question.
- You complete a step in the process. They want to celebrate with you!
- He/she asks a question of you via email, text message or voicemail.
- You are excited/nervous/worried about starting college.

You will meet your mentor for the first time at your second mandatory team meeting. This is an opportunity to get to know your mentor and for them to get to know you. Be willing to open up, answer their questions and ask any questions of your own.

My mentor's name: _____

My mentor's email: _____

My mentor's phone number: _____

MENTOR TIP

"Be visible! Attend the meetings and be there for your students. If it is a priority for them, it should also be a priority for you."

- Justin, Roane County Mentor

Mentor/Mentee Communication

MENTORS:

One challenge all tnAchieves mentors face is that their students are often not responsive. All of our students differ in terms of motivation and engagement, so patience and persistence are incredibly important.

We recommend contacting your students prior to your first meeting together and then establishing communication guidelines with them during the first mentor-student meeting in March or April.

Ask them how they prefer to be contacted – email, texting, etc. – and discuss the importance of their responsiveness to your communication, even if it is just a “thank you.” Having this discussion together will better equip students to respond and engage with you. Over the years, communication via text message has proven to be the most successful.

TIP: Prompt your students to respond to your correspondence by ending a text or email with, “Please respond with a YES that you received this email/text.” We have found this to be helpful.

Before you meet your mentor, he/she will send you an email introducing himself/herself to you. Respond to their email! Below is an example of what the email may look like and an example of how you can respond.

Example of an Email from Your Mentor

Hello Jason,

My name is Stephen, and I am your tnAchieves mentor. I am here to help you with the college going process and to help you be successful once you enter college. Congratulations on completing the first three requirements of TN Promise. I am excited to work with you!

I am going to check in with you every two weeks to remind you of upcoming dates and deadlines that are important to your success and eligibility with TN Promise. I am available to help you with any questions that you have about the process so feel free to let me know if I can be of assistance.

You can reach me at this email address or my phone number 123-456-7890.

I also want to remind you of your second mandatory team meeting on March 27 at your high school. I look forward to meeting you there! In the meantime, please let me know if you have any questions. I am excited to work with you this year and see you accomplish great things!

Do me a favor, and let me know that you have received my email. Even just a “Thank you!” will do.

Sincerely,
Stephen

Example of an Email to Your Mentor

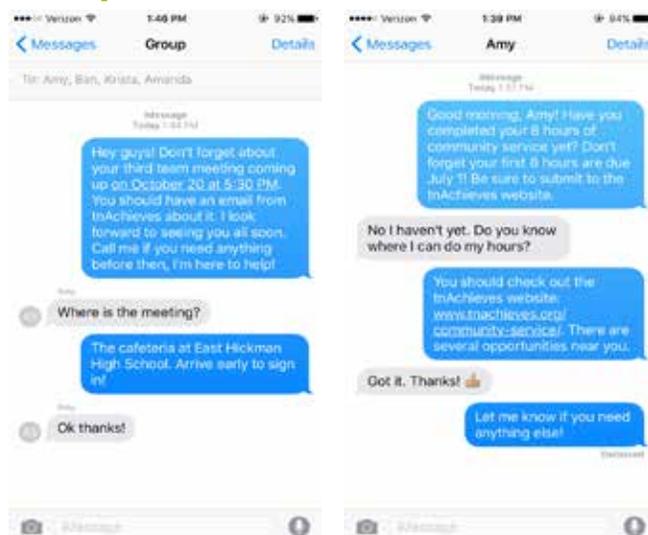
Hi Stephen,

Thank you for emailing me. I am really excited about the TN Promise scholarship. No one in my family has been to college, so I am kind of nervous about how it all works. Thank you for working with me as my mentor.

I will see you at our meeting!

Jason

Example Text Communication



MENTOR TIP
“Set the tone in your relationship early. You are the adult and advise them from a place of knowledge.”

- Tony, Cumberland County Mentor

Suggested Communication

COMMUNICATION PLAN

October 2016

- Handbook distribution and first TN Promise meeting for public high school seniors: students receive handbooks and information on TN Promise, FAFSA, team meeting schedule and attendance, working with a mentor, tnAchieves policies and eligibility requirements.

November/December 2016

- First TN Promise meeting for private/homeschool applicants: students receive handbooks and information on TN Promise, FAFSA, team meeting schedule and attendance, working with a mentor, tnAchieves policies and eligibility requirements. One meeting will occur in each county for private/homeschool applicants.

November 2016-April 2017

- Weekly Monday emails begin.
- Students are emailed a copy of tnAchieves policies.
- Students receive team meeting reminder emails two weeks, one week and one day prior to assigned second meeting.
- Students receive text message reminders one day before assigned team meetings.
- TN Promise reminder posters are sent to counselors to advertise meetings in schools.
- Reminders are posted to social media, including Twitter and Facebook.

This outline does not include all email/text reminders sent to parents/guardians.

It is important to note that tnAchieves uses the contact information provided on the TN Promise application to communicate with students. It is the students' responsibility to notify tnAchieves should their contact information change.

Once you have introduced yourself to your students, we ask that you begin to communicate with them every two weeks. The following suggested communication items reflect upcoming student deadlines and can help guide conversations. Feel free to take these and make them your own!

Prior to your First Team Meeting: "Remember, we have a team meeting on (Date & Time) at (Location). I look forward to meeting you then! Make sure to get there early! Also, begin thinking about where you plan to attend college if you do not already know."

March 15: "Does your college require you to take a placement test? If you do not know, give the admissions office a call to find out! Also, log back into your FAFSA, and update any financial information that has changed."

April 1: "Have you asked your counselor to send your official transcript to your college? You must do this! If you have yet to apply to college, you need to do so as soon as possible."

April 15: "Does your college provide email accounts? If you do not know, it is important to check as that is usually how the college sends you important information!"

May 1: "You have two months to complete and submit your first 8 hours of community service. Do you need help finding somewhere to complete these hours?"

May 15: "Check in with the admissions and financial aid offices to determine what documents they need from you. Do not forget to check your college account each week!"

June 1: "Happy graduation! Now that you are on summer break, take advantage of your free time, and complete your eight hours of community service. Remember, your first deadline to complete and submit your community service hours is July 1!"

June 15: "Have you completed and submitted your eight hours of community service? If not, you have just two weeks left to complete and submit them by the July 1 deadline!"

July 1: "Today is the deadline to submit your eight hours of community service! Remember, you will submit your hours at www.tnachieves.org."

July 15: "Have you logged into your college account to see if you were selected for financial aid verification? If you are selected, please submit all required documents to the financial aid office as soon as possible!"

August 1: "Make sure to submit required verification documents! If you do not know if you were selected for verification, please check your college account or call financial aid today."

August 15: "Good luck in your first week of classes! Make sure to show up early, introduce yourself to your professors and read your syllabus."

September 1: "How was your first week of classes? Let me know!"

September 15: "I look forward to seeing you at our meeting next month. Just a reminder that it is on (Date & Time) at (Location). See you then!"

October 1: "The FAFSA for the next school year opens today! I would encourage you to begin the filing process now at www.FAFSA.gov!"

October 15: "How is your first semester? If you would like help in your classes, remember that there are FREE resources on campus that can benefit you."

November 1: "You have one month until the community service deadline."

November 15: "Good luck on your finals! Make sure to study!"

December 1: "Today is the deadline to submit your eight hours of community service. Remember you will submit your hours at www.tnachieves.org!"

December 15: "Do not forget that you must complete your FAFSA again. You will have until January 17 to complete the 2018-2019 FAFSA!"

Goal Setting Activity

**To be completed at your second team meeting with your mentor*

What do you want to achieve? What steps do you need to take to get there? Setting specific goals can motivate and encourage you to grow and succeed. It can help you focus, not only as you start your first year of college, but throughout your career as well. This activity is designed to help you think through the specific steps you need to take to graduate from college.

1. Set a long-term goal.

Be specific. How long do you have to accomplish your goal?

Goal: Graduate from college with a degree in _____ semesters/trimesters.

Degree	Number of semesters/trimesters until you graduate (only taking required 12 credit hours/semester AND passing every class)*	Number of semesters/trimesters until you graduate (taking 15 credit hours/semester AND passing every class)*
Certificate	1-6 trimesters (3-24 months)	1-6 trimesters (3-24 months)
Associate	5 semesters (2.5 years)	4 semesters (2 years)
Bachelor's	10 semesters (5 years)	8 semesters (4 years)

*If you have to re-take a class or change your major, these timelines would be extended. These timelines are also dependent upon your program of study.

2. Break a long-term goal down into several short-term goals.

Develop two short-term goals. These short-term goals are necessary to meet your long-term goal.

Short-term goal 1:

Short-term goal 2:

3. Track your progress.

What could get in your way? Use the space below to write down some potential challenges, and brainstorm how you would overcome those challenges to stay on track and meet your long-term goal.

Challenge:

Opportunities to overcome:

Challenge:

Opportunities to overcome:

Challenge:

Opportunities to overcome:

Choose Your College

How to Apply

Community Colleges: All community college applications can be completed online. If you do not have internet access, most colleges will allow you to complete an application on their campus.

Tennessee Colleges of Applied Technology: Most TCAT applications must be completed on paper and submitted to the admissions office at the TCAT you plan to attend. Depending on location and program, a student may need to place their name on a waiting list once they have applied.

Make sure to complete an application by early spring. We recommend an April 1 application priority date!

Benefits of Community and Technical Colleges

Better Job Opportunities and More Money!

In the future, 80 percent of the fastest growing jobs in the United States will require at least some post-secondary education. By the year 2025, 55 percent of all jobs in Tennessee will require employees to have earned a post-secondary credential (certificate, associate or bachelor's degree).



Earning a post-secondary degree could represent a quarter of a million dollar increase of earnings over a lifetime!

*US Census Bureau, median earnings in past 12 months in Tennessee, ages 25-64

Smooth Transition!

Community and technical colleges offer less of a drastic change from high school than some four-year colleges. Class sizes are small, and campuses are typically easier to access.

Specialized Degrees and Licensing Programs!

Community and technical colleges have specialized programs in areas such as welding, automotive technology, nursing, culinary arts and many others that put you on the fast track to a rewarding career.

Best Value for Your Dollar!

Community colleges are a great place to take general education courses (e.g., English, math, etc.). You can complete your associate degree in two years, transfer to a four-year state school utilizing the Tennessee Transfer Pathway and save approximately 50 percent in tuition as you complete your bachelor's degree, compared to directly enrolling at a four-year institution.

Below is a possible breakdown of a student who does not receive Pell or TSAA but is both HOPE/Wilder-Naifeh and TN Promise eligible. Please note that these are estimations.

	TCAT	Two-Year Public	Four-Year Public	Four-Year Private
Tuition (No books/fees/supplies)	\$3,000	\$4,000	\$8,000	\$20,000
HOPE/Wilder-Naifeh	-\$2,000	-\$3,000	-\$3,500	-\$3,500
TN Promise	-\$1,000	-\$1,000	-\$500	-\$500
Your Cost	\$0	\$0	\$4,000	\$16,000

Eligible Institutions

The following list includes all Tennessee colleges and universities students may attend as a TN Promise Scholar. Visit the institutions' websites to learn about programs offered and admissions requirements.

TENNESSEE COMMUNITY COLLEGES

Chattanooga State Community College	Northeast State Community College
Cleveland State Community College	Pellissippi State Community College
Columbia State Community College	Roane State Community College
Dyersburg State Community College	Southwest Tennessee Community College
Jackson State Community College	Volunteer State Community College
Motlow State Community College	Walters State Community College
Nashville State Community College	

TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

TCAT Athens	TCAT Harriman	TCAT McKenzie	TCAT Oneida
TCAT Chattanooga	TCAT Hartsville	TCAT McMinnville	TCAT Paris
TCAT Covington	TCAT Hohenwald	TCAT Memphis	TCAT Pulaski
TCAT Crossville	TCAT Jacksboro	TCAT Morristown	TCAT Ripley
TCAT Crump	TCAT Jackson	TCAT Murfreesboro	TCAT Shelbyville
TCAT Dickson	TCAT Knoxville	TCAT Nashville	TCAT Whiteville
TCAT Elizabethton	TCAT Livingston	TCAT Newbern	

PUBLIC UNIVERSITIES WITH ELIGIBLE TWO-YEAR PROGRAMS*

Austin Peay State University	Tennessee State University
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PRIVATE COLLEGES WITH ELIGIBLE TWO-YEAR PROGRAMS*

Aquinas College	Hiwassee College	South College
Baptist College of Health Sciences	John A. Gupton College	Southern Adventist University
Bethel University	Johnson University	Trevecca Nazarene University
Bryan College	Lane College	Tusculum College
Carson-Newman University	LeMoyne-Owen College	Welch College
Christian Brothers University	Lincoln Memorial University	
Cumberland University	Martin Methodist College	

***In order to use the TN Promise scholarship at a four-year college or university, students must enroll in and be accepted into an associate degree program at that school – not a bachelor's degree program.** Students enrolling in a health sciences program will not be eligible to receive TN Promise funding until admitted into the actual program of study.

At a four-year institution, the TN Promise scholarship may not be last-dollar, meaning it may not fully cover all tuition and fees. The amount of funding you will receive will be based on the average amount of tuition and fees at a community college, which is estimated to be \$4,000. As a last-dollar scholarship, TN Promise will provide whatever amount remains after Pell, HOPE and TSAA funds are applied. For example, if the average tuition and fees at a community college were \$4,000 per year and you were receiving \$3,500 in HOPE funds each year but no other federal or state aid, TN Promise would provide \$500 to be applied toward tuition and fees at one of the eligible four-year institutions listed above.

Now That You Have Applied

MENTORS:

Your students are taking the final steps toward their first semester of college. There are several aspects of the college admissions process that you can discuss with them during the summer months.

Creating a College Account

The majority of post-secondary institutions use their assigned institution email to communicate with students. Remind your students of the importance of checking their student accounts and new college emails on a weekly basis. Students often miss critical deadlines because they fail to check emails.

Attending New Student Orientation

Orientation provides a great opportunity for students to ask questions and seek out campus resources prior to the start of classes. You do not need to attend orientation with them, but this may be a good time to talk with your students about what they are most excited about as they prepare for college and to uncover any hesitations or questions.

Enrolling Full-Time

Students often do not understand how important it is to register for classes early. It is helpful to encourage them to meet with an on-campus advisor to discuss a general schedule so they have an idea of when they should take classes, when they should work and when they can make time to study.

Always encourage your students to call their post-secondary institution when they are confused, especially during this time. The schools have all the materials they need, and their staff members are the best people to answer advising questions!

The college application is just the beginning of the admissions process. Below is a list of next steps you need to complete to ensure you will be able to start classes on time.

Community College and University Students

- Submit ACT scores, high school transcript and shot records
- Attend new student orientation
- Take any required placement tests
- Create and check (at least weekly) college account
- Meet with an advisor
- Register full-time (12 credit hours)
We recommend 15 credit hours each term for on-time completion.

TCAT Students

- Submit high school transcripts and shot records
- Take any required placement tests
- Enroll in a full-time program
- Attend new student orientation

Submit Your High School Transcript

This must be an official transcript, sent directly from your high school to your post-secondary institution of choice. Talk with your school counselor to determine the procedure for having your transcript sent to your college. Do not wait until the summer to request your transcript—it may be too late!

Attend New Student Orientation

New student orientation is different at every institution. Some have online orientations, some require you to attend an orientation on campus and others host orientation on the first day of classes. Check with the admissions office to determine when your orientation will be held. **tnAchieves** encourages students to attend orientation **on campus**.

Complete Placement Testing

If you scored below a 19 on your ACT in math or reading or below an 18 in English, you may be required to take a placement test at your college. Check with your advisor to see if additional testing is required.

Create Your College Account

If your college has student accounts, create yours NOW and begin to check it weekly. **This is where you will be notified if you are selected for financial aid verification (see pages 21-22).** This is also how your professors will communicate with you once you are enrolled.

Register for Classes

In college, your classes are not automatically assigned to you. You must select and register for classes based on your academic plan. Meet with an advisor before you complete registration to ensure you will be taking the correct classes. Please remember, at a community college or university, you must register for at least 12 credit hours to remain eligible for TN Promise. If you want to graduate in four semesters, you must take at least 15 credit hours each semester for most concentrations. At a TCAT, you must be enrolled in a full-time program.

Summer Bridge Program

The Summer Bridge Program is a FREE three-week program designed to help incoming students start on a more college-ready level, both academically and socially.

Each day, students receive reading, writing and math instruction and attend a college success Lunch & Learn. On the last day of the program, students have a chance to test out of learning support courses at the college they plan to attend.

Is the Summer Bridge Program for me?

If you answer “yes” to one or more of the following questions, the Summer Bridge Program is for you!

- Did you score below a 19 on the math section of the ACT?
- Did you score below a 19 on the reading section of the ACT?
- Did you score below an 18 on the English section of the ACT?

Is the Summer Bridge Program mandatory?

No. You are not required to attend the Summer Bridge Program in order to receive the TN Promise scholarship.

Does the Summer Bridge Program use my TN Promise funding?

No! You will still receive the same amount of funding as long as you continue to meet the TN Promise requirements. The Summer Bridge Program is FREE!

What do you mean by “learning support” courses?

If your ACT math or reading score was below a 19 and/or your ACT English score was below an 18, you may be required to enroll in a learning support class during your first semester of college. At the Summer Bridge Program, you will take a college placement test on the first and last day. The goal is to better prepare you for your college experience. If you score high enough on the placement test, you will place out of the learning support class in that subject! Why does that matter? Students do not receive college credit towards their intended major for learning support courses, which can delay graduation.

Where will the Summer Bridge Program be held?

Each of the 13 community colleges will host a Summer Bridge Program on one of its campuses.

When is the Summer Bridge Program?

Dates will differ by campus throughout June, July and August. Check www.tnachieves.org for details.

How do I sign up for the Summer Bridge Program?

The application will be available at www.tnachieves.org.

If I apply, am I automatically accepted?

Not necessarily. The acceptance process is first-come, first-served, so apply early!

2016 Summer Bridge Program Snapshot

89%

of students test out of at least one learning support class or improve their scores in the subjects they require.

95%

of students leave the Summer Bridge Program feeling more prepared for college!

Sample Lunch & Learn Topics

Test Anxiety

School Resources

Personal Finances

Interviewing, Resumes, Cover Letters

Health and Wellness

Changing Your Institution

Updating Your Institution

When you file your FAFSA, you need to make sure you select the TN Promise eligible institution you plan to attend as your first choice. If you change your mind, you will need to update the first college listed in two places: FAFSA and TSAC Student Portal.

Any change of institution with FAFSA and TSAC must be made by July 15. The longer you wait to update your institution, the longer it will take for your financial aid file to be completed. Failure to change your institution could result in loss of your TN Promise eligibility.

Updating Your First Choice Institution in the FAFSA

1. Go to www.fafsa.gov, and log in using your FSA ID prior to July 15.
2. Enter the save key you created when you began your 2017-2018 FAFSA.
 - If you forgot the save key you created, click "I Forgot My Save Key."
3. Go to "School Selection" to view the "School Selection Summary."
4. The school you plan to attend should be listed first. If it is not, click on the school name to select it.
5. Click the grey "First" button on the right side of the schools list. Click "Next."
6. If the school you plan to attend is not included in the schools listed in the summary, click "Add a School."
 - Search for the school you need to add by state, city or school name, or type in the Federal School Code, which can be found in the financial aid section of the college's website. Click "Search."
 - Select the school in the "Search Results" box, then click "Add." The school should appear in the "Selected Schools" box. When you are done adding colleges, click "Next."
7. Continue to the "Sign & Submit" page to submit the changes to your FAFSA. You must submit the changes. If you only save them, your school choice will not be updated.
8. Once you submit the changes, you should see a confirmation page that says, "Congratulations! Your FAFSA was successfully submitted to Federal Student Aid."
9. You will receive a confirmation email to the email address provided on your FAFSA when you submit changes. Please save and print this email for your records.
10. Changes made to your FAFSA can take up to three days to process. Stay in close communication with the financial aid office at the college you plan to attend to make sure they are able to access your FAFSA.

MENTOR TIP

"Send students emails specifically addressed to them at times throughout the process. Include information about them and their interests so it is not always a mass email and they know you care about them individually. Beginning with the very first communication, ask students to acknowledge they are receiving your communication efforts by responding to emails, text messages, voicemails, etc."

- Dave, Roane County Mentor

Changing Your Institution

Continued...

Updating Your Institution in the TSAC Student Portal

1. Visit www.tn.gov/tsacstudentportal prior to July 15.
2. Enter the username you created when you applied for TN Promise.
 - If you forgot your username, click the "Forgot your username? Click here" link.
3. You may be prompted to answer one of the security questions you chose when you applied for TN Promise. Click "Continue."
4. The next page will show the image you chose. If it is the correct image, enter your password, and click "Log In."
 - If you forgot your password, click the "Forgot your password? Click here" link. A temporary password will be sent to the email address you provided when you applied for TN Promise. The temporary password will expire in one hour. It is suggested that you copy and paste the temporary password from the email into the password field.
5. Under the "Grants and Scholarship Program Information" section, you will see "Academic Year 2017-2018" and a list of program names and the institutions (program names include TSAA Tennessee Grants, HOPE Scholarship, HOPE Access Grant, Wilder-Naifeh Technical Skills Grant, Tennessee Promise).
6. Click on the blue link that says "Click here to process an institution transfer request for Academic Year 2017-2018."
7. Select the correct institution from the drop down box. Click "Process Transfer Request."
8. Click on "View Financial Summary" on the top right hand corner to return to your student portal. (You should see that the institution was changed under the "Grants and Scholarship Program Information" section.)
9. When you are finished, click "Log Out." Please keep your username and password for the TSAC Student Portal in a safe place.

If you need help accessing your student account, or if the portal says there is already an account associated with your information, please call the TSAC Helpline at 1-800-342-1663.

TSAC STUDENT PORTAL USERNAME: _____

MENTOR TIP

"Tell them you are proud of them for furthering their education, be friendly at meetings, and ask questions and be attentive and sincere with your answers. They are nervous about this giant step in life and need a "friend." This decision is one of the biggest, most important ones they will make along life's highway. Help them - don't hold their hand, just guide them."

- Sabra, Grainger County Mentor

Complete Financial Aid Verification

*Eligibility Requirement

MENTORS:

Many of our students are selected for the financial aid verification process each year. TCATs typically notify students that they have been selected by contacting them via phone or email, while community colleges place notifications on students' college accounts. Encourage your students to check their college accounts on a weekly basis and to check in with their institution's financial aid office.

The financial aid verification requirement is not administered by tnAchieves. The post-secondary institutions will be able to address student questions as they navigate the verification process. Do not worry about having to know the answers to your students' questions. Our staff is available to help you navigate the process, and the post-secondary institutions will be able to assist as well.

This is often a challenging time for students and their families. Your role is to continue to encourage the student to stay on course and submit all required documents by August 1. The earlier students submit all required documentation, the easier the college access process will be.

What is verification?

Verification is a process initiated by the Department of Education at the time you submit the FAFSA. Students selected for verification are required to submit certain documents to the college's financial aid office to verify the information provided on the FAFSA. Not all students are selected for verification, but if you are selected, no federal or state financial aid awards, including TN Promise, can be posted to your account until your financial aid file is verified.

What is the deadline to remain TN Promise eligible?

You must submit all requested documents to the post-secondary institution of your choice by close of business August 1. tnAchieves strongly encourages you to submit by July 15 to avoid problems with eligibility.

How do I know if I have been selected?

You will be notified by your post-secondary institution if you have been selected for verification. Check your college account! Your college account may show alerts when you first log in. In order to be notified if you have been selected for verification, the college must have your application and FAFSA on file. If you do not apply to the college, they cannot notify you of any outstanding requirements.

Click the links in the alerts to determine what information is being requested. You can also check the financial aid section of your college account for details. If you have trouble accessing or do not have a college account, contact the post-secondary institution's financial aid office directly.

Many colleges begin posting verification requirements to student accounts in April or May. If you are selected for verification, make sure you begin working with the financial aid office at the college you plan to attend as soon as possible.

It is important to make sure your college is listed as the first choice school on your FAFSA and your TSAC Student Portal shows the correct institution. Refer to pages 19-20 if you need to change your FAFSA and/or TSAC Student Portal school choice.

What do I do if I am selected for verification?

If you are selected for verification, contact your school's financial aid office. Sometimes linking your FAFSA back to the IRS website will be sufficient. Other times, you will need to collect copies of the documents requested by the financial aid office (e.g., parent and/or student W-2, IRS tax return transcripts, etc.). Once all paperwork is submitted, the financial aid office will make corrections and process your financial aid. Remember, it can take up to four weeks for the financial aid office to process this paperwork, and processing documents may trigger the need for other documents to be submitted, so begin addressing this immediately.

All requested documentation must be submitted to the financial aid office at the college you plan to attend **by July 15** to remain eligible for TN Promise.

Simply turning in documents does not mean you have completed verification. The review process at the college is considered part of verification.

Complete Financial Aid Verification

*Eligibility Requirement

Continued...

tnAchieves strongly encourages students to submit all requested documentation by July 15. The earlier you begin the verification process, the better. Federal and state financial aid (e.g., Pell, TELS, TSAA, TN Promise) cannot be posted to your account until your financial aid file is complete and verified.

Your college may have a priority date for verification. This means that if you submit all requested documentation by the college's established priority date, the college guarantees your financial aid file will be reviewed and verified before classes begin. Contact the financial aid office at the college to determine the established priority date.

Failure to meet the August 1 submission deadline could result in the loss of your TN Promise eligibility. This includes ensuring your FAFSA is directed to the eligible institution you plan to attend (see pages 19-20 for instructions to update your institution with FAFSA and TSAC).

What does it mean to complete the verification process?

This means the college has verified all documents that have been submitted and there are no other outstanding requirements. Simply submitting all requested documents does not mean the verification process is complete.

It is your responsibility to confirm with the post-secondary institution that your admissions and financial aid files are processed, verified and ready for award.

Other Scholarships/Aid

We understand that some tnAchieves students will not need TN Promise funding to pay for college tuition or fees. We ask that these students continue to work with tnAchieves by meeting the GPA requirement of 2.0, filing FAFSA by the established deadline each year and completing eight hours of community service by the established deadline prior to the start of each semester/trimester. Maintaining your eligibility guarantees that TN Promise will cover the last-dollar tuition if your other federal or state financial aid changes.

Trust us, this happens often, so keep up with your requirements!

TCAT Students: Your verification documents must be submitted by October 1. Work closely with your TCAT financial aid office to submit any requested documentation early. The information above regarding the verification process applies to students attending a TCAT.

MENTOR TIP

"Communicate with your students outside of the Monday emails. I used e-cards and stationary emails to send them themed notes: back to school notes, holiday cards, Valentines, spring break, prom/award season, Graduation."

- Susan, Bledsoe County Mentor

Submit 8 Hours of Community Service

*Eligibility Requirement

MENTORS:

Many students wait until the last week of June to complete their community service hours. Throughout the spring and summer, check in with your students to ensure they understand the deadlines and are making progress toward submission. Brainstorm ideas with them. Feel free to offer your own suggestions for organizations that students may visit to complete their hours.

During May and June 2017, tnAchieves will be hosting community service events for students and mentors in the counties we serve. This will be a great opportunity for you to spend additional time with your student. In order to pull this off in 84 counties, we need your help! We invite you to nominate and coordinate a community service event with an organization in your community. Details about the nomination process can be found at www.tnachieves.org/mentors/resources/. Click on *Mentor Recognition Program*.



8 hours of community service must be completed and submitted by July 1, 2017!*

You may begin working on your community service hours November 2, 2016.

*If you plan to enroll at a Tennessee College of Applied Technology over the summer, your first 8 community service hours must be submitted by April 1, 2017.

Why? Community service is a way to give back to your community, become involved and say 'thank you' for this scholarship! It is also a great way to meet new people and learn about your community.

What? Community service is time contributed to a nonprofit or public service organization. The community should be benefitting from the work you do! Students can also volunteer in their field of interest to gain experience. This means that job shadowing and unpaid internships may count toward your community service requirement.

Make sure you are volunteering with an actual organization (not an individual), you are not being paid and you are being supervised by someone who is not a family member. Students can volunteer with more than one organization to meet their 8 hour requirement. Students can count unpaid internships and job shadowing opportunities as well!

Check out these examples of what is and is not considered community service!

YES! That counts!	NO! That does NOT count!
Tutoring students at a community center	Babysitting
Doing laundry for residents of a nursing home	Doing laundry for your elderly neighbor
Working with an organization to build homes for people in need	Building a deck with your friend
Participating in an environmental clean-up event	Picking up trash during a hike with friends
Volunteering with a JROTC/ROTC group	Service in the military for which you are being paid
Helping with landscaping at a church	Proselytizing (sharing faith)
Job shadowing in your future career field	Cleaning the parking lot at your place of employment
Volunteering to work at a booth for a food drive, charity race or blood drive	Donating cans to a food drive, running a race or donating blood

If you need help finding community service opportunities, tnAchieves posts multiple opportunities for each county at www.tnachieves.org.

Submit 8 Hours of Community Service

*Eligibility Requirement

Continued...

How?

1. *Find an organization!* Looking for places to volunteer? Check out www.tnachieves.org, contact your local United Way or ask your mentor! Already have a place in mind? You are welcome to complete your hours anywhere that meets the requirements on page 23.
2. *Complete at least 8 hours!* Don't forget: someone who works for the organization must be able to confirm you were there the entire time. Before you leave, ask your supervisor for his/her name, email address and phone number. You will need this information to submit your form!
3. *Submit your form!* Go to www.tnachieves.org/community-service/submit-cs-hours and complete the form entirely. Below are a few tips for completing the form:
 - Did you volunteer at the same organization multiple days? When completing the form, make sure you list all of the days you worked and the **total** number of hours that you completed.
 - Having problems submitting the form? Email us: tnachieves@tnachieves.org
 - After you have submitted your form, you should see a completion page that states **"Thank you for submitting a tnAchieves community service form."** You will also receive a confirmation email at the email address you provided on your form.
 - If you receive an error message when completing your form, this means your form did not submit and your hours have not been received! Please follow the directions provided on the error message, or contact us: tnachieves@tnachieves.org.
 - To check the number of hours you have submitted, provide your information at www.tnachieves.org.

When?

Semester/Trimester	Deadline***	Timeframe for completing hours
Summer 2017*	April 1, 2017 by 11:59 PM CT	November 2, 2016-April 1, 2017
Fall 2017	July 1, 2017 by 11:59 PM CT	November 2, 2016-July 1, 2017
Spring 2018	December 1, 2017 by 11:59 PM CT	July 2-December 1, 2017
Summer 2018**	April 1, 2018 by 11:59 PM CT	December 2, 2017-April 1, 2018
Fall 2018	July 1, 2018 by 11:59 PM CT	December 2, 2017-July 1, 2018
Spring 2019	December 1, 2018 by 11:59 PM CT	July 2-December 1, 2018
Summer 2019**	April 1, 2019 by 11:59 PM CT	December 2, 2018-April 1, 2019
Fall 2019	July 1, 2019 by 11:59 PM CT	December 2, 2018-July 1, 2019

*Only students attending a TCAT may enroll the summer directly following high school graduation and must meet the April 1, 2017 deadline.

**Summer semester/trimester deadlines only apply to students attending a TCAT or students choosing to enroll full time in a summer semester at a community college or eligible four-year institution.

***Students attending South College are required to submit 8 hours prior to each quarter. Contact tnachieves@tnachieves.org for specific deadlines.

It is important to note that you may begin completing your community service hours on November 2, 2016. Any community service completed prior to this date will not be accepted. Community service must be submitted each semester and additional hours over the 8 required may not be carried over to the next semester. Hours must be completed within the timeframe given above.

Simply completing your community service before the deadline but failing to submit to tnAchieves before the deadline will result in the loss of your TN Promise eligibility. Even one minute after the deadline will result in the loss of your TN Promise eligibility.

College Student Requirements

MENTORS:

Your students will be going through an important transition period as they begin their first year of college. Below are some of the more common challenges your students may be facing and how to help them.

Time Management

In high school, students' day-to-day schedules are determined by others. As college students, they are able to determine a schedule of their own. Being able to plan each day and schedule time for studying and social activities are critical to having a successful college experience. Encourage students to use a planner. Learning how to manage time for school and social life is a necessary tool that will be useful through graduation and beyond.

Stress

Not only is college more academically challenging, but there is also stress that comes from entering into a new environment. Consider encouraging students to intentionally relieve stress through activities like exercising or listening to music, and share how you manage stress in your life.

Finances

Many students entering college have the opportunity to manage their own money for the first time. A lack of financial planning can result in challenges for students. Advise students to make a budget to keep track of their expenses and savings. Direct them to college counselors that may be able to offer financial advice or even financial planning courses.

Resources

Often students are unaware of the many resources that are available to them on campus. Encourage students to take advantage of resources such as tutoring centers, counseling services and advising offices. Let them know seeking help is a wise step that will help them succeed.



As you begin your first semester of college, keep the following TN Promise scholarship requirements in mind!

Enroll as a Full-Time Student Each Semester.

At a community college or four-year college, you must maintain enrollment in at least 12 credit hours each semester. At a TCAT, you must maintain enrollment in a full-time program. Remember, in order to maintain enrollment, you must attend and participate in all courses. Failure to attend class could result in you being dropped from the course and result in the loss of your TN Promise eligibility.

Maintain Satisfactory Academic Progress.

At a community college, you must maintain at least a cumulative 2.0 GPA. At a TCAT, the requirements to maintain satisfactory academic progress vary depending on your program. Check with your instructor to find out the requirements for your program.

Complete and Submit 8 Hours of Community Service Before Each Deadline.

Community service hours must be submitted by the established deadline prior to each semester/trimester. See pages 23-24 for deadlines and information.

Attend the Third Team Meeting.

Your third team meeting will ensure you are comfortable in your first semester as a college student. It is also the second in-person meeting with your mentor. Reference www.tnachieves.org for dates and locations of third team meetings.

File the FAFSA by the Established Deadline Each Year.

Submit your FAFSA at www.fafsa.gov. If selected for financial aid verification, you must complete verification before the established deadline each year. This requires submitting all requested documents by August 1!

Continue to Check Your Emails.

You will receive an email from tnAchieves every Monday. If you are not receiving emails from tnAchieves, contact a tnAchieves staff member to update your contact information.

MENTOR TIP

"Take a few extra minutes to get to know your students' family situations, struggles in school, outside jobs, goals, etc. It pays off, and they will see you as someone who cares, not just another nagging adult."

- Patty, Jefferson County Mentor

You Are a College Student!

Go to Class.

- Attendance is important! Every day that you are absent from class, you miss out on information that may not be in your books but could be on your test. Failure to attend class throughout the entire term could result in loss of TN Promise eligibility.
- Asking questions during class is tough, but it ensures you receive correct answers. Other students in your class most likely have the same questions – you are just the brave one willing to ask them! Once you start asking questions, it will become easier.
- If a class has a review session before a test, attend it. It can only strengthen your knowledge of the subject.
- Be active in class. Taking notes, asking questions and listening makes it more likely you will perform favorably in the class and will get the attention of your professor!

Organize & Prioritize.

- College can be overwhelming (especially as a full-time student), and finding a healthy balance is key to your success.
- Use your syllabus! It will help set your expectations for your classes. It informs you of important dates, materials you will need and how you will be graded. If you do not know how to read it, ask your professor!
- Get organized. Use a planner, make to-do lists and sync your school email and calendar to your phone. Decide what works best for you; there is no wrong way to get organized.
- Manage your time before, between and after classes to study or work on assignments with the resources available on campus.

Ask for Help.

- Professors/instructors hold office hours and usually have time before and after class. Get to know them during these times. They will help you if you find yourself struggling during the semester.
- Community and technical colleges have multiple resources (e.g., math labs, writing centers, tutors, advisors and counselors) that are all FREE. Take advantage of them!
- Fellow students are encountering the same challenges and can relate to you. Surround yourself with students you work well with and hold one another accountable.
- Remember to connect with your tnAchieves mentor. They want to be a resource for you, and if they cannot answer your question, they can direct you to someone who can!

Plan for Additional Costs.

- Some classes have additional fees that you will be responsible for along with your books and school supplies.
- It is important to find a way to cover these additional costs (e.g., part-time job, work-study on campus, plan of action with family) before classes begin.
- Make a budget so you know what you can spend on food, activities and gas.
- Planning ahead will help you cover your costs with as little stress as possible. This allows more time for you to focus on your classes and activities on campus and stay on track to graduate on time!

MENTOR TIP

“Encourage students to attend all required meetings regardless of other communication they are receiving, in case they were misinformed by another person.”

- Mary Lou, Stewart County Mentor

Time Management Activity

**To be completed at your third team meeting with your mentor*

MENTORS:

This meeting, which takes place shortly after college classes begin, is designed to help students overcome some of the potential challenges they may face as they navigate their first semester. InAchieves staff will discuss resources available on campuses, remind students of scholarship requirements and lead a time management activity.

You play an important role during this activity. You and your students will complete the activity grid together and spend time discussing students' schedules, the importance of prioritization and strategies you have found beneficial when managing your time. Students are often unaware of how much time they will need to complete school work outside of their classes. This is a great opportunity for you to encourage them and remind them that, in order to be successful, it is important to set aside time to focus on schoolwork.

The first semester is often when students need you the most. Be the support system they need to retain and complete!

Please note, these meetings have not yet been scheduled. We will provide information on your meeting via email as soon as the calendar is finalized.

Effectively managing time is one of the greatest challenges students face as they transition from high school to college. Many students underestimate the amount of time they need to devote to homework and study outside of classes. This time management activity is designed to help you think about how to prioritize your time.

Students, ask your mentor questions during the activity! It is the perfect opportunity to learn what he/she has found helpful to stay organized, manage his/her time and to be successful.

1. Make a list of all the ways you use your time:

2. Complete the time management grid.

Complete the grid distributed at your team meeting, taking each of the items you have listed above one-by-one and filling in the time you need for them each week.

For example, when and for how long are you going to do homework and study each week? [Hint: Research has shown that to be successful in college, students need to devote 6-9 hours per class to homework and studying each week. So, if you are taking four classes, you should expect to spend 24-36 hours each week working on school work outside of class time. Yes, that is 24-36 hours, not minutes!]

3. Discussion

Students, spend some time talking with your mentor about your grid. This is the perfect opportunity to talk about some of the potential challenges you may be facing with a full schedule and to discuss how to prioritize what is important to you. Every year, students tell us that managing their time as a college student is difficult. Do not miss out on the chance to receive advice from your mentor!

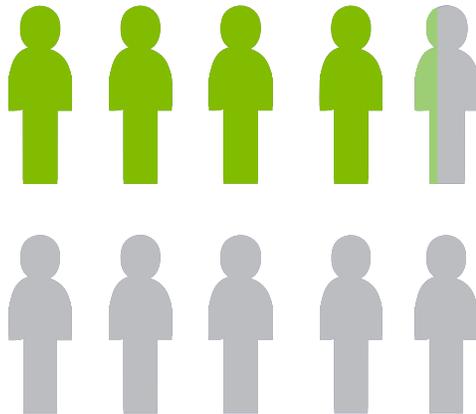
MENTOR TIP

Consider completing this activity yourself before the meeting so you can discuss your time management habits with the students.

Graduate/Transfer

Making it to college is an accomplishment, but graduating from college should be your goal! Before beginning college, make sure to meet with an advisor and create a plan for what courses you need to complete each semester or trimester in order to graduate on time with a degree or certificate. A defined path will lead to greater success!

Use your plan to guide your time in college and to serve as a reminder of the brighter future you are creating for yourself!



Currently, less than 50% of all students enrolled in a public university graduate.

YOU can graduate and help change that number! More certificates and degrees means a better future for students and a better workforce for our state.

Besides completing the required coursework for your major, your institution may have other requirements that you must meet in order to graduate. These requirements are different at every college, so make sure you are aware of how your institution handles graduation.

Below is a list of general graduation requirements:*

- Completion of curriculum for specific project of study
- Minimum cumulative GPA of 2.0 or Satisfactory Academic Progress at a TCAT
- Completion of a specific number of credit hours
- Completion of an intent to graduate form
- Payment of a graduation fee

*Some students may be required to take one or more tests designed to measure achievement in general education and in their specific major in order to transfer and/or graduate.

Transferring to a Four-Year College

Tennessee Transfer Pathway simplifies the transfer process by providing information about which courses you should take to maximize the number of credits that will transfer from your two-year institution. Visit www.tntransferpathway.org/find-your-pathway-now to select the pathway you may want to take as you start college. If you do plan to transfer, speak with an advisor to map out your plan.

MENTOR TIP

“It is most important for mentors to play the ‘encourager’ role while students are trying to adjust to college life in the first few weeks of school.”

- Chelsey, Shelby County Mentor

First Team Meeting Schedule

Private/Homeschool Students

The meetings below are designated for private and homeschool applicants. The first team meetings for public school applicants were held at each high school in October. If you are a public school applicant who failed to attend the first team meeting at your high school, or if you are a parent/guardian of a public school applicant who wishes to attend one of the meetings below, please contact tnachieves@tnachieves.org.

County	Meeting Date/Time	Meeting Location
Anderson	Nov 14 @ 5:30 PM	Oak Ridge High School
Bedford	Nov 14 @ 5:30 PM	Shelbyville Central High School
Blount	Dec 01 @ 5:30 PM	Maryville High School
Bradley	Nov 14 @ 5:30 PM	Cleveland State Community College (Cleveland Campus)
Campbell	Dec 08 @ 3:00 PM	Campbell County High School
Cannon	Dec 13 @ 3:30 PM	Cannon County High School
Carroll	Dec 13 @ 3:30 PM	TCAT McKenzie
Carter	Nov 14 @ 5:30 PM	TCAT Elizabethton
Cheatham	Nov 15 @ 5:30 PM	Cheatham County Central High School
Claiborne	Nov 15 @ 5:30 PM	Walters State Community College (Claiborne County Campus)
Cocke	Dec 05 @ 3:30 PM	Cocke County High School
Coffee	Dec 01 @ 5:30 PM	Coffee County Central High School
Cumberland	Nov 17 @ 5:30 PM	Roane State Community College (Cumberland County Campus)
Davidson	Nov 28 or Dec 12 @ 5:30 PM	McGavock High School
DeKalb	Dec 08 @ 3:30 PM	DeKalb County High School
Dickson	Nov 14 @ 5:30 PM	The Renaissance Center
Dyer	Dec 05 @ 3:30 PM	Dyersburg State Community College (Dyersburg Campus)
Franklin	Nov 29 @ 4:00 PM	Franklin County High School
Giles	Dec 08 @ 3:30 PM	TCAT Pulaski
Grainger	Nov 14 @ 5:30 PM	Grainger County High School
Greene	Nov 17 @ 5:30 PM	Greeneville High School
Grundy	Dec 12 @ 3:30 PM	Grundy County High School
Hamblen	Nov 28 @ 5:30 PM	Walters State Community College (Morristown Campus)
Hamilton	Nov 17 or Dec 12 @ 5:30 PM	Chattanooga State Community College (Main Campus)
Hardeman	Dec 05 @ 3:30 PM	Bolivar Central High School
Hawkins	Nov 29 @ 5:30 PM	Cherokee High School
Henry	Dec 07 @ 3:30 PM	TCAT Paris
Hickman	Dec 06 @ 3:30 PM	Hickman County High School
Jefferson	Dec 01 @ 5:30 PM	Jefferson County High School
Knox	Nov 14 or Dec 12 @ 5:30 PM	Christian Academy of Knoxville
Lauderdale	Nov 15 @ 3:30 PM	Ripley High School
Lawrence	Nov 28 @ 5:30 PM	Lawrence County High School
Lincoln	Nov 15 @ 5:30 PM	Lincoln County High School
Loudon	Nov 15 @ 5:30 PM	Lenoir City High School
Macon	Dec 05 @ 3:30 PM	Macon County High School
Madison	Nov 17 @ 5:30 PM	Jackson State Community College (Jackson Campus)
Marion	Dec 06 @ 3:30 PM	Marion County High School
Marshall	Dec 15 @ 3:30 PM	Marshall County High School
Maury	Nov 17 @ 5:30 PM	Columbia State Community College (Columbia Campus)
McMinn	Dec 08 @ 5:30 PM	McMinn County High School

First Team Meeting Schedule

Private/Homeschool Students

The meetings below are designated for private and homeschool applicants. The first team meetings for public school applicants were held at each high school in October. If you are a public school applicant who failed to attend the first team meeting at your high school, or if you are a parent/guardian of a public school applicant who wishes to attend one of the meetings below, please contact tnachieves@tnachieves.org.

County	Meeting Date/Time	Meeting Location
Meigs	Dec 06 @ 3:30 PM	Meigs County High School
Monroe	Nov 28 @ 5:30 PM	Sequoyah High School
Montgomery	Nov 17 @ 5:30 PM	Austin Peay State University
Polk	Dec 05 @ 3:00 PM	Polk County High School
Putnam	Nov 28 @ 5:30 PM	Cookeville High School
Rhea	Nov 15 @ 5:30 PM	Dayton Campus of Chattanooga State
Roane	Nov 28 @ 5:30 PM	Roane State Community College (Roane County Campus)
Robertson	Nov 17 @ 5:30 PM	Springfield High School
Rutherford	Nov 15 @ 5:30 PM	Blackman High School
Sevier	Nov 15 @ 5:30 PM	Walters State Community College (Sevier County Campus)
Shelby	Nov 28 or Dec 12 @ 5:30 PM	Southwest Tennessee Community College (Macon Campus)
Smith	Dec 15 @ 3:30 PM	Smith County High School
Sullivan	Dec 01 @ 5:30 PM	Northeast State Community College (Blountville Campus)
Sumner	Dec 01 @ 5:30 PM	Volunteer State Community College (Gallatin Campus)
Warren	Dec 01 @ 5:30 PM	Warren County High School
Washington	Nov 15 @ 5:30 PM	Science Hill High School
White	Nov 30 @ 3:30 PM	White County High School
Williamson	Nov 29 @ 5:30 PM	Franklin High School
Wilson	Nov 29 @ 5:30 PM	Lebanon High School

Second Team Meeting Schedule

*Eligibility Requirement

Public school applicants: You are required to attend the team meeting for your institution.

Private/Alternative school applicants (any school not listed): You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which your institution is located. You also should have received a letter via mail with your assigned team meeting.

Homeschool/GED Applicants: You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which you live. You also should have received a letter via mail with your assigned team meeting.

County	High School	Second Meeting Date/Time	Second Meeting Location
Anderson	Anderson County High School	Apr 04 @ 5:30 PM	Anderson County High School
Anderson	Clinton High School	Apr 05 @ 5:30 PM	Clinton High School
Anderson	Oak Ridge High School	Apr 04 @ 5:30 PM	Oak Ridge High School
Anderson	Private/Homeschool/Alternative	Apr 04 @ 5:30 PM	Oak Ridge High School
Bedford	Cascade High School	Mar 21 @ 5:30 PM	Shelbyville Central High School
Bedford	Community High School	Mar 21 @ 5:30 PM	Shelbyville Central High School
Bedford	Private/Homeschool/Alternative	Mar 21 @ 5:30 PM	Shelbyville Central High School
Bedford	Shelbyville Central High School	Mar 21 @ 5:30 PM	Shelbyville Central High School
Benton	Big Sandy High School	Mar 22 @ 5:30 PM	Camden Central High School
Benton	Camden Central High School	Mar 22 @ 5:30 PM	Camden Central High School
Benton	Private/Homeschool/Alternative	Mar 22 @ 5:30 PM	Camden Central High School
Bledsoe	Bledsoe County High School	Apr 04 @ 3:00 PM	Bledsoe County High School
Bledsoe	Private/Homeschool/Alternative	Apr 04 @ 3:00 PM	Bledsoe County High School
Blount	Alcoa High School	Mar 06 @ 5:30 PM	Alcoa High School
Blount	Heritage High School	Mar 06 @ 5:30 PM	Heritage High School
Blount	Maryville High School	Feb 27 @ 5:30 PM	Maryville High School
Blount	Private/Homeschool/Alternative	Apr 13 @ 5:30 PM	Maryville High School
Blount	William Blount High School	Mar 06 @ 5:30 PM	William Blount High School
Bradley	Bradley Central High School	Apr 03 @ 5:30 PM	Bradley Central High School
Bradley	Cleveland High School	Mar 23 @ 5:30 PM	Cleveland High School
Bradley	Private/Homeschool/Alternative	Mar 23 @ 5:30 PM	Cleveland High School
Bradley	Walker Valley High School	Mar 23 @ 5:30 PM	Walker Valley High School
Campbell	Campbell County High School	Mar 16 @ 5:30 PM	Campbell County High School
Campbell	Jellico High School	Mar 16 @ 2:30 PM	Jellico High School
Campbell	Private/Homeschool/Alternative	Mar 16 @ 5:30 PM	Campbell County High School
Cannon	Cannon County High School	Mar 27 @ 3:00 PM	Cannon County High School
Cannon	Private/Homeschool/Alternative	Mar 27 @ 3:00 PM	Cannon County High School
Carroll	Clarksburg High School	Mar 21 @ 5:30 PM	Carroll County Civic Center
Carroll	Hollow-Rock Bruceton Central High School	Mar 21 @ 5:30 PM	Carroll County Civic Center
Carroll	Huntingdon High School	Mar 21 @ 5:30 PM	Carroll County Civic Center
Carroll	McKenzie High School	Mar 21 @ 5:30 PM	Carroll County Civic Center
Carroll	Private/Homeschool/Alternative	Mar 21 @ 5:30 PM	Carroll County Civic Center
Carroll	West Carroll High School	Mar 21 @ 5:30 PM	Carroll County Civic Center
Carter	Cloudland High School	Apr 06 @ 10:30 AM	Cloudland High School
Carter	Elizabethton High School	Mar 23 @ 5:30 PM	Elizabethton High School
Carter	Hampton High School	Mar 23 @ 3:00 PM	Hampton High School
Carter	Happy Valley High School	Apr 06 @ 5:30 PM	Happy Valley High School
Carter	Private/Homeschool/Alternative	Mar 23 @ 5:30 PM	Elizabethton High School
Carter	Unaka High School	Mar 23 @ 3:00 PM	Unaka High School
Cheatham	Cheatham County Central High School	Apr 06 @ 5:30 PM	Cheatham County Central High School
Cheatham	Harpeth High School	Apr 06 @ 5:30 PM	Harpeth High School
Cheatham	Private/Homeschool/Alternative	Apr 06 @ 5:30 PM	Cheatham County Central High School

Second Team Meeting Schedule

*Eligibility Requirement

Public school applicants: You are required to attend the team meeting for your institution.

Private/Alternative school applicants (any school not listed): You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which your institution is located. You also should have received a letter via mail with your assigned team meeting.

Homeschool/GED Applicants: You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which you live. You also should have received a letter via mail with your assigned team meeting.

County	High School	Second Meeting Date/Time	Second Meeting Location
Cheatham	Sycamore High School	Apr 06 @ 3:00 PM	Sycamore High School
Claiborne	Claiborne High School	Feb 27 @ 5:30 PM	Walters State Community College (Claiborne County Campus)
Claiborne	Cumberland Gap High School	Feb 27 @ 5:30 PM	Walters State Community College (Claiborne County Campus)
Claiborne	Private/Homeschool/Alternative	Feb 27 @ 5:30 PM	Walters State Community College (Claiborne County Campus)
Clay	Clay County High School	Apr 13 @ 3:00 PM	Clay County High School
Clay	Private/Homeschool/Alternative	Apr 13 @ 3:00 PM	Clay County High School
Cocke	Cocke County High School	Mar 21 @ 5:30 PM	Cocke County High School
Cocke	Cosby High School	Mar 21 @ 3:00 PM	Cosby High School
Cocke	Private/Homeschool/Alternative	Mar 21 @ 5:30 PM	Cocke County High School
Coffee	Coffee County High School	Mar 06 @ 5:30 PM	Coffee County High School
Coffee	Private/Homeschool/Alternative	Mar 06 @ 5:30 PM	Coffee County High School
Coffee	Tulahoma High School	Mar 02 @ 5:30 PM	Tulahoma High School
Cumberland	Cumberland County High School	Apr 10 @ 5:30 PM	Cumberland County High School
Cumberland	Private/Homeschool/Alternative	Apr 10 @ 5:30 PM	Stone Memorial High School
Cumberland	Stone Memorial High School	Apr 10 @ 5:30 PM	Stone Memorial High School
Cumberland	The Phoenix School	Apr 10 @ 5:30 PM	Cumberland County High School
Davidson	Academy at Hickory Hollow	Mar 30 @ 5:30 PM	Antioch High School
Davidson	Academy at Old Cockrill	Apr 03 @ 5:30 PM	Hillwood High School
Davidson	Academy at Opry Mills	Apr 03 @ 6:00 PM	McGavock High School
Davidson	Antioch High School	Mar 30 @ 5:30 PM	Antioch High School
Davidson	Cane Ridge High School	Mar 30 @ 2:45 PM	Cane Ridge High School
Davidson	Cora Howe School	Apr 03 @ 8:00 AM	Cora Howe School
Davidson	East Nashville Magnet High School	Mar 29 @ 2:00 PM	East Nashville Magnet School
Davidson	Glenclyff High School	Mar 30 @ 5:30 PM	Glenclyff High School
Davidson	Hillsboro High School	Mar 29 @ 5:30 PM	Hillsboro High School
Davidson	Hillwood High School	Apr 03 @ 5:30 PM	Hillwood High School
Davidson	Hume Fogg Academic High School	Mar 29 @ 5:30 PM	Hillsboro High School
Davidson	Hunters Lane High School	Mar 29 @ 5:30 PM	Hunters Lane High School
Davidson	John Overton High School	Mar 30 @ 5:30 PM	John Overton High School
Davidson	LEAD Academy	Mar 29 @ 5:30 PM	Hillsboro High School
Davidson	Maplewood High School	Mar 29 @ 5:30 PM	Maplewood High School
Davidson	Martin Luther King Jr Magnet	Mar 29 @ 5:30 PM	Hillsboro High School
Davidson	McGavock High School	Apr 03 @ 6:00 PM	McGavock High School
Davidson	MNPS Middle College High School	Apr 03 @ 5:30 PM	Hillwood High School
Davidson	MNPS Virtual School	Apr 03 @ 5:30 PM	Hillwood High School
Davidson	Nashville Big Picture High School	Apr 03 @ 5:30 PM	Hillwood High School
Davidson	Nashville School of the Arts	Mar 30 @ 5:30 PM	Glenclyff High School
Davidson	Pearl Cohn High School	Mar 29 @ 7:30 AM	Pearl Cohn High School
Davidson	Private/Homeschool/Alternative	Apr 18 @ 5:30 PM	McGavock High School
Davidson	Stratford High School	Mar 30 @ 5:30 PM	Stratford High School
Davidson	Tennessee School for the Blind	Apr 03 @ 9:30 AM	Tennessee School for the Blind
Davidson	Whites Creek High School	Mar 29 @ 2:45 PM	Whites Creek High School

Second Team Meeting Schedule

*Eligibility Requirement

Public school applicants: You are required to attend the team meeting for your institution.

Private/Alternative school applicants (any school not listed): You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which your institution is located. You also should have received a letter via mail with your assigned team meeting.

Homeschool/GED Applicants: You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which you live. You also should have received a letter via mail with your assigned team meeting.

County	High School	Second Meeting Date/Time	Second Meeting Location
DeKalb	DeKalb County High School	Mar 27 @ 5:30 PM	DeKalb County High School
DeKalb	Private/Homeschool/Alternative	Mar 27 @ 5:30 PM	DeKalb County High School
Dickson	Creek Wood High School	Mar 07 @ 5:30 PM	Creek Wood High School
Dickson	Dickson County High School	Mar 07 @ 5:30 PM	Dickson County High School
Dickson	Private/Homeschool/Alternative	Mar 07 @ 5:30 PM	Creek Wood High School
Dyer	Dyer County High School	Mar 29 @ 5:30 PM	Dyer County High School
Dyer	Dyersburg High School	Feb 28 @ 5:30 PM	Dyersburg High School
Dyer	Private/Homeschool/Alternative	Feb 28 @ 5:30 PM	Dyersburg High School
Fentress	Alvin C. York Institute	Mar 15 @ 5:30 PM	Alvin C. York Institute
Fentress	Clarkrange High School	Mar 15 @ 5:30 PM	Alvin C. York Institute
Fentress	Private/Homeschool/Alternative	Mar 15 @ 5:30 PM	Alvin C. York Institute
Franklin	Franklin County High School	Mar 16 @ 5:30 PM	Franklin County High School
Franklin	Huntland High School	Mar 16 @ 5:30 PM	Franklin County High School
Franklin	Private/Homeschool/Alternative	Mar 16 @ 5:30 PM	Franklin County High School
Giles	Giles County High School	Mar 27 @ 5:30 PM	Giles County High School
Giles	Private/Homeschool/Alternative	Mar 27 @ 5:30 PM	Giles County High School
Giles	Richland High School	Mar 27 @ 3:00 PM	Richland High School
Grainger	Grainger High School	Mar 07 @ 3:30 PM	Grainger High School
Grainger	Private/Homeschool/Alternative	Mar 07 @ 3:30 PM	Grainger High School
Grainger	Washburn High School	Mar 07 @ 1:00 PM	Washburn High School
Greene	Chuckey-Doak High School	Mar 16 @ 5:30 PM	Chuckey-Doak High School
Greene	Greeneville High School	Mar 16 @ 5:30 PM	Greeneville High School
Greene	North Greene High School	Mar 15 @ 3:00 PM	North Greene High School
Greene	Private/Homeschool/Alternative	Mar 16 @ 5:30 PM	Greeneville High School
Greene	South Greene High School	Mar 16 @ 3:00 PM	South Greene High School
Greene	West Greene High School	Mar 15 @ 5:30 PM	West Greene High School
Grundy	Grundy County High School	Mar 22 @ 3:00 PM	Grundy County High School
Grundy	Private/Homeschool/Alternative	Mar 22 @ 3:00 PM	Grundy County High School
Hamblen	Morristown East High School	Mar 09 @ 5:30 PM	Morristown East High School
Hamblen	Morristown West High School	Mar 09 @ 5:30 PM	Morristown West High School
Hamblen	Private/Homeschool/Alternative	Mar 09 @ 5:30 PM	Morristown West High School
Hamilton	Brainerd High School	Mar 13 @ 1:00 PM	Brainerd High School
Hamilton	Central High School	Mar 14 @ 5:30 PM	Central High School (Chattanooga)
Hamilton	Chattanooga High Center for Creative Arts	Mar 13 @ 5:30 PM	Red Bank High School
Hamilton	Chattanooga School for the Arts and Sciences	Mar 13 @ 5:30 PM	Red Bank High School
Hamilton	East Hamilton High School	Mar 14 @ 5:30 PM	East Hamilton High School
Hamilton	East Ridge High School	Mar 14 @ 2:30 PM	East Ridge High School
Hamilton	Hamilton County Collegiate High School	Mar 14 @ 5:30 PM	Central High School (Chattanooga)
Hamilton	Hamilton County High School	Mar 13 @ 5:30 PM	Ooltewah High School
Hamilton	Hixson High School	Mar 13 @ 5:30 PM	Hixson High School
Hamilton	Lookout Valley High School	Mar 13 @ 3:00 PM	Lookout Valley High School
Hamilton	Ooltewah High School	Mar 13 @ 5:30 PM	Ooltewah High School

Second Team Meeting Schedule

*Eligibility Requirement

Public school applicants: You are required to attend the team meeting for your institution.

Private/Alternative school applicants (any school not listed): You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which your institution is located. You also should have received a letter via mail with your assigned team meeting.

Homeschool/GED Applicants: You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which you live. You also should have received a letter via mail with your assigned team meeting.

County	High School	Second Meeting Date/Time	Second Meeting Location
Hamilton	Private/Homeschool/Alternative	Apr 17 @ 5:30 PM	Chattanooga State Community College (Main Campus)
Hamilton	Red Bank High School	Mar 13 @ 5:30 PM	Red Bank High School
Hamilton	Sale Creek High School	Mar 13 @ 2:30 PM	Sale Creek High School
Hamilton	Sequoyah High School	Mar 14 @ 3:00 PM	Sequoyah High School
Hamilton	Signal Mountain High School	Mar 13 @ 3:00 PM	Signal Mountain High School
Hamilton	Soddy Daisy High School	Mar 14 @ 5:30 PM	Soddy Daisy High School
Hamilton	STEM School Chattanooga	Mar 13 @ 5:30 PM	Hixson High School
Hamilton	The Howard School	Mar 15 @ 10:30 AM	The Howard School
Hamilton	Tyner Academy	Mar 13 @ 5:30 PM	Tyner Academy
Hancock	Hancock County High School	Mar 22 @ 3:30 PM	Hancock County High School
Hancock	Private/Homeschool/Alternative	Mar 22 @ 3:30 PM	Hancock County High School
Hardeman	Bolivar Central High School	Mar 13 @ 5:30 PM	Bolivar Central High School
Hardeman	Middleton High School	Mar 13 @ 5:30 PM	Bolivar Central High School
Hardeman	Private/Homeschool/Alternative	Mar 13 @ 5:30 PM	Bolivar Central High School
Hawkins	Cherokee High School	Mar 20 @ 5:30 PM	Cherokee High School
Hawkins	Clinch School	Mar 20 @ 2:00 PM	Clinch School
Hawkins	Private/Homeschool/Alternative	Mar 20 @ 5:30 PM	Cherokee High School
Hawkins	Volunteer High School	Mar 20 @ 5:30 PM	Volunteer High School
Henry	Henry County High School	Mar 06 @ 5:30 PM	Henry County High School
Henry	Private/Homeschool/Alternative	Mar 06 @ 5:30 PM	Henry County High School
Hickman	East Hickman High School	Mar 01 @ 5:30 PM	Hickman County High School
Hickman	Hickman County High School	Mar 01 @ 5:30 PM	Hickman County High School
Hickman	Private/Homeschool/Alternative	Mar 01 @ 5:30 PM	Hickman County High School
Houston	Houston County High School	Mar 08 @ 3:00 PM	Houston County High School
Houston	Private/Homeschool/Alternative	Mar 08 @ 3:00 PM	Houston County High School
Humphreys	McEwen High School	Mar 27 @ 5:30 PM	Waverly Central High School
Humphreys	Private/Homeschool/Alternative	Mar 27 @ 5:30 PM	Waverly Central High School
Humphreys	Waverly Central High School	Mar 27 @ 5:30 PM	Waverly Central High School
Jackson	Jackson County High School	Mar 07 @ 3:00 PM	Jackson County High School
Jackson	Private/Homeschool/Alternative	Mar 07 @ 3:00 PM	Jackson County High School
Jefferson	Jefferson County High School	Mar 27 @ 5:30 PM	Jefferson County High School
Jefferson	Private/Homeschool/Alternative	Mar 27 @ 5:30 PM	Jefferson County High School
Johnson	Johnson County High School	Mar 23 @ 5:30 PM	Johnson County High School
Johnson	Private/Homeschool/Alternative	Mar 23 @ 5:30 PM	Johnson County High School
Knox	Austin-East High School	Apr 11 @ 5:30 PM	Austin-East High School
Knox	Bearden High School	Mar 28 @ 5:30 PM	Bearden High School
Knox	Carter High School	Mar 21 @ 5:30 PM	Carter High School
Knox	Central High School	Mar 07 @ 5:30 PM	Central High School (Knoxville)
Knox	Farragut High School	Apr 03 @ 5:30 PM	Farragut High School
Knox	Fulton High School	Apr 03 @ 5:30 PM	Fulton High School
Knox	Gibbs High School	Apr 12 @ 5:30 PM	Gibbs High School
Knox	Halls High School	Feb 28 @ 5:30 PM	Halls High School

Second Team Meeting Schedule

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Public school applicants: You are required to attend the team meeting for your institution.

Private/Alternative school applicants (any school not listed): You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which your institution is located. You also should have received a letter via mail with your assigned team meeting.

Homeschool/GED Applicants: You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which you live. You also should have received a letter via mail with your assigned team meeting.

County	High School	Second Meeting Date/Time	Second Meeting Location
Knox	Hardin Valley Academy	Mar 08 @ 5:30 PM	Hardin Valley Academy
Knox	Karns High School	Apr 11 @ 5:30 PM	Karns High School
Knox	Kelley Volunteer Academy	Mar 22 @ 11:15 AM, 12:45 PM	Kelley Volunteer Academy
Knox	L&N STEM Academy	Apr 03 @ 8:00 AM	L&N STEM Academy
Knox	Powell High School	Apr 13 @ 5:30 PM	Powell High School
Knox	Private/Homeschool/Alternative	Apr 17 @ 5:30 PM	Christian Academy of Knoxville
Knox	South Doyle High School	Apr 12 @ 5:30 PM	South Doyle High School
Knox	Tennessee School for the Deaf	Apr 03 @ 2:30 PM	TSD Elementary Library
Knox	West High School	Mar 22 @ 5:30 PM	West High School
Lake	Lake County High School	Feb 28 @ 3:00 PM	Lake County High School
Lake	Private/Homeschool/Alternative	Feb 28 @ 3:00 PM	Lake County High School
Lauderdale	Halls High School	Mar 14 @ 5:30 PM	Ripley High School
Lauderdale	Private/Homeschool/Alternative	Mar 14 @ 5:30 PM	Ripley High School
Lauderdale	Ripley High School	Mar 14 @ 5:30 PM	Ripley High School
Lawrence	Lawrence County High School	Mar 23 @ 5:30 PM	Lawrence County High School
Lawrence	Loretto High School	Mar 23 @ 3:00 PM	Loretto High School
Lawrence	Private/Homeschool/Alternative	Mar 23 @ 5:30 PM	Lawrence County High School
Lawrence	Summertown High School	Mar 23 @ 3:00 PM	Summertown High School
Lewis	Lewis County High School	Mar 23 @ 5:30 PM	Lewis County High School
Lewis	Private/Homeschool/Alternative	Mar 23 @ 5:30 PM	Lewis County High School
Lincoln	Fayetteville High School	Apr 10 @ 3:00 PM	Fayetteville High School
Lincoln	Lincoln County High School	Apr 10 @ 5:30 PM	Lincoln County High school
Lincoln	Private/Homeschool/Alternative	Apr 10 @ 5:30 PM	Lincoln County High school
Loudon	Greenback High School	Mar 20 @ 5:30 PM	Lenoir City High School
Loudon	Lenoir City High School	Mar 20 @ 5:30 PM	Lenoir City High School
Loudon	Loudon High School	Mar 20 @ 5:30 PM	Loudon High School
Loudon	Private/Homeschool/Alternative	Mar 20 @ 5:30 PM	Lenoir City High School
Macon	Macon County High School	Mar 21 @ 5:30 PM	Macon County High School
Macon	Private/Homeschool/Alternative	Mar 21 @ 5:30 PM	Macon County High School
Macon	Red Boiling Springs High School	Mar 21 @ 5:30 PM	Macon County High School
Madison	Liberty Technology Magnet High School	Apr 11 @ 2:00 PM	Liberty Technology Magnet High School
Madison	Madison Academic Magnet High School	Apr 10 @ 2:00 PM	Madison Academic Magnet High School
Madison	North Side High School	Apr 11 @ 5:30 PM	North Side High School
Madison	Private/Homeschool/Alternative	Apr 18 @ 5:30 PM	Jackson State Community College (Jackson Campus)
Madison	South Side High School	Apr 10 @ 5:30 PM	South Side High School
Marion	Marion County High School	Mar 28 @ 5:30 PM	Marion County High School
Marion	Private/Homeschool/Alternative	Mar 28 @ 5:30 PM	Marion County High School
Marion	Richard Hardy Memorial School	Mar 16 @ 1:00 PM	Richard Hardy Memorial School
Marion	South Pittsburg High School	Mar 28 @ 5:30 PM	Marion County High School
Marion	Whitwell High School	Mar 28 @ 5:30 PM	Marion County High School
Marshall	Cornersville High School	Mar 14 @ 5:30 PM	Marshall County High School
Marshall	Forrest High School	Mar 14 @ 5:30 PM	Marshall County High School

Second Team Meeting Schedule

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Homeschool/GED Applicants: You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which you live. You also should have received a letter via mail with your assigned team meeting.

County	High School	Second Meeting Date/Time	Second Meeting Location
Marshall	Marshall County High School	Mar 14 @ 5:30 PM	Marshall County High School
Marshall	Private/Homeschool/Alternative	Mar 14 @ 5:30 PM	Marshall County High School
Maury	Columbia Central High School	Mar 20 @ 5:30 PM	Columbia Central High School
Maury	Culleoka High School	Mar 20 @ 5:30 PM	Columbia Central High School
Maury	Hampshire High School	Mar 20 @ 5:30 PM	Columbia Central High School
Maury	Mount Pleasant High School	Mar 20 @ 3:00 PM	Mount Pleasant High School
Maury	Northfield Academy	Mar 15 @ 5:30 PM	Spring Hill High School
Maury	Private/Homeschool/Alternative	Apr 13 @ 5:30 PM	Columbia State Community College (Columbia Campus)
Maury	Santa Fe High School	Mar 20 @ 5:30 PM	Columbia Central High School
Maury	Spring Hill High School	Mar 15 @ 5:30 PM	Spring Hill High School
McMinn	McMinn Central High School	Apr 10 @ 5:30 PM	McMinn Central High School
McMinn	McMinn County High School	Apr 10 @ 5:30 PM	McMinn County High School
McMinn	Private/Homeschool/Alternative	Apr 10 @ 5:30 PM	McMinn County High School
McNairy	Adamsville High School	Apr 12 @ 3:30 PM	McNairy Central High School
McNairy	McNairy Central High School	Apr 12 @ 3:30 PM	McNairy Central High School
McNairy	Private/Homeschool/Alternative	Apr 12 @ 3:30 PM	McNairy Central High School
Meigs	Meigs County High School	Mar 27 @ 3:15 PM	Meigs County High School
Meigs	Private/Homeschool/Alternative	Mar 27 @ 3:15 PM	Meigs County High School
Monroe	Private/Homeschool/Alternative	Mar 09 @ 5:30 PM	Sequoyah High School
Monroe	Sequoyah High School	Mar 09 @ 5:30 PM	Sequoyah High School
Monroe	Sweetwater High School	Mar 09 @ 5:30 PM	Sweetwater High School
Monroe	Tellico Plains High School	Mar 02 @ 5:30 PM	Tellico Plains High School
Montgomery	Clarksville High School	Apr 04 @ 5:30 PM	Clarksville High School
Montgomery	Fort Campbell High School	Mar 09 @ 5:30 PM	West Creek High School
Montgomery	Kenwood High School	Mar 08 @ 5:30 PM	Kenwood High School
Montgomery	Middle College High School at APSU	Apr 04 @ 5:30 PM	Clarksville High School
Montgomery	Montgomery Central High School	Mar 08 @ 5:30 PM	Montgomery Central High School
Montgomery	Northeast High School	Mar 09 @ 3:00 PM	Northeast High School
Montgomery	Northwest High School	Mar 08 @ 5:30 PM	Northwest High School
Montgomery	Private/Homeschool/Alternative	Apr 04 @ 5:30 PM	Clarksville High School
Montgomery	Rossvie High School	Apr 13 @ 5:30 PM	Rossvie High School
Montgomery	West Creek High School	Mar 09 @ 5:30 PM	West Creek High School
Moore	Moore County High School	Mar 02 @ 3:00 PM	Moore County High School
Moore	Private/Homeschool/Alternative	Mar 02 @ 3:00 PM	Moore County High School
Morgan	Coalfield High School	Mar 07 @ 3:30 PM	Coalfield High School
Morgan	Oakdale High School	Mar 07 @ 3:30 PM	Oakdale High School
Morgan	Private/Homeschool/Alternative	Mar 07 @ 5:30 PM	Wartburg Central High School
Morgan	Sunbright High School	Mar 07 @ 1:00 PM	Sunbright High School
Morgan	Wartburg Central High School	Mar 07 @ 5:30 PM	Wartburg Central High School
Obion	Obion County Central High School	Mar 16 @ 5:30 PM	Obion County Central High School
Obion	Private/Homeschool/Alternative	Mar 16 @ 5:30 PM	Obion County Central High School
Obion	South Fulton High School	Mar 16 @ 3:00 PM	South Fulton High School

Second Team Meeting Schedule

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Homeschool/GED Applicants: You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which you live. You also should have received a letter via mail with your assigned team meeting.

County	High School	Second Meeting Date/Time	Second Meeting Location
Obion	Union City High School	Mar 16 @ 5:30 PM	Obion County Central High School
Overton	Livingston Academy	Apr 13 @ 5:30 PM	Livingston Academy
Overton	Private/Homeschool/Alternative	Apr 13 @ 5:30 PM	Livingston Academy
Pickett	Pickett County High School	Mar 15 @ 3:00 PM	Pickett County High School
Pickett	Private/Homeschool/Alternative	Mar 15 @ 3:00 PM	Pickett County High School
Polk	Copper Basin High School	Mar 15 @ 2:30 PM	Copper Basin High School
Polk	Polk County High School	Mar 15 @ 5:30 PM	Polk County High School
Polk	Private/Homeschool/Alternative	Mar 15 @ 5:30 PM	Polk County High School
Putnam	Cookeville High School	Mar 22 @ 5:30 PM	Cookeville High School
Putnam	Monterey High School	Apr 10 @ 3:00 PM	Monterey High School
Putnam	Private/Homeschool/Alternative	Mar 22 @ 5:30 PM	Cookeville High School
Putnam	Upperman High School	Mar 22 @ 3:00 PM	Upperman High School
Rhea	Private/Homeschool/Alternative	Mar 01 @ 5:30 PM	Rhea County High School
Rhea	Rhea County High School	Mar 01 @ 5:30 PM	Rhea County High School
Roane	Harriman High School	Mar 27 @ 5:30 PM	Harriman High School
Roane	Midway High School	Mar 27 @ 5:30 PM	Midway High School
Roane	Oliver Springs High School	Mar 27 @ 5:30 PM	Oliver Springs High School
Roane	Private/Homeschool/Alternative	Mar 28 @ 3:00 PM	Kingston Community Center
Roane	Roane County High School	Mar 28 @ 5:30 PM	Roane County High School
Roane	Rockwood High School	Mar 27 @ 3:30 PM	Rockwood High School
Robertson	East Robertson High School	Feb 27 @ 3:00 PM	East Robertson High School
Robertson	Greenbrier High School	Feb 28 @ 5:30 PM	Greenbrier High School
Robertson	Jo Byrns High School	Mar 09 @ 3:00 PM	Jo Byrns High School
Robertson	Private/Homeschool/Alternative	Mar 09 @ 5:30 PM	Springfield High School
Robertson	Springfield High School	Mar 09 @ 5:30 PM	Springfield High School
Robertson	White House Heritage High School	Feb 27 @ 5:30 PM	White House Heritage High School
Rutherford	Blackman High School	Mar 21 @ 5:30 PM	Blackman High School
Rutherford	Central Magnet School	Mar 14 @ 3:00 PM	Central Magnet School
Rutherford	Eagleville High School	Mar 08 @ 3:00 PM	Eagleville High School
Rutherford	Holloway High School	Mar 09 @ 3:00 PM	Holloway High School
Rutherford	LaVergne High School	Mar 01 @ 5:30 PM	LaVergne High School
Rutherford	Oakland High School	Mar 14 @ 5:30 PM	Oakland High School
Rutherford	Private/Homeschool/Alternative	Mar 21 @ 5:30 PM	Blackman High School
Rutherford	Riverdale High School	Mar 08 @ 5:30 PM	Riverdale High School
Rutherford	Siegel High School	Mar 16 @ 5:30 PM	Siegel High School
Rutherford	Smyrna High School	Mar 09 @ 5:30 PM	Smyrna High School
Rutherford	Stewarts Creek High School	Mar 20 @ 5:30 PM	Stewarts Creek High School
Scott	Oneida High School	Mar 21 @ 5:30 PM	Oneida High School
Scott	Private/Homeschool/Alternative	Mar 21 @ 5:30 PM	Oneida High School
Scott	Scott High School	Mar 21 @ 5:30 PM	Oneida High School
Sequatchie	Private/Homeschool/Alternative	Apr 04 @ 5:30 PM	Sequatchie County High School
Sequatchie	Sequatchie County High School	Apr 04 @ 5:30 PM	Sequatchie County High School

Second Team Meeting Schedule

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Public school applicants: You are required to attend the team meeting for your institution.

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Homeschool/GED Applicants: You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which you live. You also should have received a letter via mail with your assigned team meeting.

County	High School	Second Meeting Date/Time	Second Meeting Location
Sevier	Gatlinburg-Pittman High School	Mar 30 @ 5:30 PM	Gatlinburg-Pittman High School
Sevier	Northview Academy	Feb 28 @ 5:30 PM	Northview Academy
Sevier	Pigeon Forge High School	Mar 29 @ 5:30 PM	Pigeon Forge High School
Sevier	Private/Homeschool/Alternative	Mar 30 @ 5:30 PM	Walters State Community College (Sevier County Campus)
Sevier	Sevier County High School	Mar 30 @ 5:30 PM	Sevier County High School
Sevier	Seymour High School	Mar 29 @ 5:30 PM	Seymour High School
Shelby	Adolescent Parenting Program	Mar 06 @ Noon	Adolescent Parenting Program
Shelby	Arlington High School	Mar 09 @ 5:30 PM	Arlington High School
Shelby	Bartlett High School	Mar 23 @ 5:30 PM	Bartlett High School
Shelby	Bolton High School	Mar 29 @ 5:30 PM	Bolton High School
Shelby	Booker T Washington High School	Mar 08 @ 1:00 PM	Booker T Washington High School
Shelby	Central High School	Apr 03 @ 5:30 PM	Central High School (Memphis)
Shelby	City University School of Liberal Arts	Mar 22 @ 1:00 PM	City University School of Liberal Arts
Shelby	Collierville High School	Mar 22 @ 5:30 PM	Collierville High School
Shelby	Cordova High School	Apr 06 @ 5:30 PM	Cordova High School
Shelby	Craigmont High School	Mar 30 @ 2:00 PM	Craigmont High School
Shelby	Douglass High School	Mar 27 @ 1:00 PM	Douglass High School
Shelby	East High School	Apr 04 @ 2:00 PM	East High School
Shelby	Fairley High School	Mar 28 @ 10:20 AM	Fairley High School
Shelby	George Washington Carver College and Career Academy	Mar 22 @ 1:00 PM	George Washington Carver College and Career Academy
Shelby	Germantown High School	Apr 03 @ 5:30 PM	Germantown High School
Shelby	Hamilton High School	Apr 04 @ 2:00 PM	Hamilton High School
Shelby	Hillcrest High School	Mar 21 @ 3:30 PM	Hillcrest High School
Shelby	Hollis F. Price Middle College	Mar 30 @ 1:00 PM	Hollis F. Price Middle College
Shelby	Houston High School	Apr 10 @ 5:30 PM	Houston High School
Shelby	John S Wilder Youth Development Center	Apr 10 @ 10:00 AM	John Wilder Youth Development Center
Shelby	Kingsbury High School	Apr 05 @ 1:00 PM	Kingsbury High School
Shelby	KIPP Collegiate High School	Mar 06 @ 5:30 PM	Manassas High School
Shelby	Kirby High School	Apr 03 @ 2:00 PM	Kirby High School
Shelby	Manassas High School	Mar 06 @ 5:30 PM	Manassas High School
Shelby	Martin Luther King Jr. College Preparatory High School	Mar 07 @ 1:00 PM	Martin Luther King Jr. College Preparatory High School
Shelby	Melrose High School	Apr 03 @ 2:00 PM	Melrose High School
Shelby	Memphis Academy of Health Sciences	Mar 20 @ 1:00 PM	Memphis Academy of Health Sciences
Shelby	Memphis Academy of Science and Engineering	Apr 03 @ 9:30 AM	Memphis Academy of Science and Engineering
Shelby	Memphis Business Academy	Mar 08 @ 1:00 PM	Memphis Business Academy
Shelby	Memphis School of Excellence	Mar 08 @ 9:00 AM	Memphis School of Excellence
Shelby	Middle College High School	Apr 03 @ 5:30 PM	Central High School (Memphis)
Shelby	Millington Central High School	Mar 20 @ 5:30 PM	Millington Central High School
Shelby	Mitchell High School	Mar 07 @ 9:30 AM	Mitchell High School
Shelby	Northeast Preparatory Academy	Mar 30 @ 5:30 PM	Overton High School
Shelby	Northwest Preparatory Academy	Mar 06 @ 1:30 PM	Northwest Preparatory Academy
Shelby	Oakhaven High School	Mar 21 @ 9:30 AM	Oakhaven High School

Second Team Meeting Schedule

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Public school applicants: You are required to attend the team meeting for your institution.

Private/Alternative school applicants (any school not listed): You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which your institution is located. You also should have received a letter via mail with your assigned team meeting.

Homeschool/GED Applicants: You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which you live. You also should have received a letter via mail with your assigned team meeting.

County	High School	Second Meeting Date/Time	Second Meeting Location
Shelby	Overton High School	Mar 30 @ 5:30 PM	Overton High School
Shelby	Pathways in Education	Mar 21 @ 2:00 PM	Pathways in Education (Whitehaven Campus)
Shelby	Power Center Academy	Mar 29 @ 2:30 PM	Power Center Academy
Shelby	Private/Homeschool/Alternative	Apr 11, Apr 13 @ 5:30 PM*	Southwest Tennessee Community College (Macon Campus)
Shelby	Raleigh-Egypt High School	Mar 23 @ 1:00 PM	Raleigh-Egypt High School
Shelby	Ridgeway High School	Apr 04 @ 5:30 PM	Ridgeway High School
Shelby	Sheffield High School	Apr 05 @ 1:30 PM	Sheffield High School
Shelby	Southwest Prep Academy	Mar 22 @ 1:00 PM	George Washington Carver College and Career Academy
Shelby	Southwind High School	Mar 28 @ 5:30 PM	Southwind High School
Shelby	The Soulsville Charter School	Mar 20 @ 5:00 PM	The Soulsville Charter School
Shelby	Trezevant High School	Apr 06 @ 2:00 PM	Trezevant High School
Shelby	Westwood High School	Mar 08 @ 9:30 PM	Westwood High School
Shelby	White Station High School	Mar 27 @ 5:30 PM	White Station High School
Shelby	Whitehaven High School	Mar 21 @ 5:30 PM	Whitehaven High School
Shelby	Wooddale High School	Mar 29 @ 1:00 PM	Wooddale High School
Smith	Gordonsville High School	Mar 07 @ 5:30 PM	Smith County High School
Smith	Private/Homeschool/Alternative	Mar 07 @ 5:30 PM	Smith County High School
Smith	Smith County High School	Mar 07 @ 5:30 PM	Smith County High School
Stewart	Private/Homeschool/Alternative	Mar 02 @ 5:30 PM	Stewart County High School
Stewart	Stewart County High School	Mar 02 @ 5:30 PM	Stewart County High School
Sullivan	Dobyns-Bennett High School	Apr 10 @ 5:30 PM	Dobyns-Bennett High School
Sullivan	Private/Homeschool/Alternative	Apr 11 @ 5:30 PM	Northeast State Community College (Blountville Campus)
Sullivan	Sullivan Central High School	Apr 05 @ 5:30 PM	Sullivan Central High School
Sullivan	Sullivan East High School	Apr 06 @ 5:30 PM	Sullivan East High School
Sullivan	Sullivan North High School	Apr 05 @ 5:30 PM	Sullivan North High School
Sullivan	Sullivan South High School	Apr 06 @ 5:30 PM	Sullivan South High School
Sullivan	Tennessee High School	Mar 01 @ 5:30 PM	Tennessee High School
Sumner	Beech High School	Mar 13 @ 5:30 PM	Beech High School
Sumner	E.B. Wilson High School	Apr 17 @ 5:30 PM	Volunteer State Community College (Gallatin Campus)
Sumner	Gallatin High School	Feb 28 @ 5:30 PM	Gallatin High School
Sumner	Hendersonville High School	Mar 28 @ 5:30 PM	Hendersonville High School
Sumner	Merrol Hyde Magnet School	Mar 28 @ 5:30 PM	Hendersonville High School
Sumner	Middle College High School-Sumner County	Apr 17 @ 5:30 PM	Volunteer State Community College (Gallatin Campus)
Sumner	Portland High School	Feb 27 @ 5:30 PM	Portland High School
Sumner	Private/Homeschool/Alternative	Apr 17 @ 5:30 PM	Volunteer State Community College (Gallatin Campus)
Sumner	Station Camp High School	Apr 06 @ 5:30 PM	Station Camp High School
Sumner	Westmoreland High School	Feb 28 @ 2:00 PM	Westmoreland High School
Sumner	White House High School	Mar 02 @ 5:30 PM	White House High School
Trousdale	Private/Homeschool/Alternative	Mar 06 @ 3:00 PM	Trousdale County High School
Trousdale	Trousdale County High School	Mar 06 @ 3:00 PM	Trousdale County High School
Union	Private/Homeschool/Alternative	Mar 28 @ 5:30 PM	Union County High School
Union	Union County High School	Mar 28 @ 5:30 PM	Union County High School

*Shelby County private and homeschool applicants will be assigned one of the two dates noted on this schedule and should check the email address they provided on the TN Promise application for instructions on which meeting to attend.

Second Team Meeting Schedule

*Eligibility Requirement

Public school applicants: You are required to attend the team meeting for your institution.

Private/Alternative school applicants (any school not listed): You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which your institution is located. You also should have received a letter via mail with your assigned team meeting.

Homeschool/GED Applicants: You are required to attend the team meeting assigned for the private/homeschool/alternative applicants in the county in which you live. You also should have received a letter via mail with your assigned team meeting.

County	High School	Second Meeting Date/Time	Second Meeting Location
Van Buren	Private/Homeschool/Alternative	Apr 04 @ 1:45 PM	Van Buren County High School
Van Buren	Van Buren County High School	Apr 04 @ 1:45 PM	Van Buren County High School
Warren	Private/Homeschool/Alternative	Apr 04 @ 5:30 PM	Warren County High School
Warren	Warren County High School	Apr 04 @ 5:30 PM	Warren County High School
Washington	Daniel Boone High School	Mar 02 @ 5:30 PM	Daniel Boone High School
Washington	David Crockett High School	Mar 02 @ 5:30 PM	David Crockett High School
Washington	Private/Homeschool/Alternative	Apr 04 @ 5:30 PM	Science Hill High School
Washington	Science Hill High School	Apr 04 @ 5:30 PM	Science Hill High School
Washington	University School	Apr 06 @ 3:00 PM	University School
Wayne	Collinwood High School	Feb 27 @ 5:30 PM	Collinwood High School
Wayne	Frank Hughes High School	Feb 27 @ 2:30 PM	Wayne County High School
Wayne	Private/Homeschool/Alternative	Feb 27 @ 5:30 PM	Collinwood High School
Wayne	Wayne County High School	Feb 27 @ 2:30 PM	Wayne County High School
Weakley	Dresden High School	Apr 05 @ 5:30 PM	Dresden High School
Weakley	Gleason High School	Apr 05 @ 5:30 PM	Dresden High School
Weakley	Greenfield High School	Apr 05 @ 5:30 PM	Westview High School
Weakley	Private/Homeschool/Alternative	Apr 05 @ 5:30 PM	Dresden High School
Weakley	Westview High School	Apr 05 @ 5:30 PM	Westview High School
White	Private/Homeschool/Alternative	Apr 11 @ 5:30 PM	White County High School
White	White County High School	Apr 11 @ 5:30 PM	White County High School
Williamson	Brentwood High School	Mar 13 @ 5:30 PM	Ravenwood High School
Williamson	Centennial High School	Apr 11 @ 5:30 PM	Centennial High School
Williamson	Fairview High School	Apr 04 @ 5:30 PM	Fairview High School
Williamson	Franklin High School	Mar 07 @ 5:30 PM	Franklin High School
Williamson	Independence High School	Mar 01 @ 5:30 PM	Independence High School
Williamson	Page High School	Mar 01 @ 5:30 PM	Independence High School
Williamson	Private/Homeschool/Alternative	Mar 07 @ 5:30 PM	Franklin High School
Williamson	Ravenwood High School	Mar 13 @ 5:30 PM	Ravenwood High School
Williamson	Renaissance High School	Apr 11 @ 5:30 PM	Centennial High School
Williamson	Summit High School	Apr 11 @ 5:30 PM	Summit High School
Wilson	Lebanon High School	Mar 06 @ 5:30 PM	Lebanon High School
Wilson	Mount Juliet High School	Mar 23 @ 5:30 PM	Mount Juliet High School
Wilson	Private/Homeschool/Alternative	Apr 18 @ 5:30 PM	Lebanon High School
Wilson	Watertown High School	Mar 28 @ 2:30 PM	Watertown High School
Wilson	Wilson Central High School	Mar 28 @ 5:30 PM	Wilson Central High School

Policies

To remain TN Promise eligible, a student must:

High School:

1. Attend and graduate from an eligible high school.
 - a. A student must apply his/her senior year of high school with the Class of 2017 and meet the TN Promise established application deadline.
 - b. A student must be a Tennessee resident.
 - i. A student whose parent(s) do(es) not live in Tennessee but are members of the armed forces and stationed in the state or at Fort Campbell pursuant to military orders will be considered a Tennessee resident for the purpose of this scholarship.
 - ii. A student's residency will be determined by the post-secondary institution.
 - c. A student who completes a GED or HiSET diploma must enroll full-time in an eligible post-secondary program in the fall after he/she receives his/her diploma, provided that the diploma was earned before the student reached 19 years of age. This assumes the GED or HiSET student met all TN Promise requirements.
2. Attend all scheduled team meetings. A student must attend his/her assigned scheduled meeting as outlined in the student handbook/website.
 - a. Excuse forms will be reviewed for the following:
 - i. Participation in a school-sanctioned event (e.g., athletic event, choir concert, national or state conference or competition)
 - For athletic events, student must present tnAchieves with the game schedule AND a signed note from the coach.
 - For other events, student must present tnAchieves with a signed note from the faculty advisor/sponsor.
 - No rehearsals or practices of ANY type will be considered excusable absences.
 - Club meetings will not be considered excusable absences.
 - School social events (e.g., proms) will not be considered excusable absences.
 - Any event falling outside of a school-sanctioned event will NOT be considered an excused absence (e.g., club sports, auditions).
 - In order for the absence to be considered excused, a student must be a member of the school's student body and an active participant in the event.
 - ii. Death in the immediate family
 - Student must present tnAchieves with a death certificate, obituary or a funeral service remembrance card that is specific to the meeting date missed to remain eligible.
 - iii. Personal illness
 - Student must present tnAchieves with a signed doctor's note that is specific to the meeting date missed to remain eligible.
 - Illness within the family is not an excusable absence.
 - iv. Conflict with post-secondary class schedule
 - Student must present tnAchieves with a class schedule AND a signed note from the professor confirming attendance specific to the meeting date missed to remain eligible.
 - v. Conflict with religious observance
 - Student must present tnAchieves with a signed note from religious leadership indicating date and time of the required religious observance or activity that conflicts with assigned team meeting and confirming student attendance.
 - No rehearsals or practices of ANY type will be considered excusable absences.
 - vi. Personal or Immediate Family Emergency
 - Student must present tnAchieves with valid proof that is specific to the meeting date and time missed to remain eligible (e.g., emergency room documentation).
 - b. Students are responsible for notifying tnAchieves prior to or within 72 hours of the missed meeting via the excuse form provided at www.tnachieves.org. Failure to meet this requirement, even with a valid excuse, will result in loss of TN Promise eligibility.

Policies

Continued...

- i. Work, lack of/inoperable transportation, scheduled vacations including weddings and all other excuses outside those outlined above are not considered excusable absences and will result in a student losing his/her TN Promise eligibility. This includes meetings that are rescheduled due to inclement weather.
 - ii. A student who arrives late to a mandatory meeting will lose his/her TN Promise eligibility. Likewise, a student who leaves a meeting prior to adjournment will lose his/her TN Promise eligibility.
 - iii. A student who has an approved absence by tnAchieves must attend a make-up meeting to remain eligible. The student must attend the make-up meeting prior to the end of the scheduled team meeting's calendar (i.e., If a student misses the second team meeting and meets the 72 hour excuse form policy requirement, he/she is responsible for attending another meeting before the conclusion of the first team meetings.). Failure to attend a make-up meeting for any reason will result in loss of TN Promise eligibility.
 - It is important to note that tnAchieves strongly encourages students to attend their initial assigned meeting rather than requesting an excused absence, as the make-up meetings will most likely be held outside the student's county of residence and the mentor is not asked to attend make-up meetings.
 - c. A student who graduates high school during the fall term is required to return to his/her high school for the assigned mandatory meetings.
 - d. A student who transfers during his/her senior year is responsible for alerting tnAchieves and attending the assigned mandatory meeting designated for the high school to which he/she transferred.
 - e. A parent/guardian cannot attend meetings on the student's behalf. The student must attend the meetings to remain eligible.
 - f. A student who requires accommodations at his/her assigned team meeting will be responsible for alerting tnAchieves 72 hours in advance of the meeting (e.g., sign language interpreter).
 - g. A homeschool student must have documentation from his/her umbrella school indicating a school-facilitated break to be considered excused from the assigned mandatory meeting.
3. Complete the Free Application for Federal Student Aid (FAFSA) by January 17, 2017.
- a. Failure to qualify for federal aid in the form of a Pell Grant and/or state aid in the form of TELS (e.g., HOPE) or TSAA funding will not affect a student's TN Promise eligibility.
 - b. A student must be eligible for in-state tuition.
 - c. A student must complete the FAFSA each year prior to the deadline established by TSAC.
4. Submit all financial aid verification documents by August 1 each year for community and four-year colleges.
- a. A student attending a TCAT must complete the verification process by October 1 each year.
 - b. tnAchieves encourages students to submit all documents by July 15 to ensure the post-secondary institutions have adequate time to process.
 - c. Student must select the eligible institution he/she plans to attend as his/her first choice on the Free Application for Federal Student Aid (FAFSA) as well as direct his/her TSAC Student Portal to the eligible institution.
 - d. It is the student's responsibility to confirm with the post-secondary institution that his/her admissions and financial aid files are verified, processed and ready for award.
5. Complete and submit at least eight hours of community service prior to the start of each semester/trimester by the established deadline. Community service must be completed under the supervision of an established organization (e.g., nonprofit, public service organization).
- a. Community service is not:
 - i. Work resulting in payment.
 - ii. Work done under the supervision of an extended or immediate family member.
 - iii. Work done for an individual rather than an organization (e.g., babysitting, mowing a neighbor's lawn, picking up trash in your neighborhood).
 - iv. Proselytizing (sharing faith).
 - b. Students must submit all information regarding community service by the established deadline at www.tnachieves.org. Failure to comply by the established dates will result in loss of eligibility.

Policies

Continued...

College:

1. Maintain full-time status each semester.
 - a. If the student falls below full-time, he/she will no longer be eligible.
 - b. TCAT students must be enrolled in a full-time program.
 - c. Failure to attend class could result in loss of eligibility.
2. Begin at an eligible post-secondary institution in the fall term directly following high school graduation.
 - a. A student may begin at his/her post-secondary institution prior to the fall term directly following high school graduation; however, the student will be responsible for incurred tuition and fees until fall.
 - b. A TCAT student may begin in the summer directly following high school graduation if he/she has met all TN Promise requirements.
 - c. A student may be granted a medical or personal leave of absence from timely enrollment in the initial semester, full-time attendance or continuous enrollment at an eligible post-secondary institution as long as all other acceptable eligibility criteria are met. A student must request a leave of absence with his/her chosen post-secondary institution for approval.
 - i. An approved leave of absence of six months or less shall not count against the five-semester or eight-trimester limit at an eligible post-secondary institution.
 - ii. An approved leave of absence may extend beyond six months for military, religious or other extraordinary circumstances, but may impact a student's number of eligibility terms.
3. Attend an eligible post-secondary institution for consecutive semesters.
 - a. A student cannot leave the post-secondary institution for a period of time and remain eligible.
 - b. If a student withdraws from all classes during the semester, he/she will no longer be eligible.
4. Maintain a 2.0 cumulative GPA at the end of each academic year.
 - a. TCAT students must maintain satisfactory academic progress each trimester.
5. Complete the Free Application for Federal Student Aid (FAFSA) by the established deadline each year throughout his/her post-secondary experience.
 - a. Failure to qualify for federal aid in the form of a Pell Grant and/or state aid in the form of TELS (e.g., HOPE) or TSAA funding will not affect a student's TN Promise eligibility.
 - b. A student must be eligible for in-state tuition.
6. Submit all financial aid verification documents by August 1 each year for community and four-year colleges.
 - a. A student attending a TCAT must complete the verification process by October 1 each year.
 - b. tnAchieves encourages students to submit all documents by July 15 to ensure the post-secondary institutions have adequate time to process.
 - i. A student may be required to pay tuition and fees out of pocket if his/her financial aid file is not processed and verified by the beginning of classes.
 - c. Student must select the eligible institution he/she plans to attend as his/her first choice on the Free Application for Federal Student Aid (FAFSA) as well as direct his/her TSAC student portal to the eligible institution.
 - d. It is the student's responsibility to confirm with the post-secondary institution that his/her admissions and financial aid files are verified, processed and ready for award.
7. Complete and submit at least eight hours of community service prior to the start of each semester/trimester/quarter by the established deadline. Community service must be completed under the supervision of an established organization (e.g., nonprofit, public service organization).
 - a. Community service is not:
 - i. Work resulting in payment.
 - ii. Work done under the supervision of an extended or immediate family member.
 - iii. Work done for an individual rather than an organization (e.g., babysitting, mowing a neighbor's lawn, picking up trash in your neighborhood).
 - iv. Proselytizing (sharing faith).
 - b. Students must submit all information regarding community service by the established deadline at www.tnachieves.org. Failure to comply by the established dates will result in loss of eligibility.

Policies

Continued...

8. A student who meets all academic and non-academic requirements for TN Promise may transfer from one eligible post-secondary institution to another and maintain scholarship eligibility, provided the student is able to complete the diploma or associate degree in the amount of time remaining before reaching a terminating event.

Other components:

1. Only a member of tnAchieves staff may determine a student's TN Promise eligibility.
 - a. Mentors are an extension of tnAchieves, but are not tnAchieves staff members.
 - b. tnAchieves mentors are volunteers and may lack adequate time to answer all questions; therefore, it is the student's responsibility to confirm eligibility with tnAchieves staff.
2. TN Promise only funds last-dollar tuition and mandatory fees. It does not pay for books or other post-secondary expenses (e.g., application fee, program and class specific fees). TN Promise only covers fees required of all students.
3. A student cannot be mentored by a family member.
4. Mentors cannot choose students to mentor.
 - a. tnAchieves staff will randomly assign students to mentors.
5. TN Promise follows the admissions requirements of the post-secondary institution.
 - a. TN Promise will fund learning support classes if the student fails to meet the ACT requirements for college-level coursework.
6. A student is responsible for notifying tnAchieves staff when his/her contact information changes. Incorrect information does not preclude a student from ineligibility.
7. Inclement Weather Policy: If the student's school is cancelled or released early due to inclement weather, tnAchieves will reschedule the mandatory meeting. It is the student's responsibility to visit www.tnachieves.org to find the new date for his/her meeting.

Should a student fail to adhere to any/all policies, tnAchieves invokes the right to remove a student's eligibility.

tnAchieves values honesty and integrity. A student who submits misinformation will immediately lose TN Promise eligibility. Be respectful in all correspondence and communication, including social media.

Policies may be subject to change without notice. It is a student's responsibility to refer to the policies as posted at www.tnachieves.org for updates and changes to the TN Promise legislation.

TN Promise Frequently Asked Questions

What is TN Promise?

TN Promise is a last-dollar scholarship that provides the opportunity for every Tennessee high school student to earn a post-secondary credential. This also applies to students who complete a GED or HiSET prior to their 19th birthday.

Who is eligible?

Any high school senior who graduates from a Tennessee eligible high school or completes a Tennessee home school program is eligible to apply. Students will apply in the beginning of their high school senior year (by November 1, 2016) and begin working with tnAchieves. To receive TN Promise funds, students must complete the tnAchieves program.

Are GED recipients eligible for TN Promise?

Students who complete a GED or HiSET diploma (and have met all other TN Promise eligibility requirements) must enroll full-time in an eligible post-secondary program in the fall term after they receive their diploma, provided that the diploma was earned before the student reached 19 years of age.

What if a student graduates early from high school?

Students graduating in the fall term can receive TN Promise. They must attend all mandatory team meetings as if they graduate in May. Funding will not begin until fall 2017 unless a student attends a TCAT.

Do non-U.S. citizens qualify for TN Promise?

No. To be eligible, students must be able to complete the FAFSA, qualify for in-state tuition and possess a valid Social Security number. The DACA number is NOT a valid entry on the Tennessee Promise application. A student must complete the Free Application for Federal Student Aid (FAFSA) for which the student's U.S. citizenship or eligible non-citizenship status has been confirmed by the federal government. Note: This option is only available for:

1. U.S. Citizens;
2. U.S. permanent residents (with an I-151, I-551, or I-551C permanent resident card); or
3. Individuals who have an Arrival/Departure Record (I-94) showing one of the following designations: Refugee, Asylum Granted, Cuban-Haitian Entrant (Status Pending), Conditional Entrant (Valid only if issued before April 1, 1980), Victims of Human Trafficking (T-2, T-3, or T-4 visa), or Parolee (who meets certain conditions).

What does TN Promise fund?

TN Promise is a last-dollar scholarship that funds tuition and mandatory fees at eligible TN Promise post-secondary institutions. These funds cannot be used for books, cost of attendance fees or fees associated with a specific program or class.

Does TN Promise cover remedial education?

Yes. TN Promise will cover remedial classes if a student should need to take them.

How will the funds be administered?

After students meet all TN Promise requirements, the Tennessee Student Assistance Corporation (TSAC) will send the funds to the eligible institution after all Pell, TELS (e.g., HOPE and Wilder-Naifeh) and TSAA funding have been applied.

When does TN Promise funding begin?

Students must begin college the fall semester immediately following high school graduation. TCAT students are able to begin in the trimester beginning in May 2017 as long as the student has completed service hours by April 1, 2017.

Will a student receive a check for the scholarship?

Students never directly receive funding from TN Promise. TSAC will send funds directly to the colleges.

How long after high school graduation will students remain eligible for TN Promise?

If a student continues to meet all requirements, TN Promise funding is available for five consecutive semesters at a community college, eight consecutive trimesters at a TCAT or until a terminating event (graduation or transfer to a non-TN Promise institution) has occurred.

What happens if a student misses a TN Promise deadline?

Failure to meet any TN Promise deadline will result in a student being permanently ineligible for TN Promise.

TN Promise Frequently Asked Questions

Continued...

May a student attend a four-year institution with TN Promise funding?

TN Promise eligible post-secondary institutions (see page 16) offer associate degree programs. In order for a student to receive TN Promise funding at one of these eligible institutions, he/she must meet all deadlines, as well as be accepted in the associate degree program. At these institutions, funding for TN Promise will not be last dollar. The scholarship will be determined by the amount a student would receive should he/she attend a community college. This amount would be portable to the eligible four-year institution. In other words, if a student's last-dollar amount at a community college is \$0 due to a full Pell Grant being awarded, he/she would not receive any funding at the eligible four-year institution. If a student receives the HOPE scholarship only, he/she would receive approximately \$500 each semester from TN Promise at the four-year institution.

Who does a student contact if he/she is having trouble submitting the community service form?

Students experiencing problems submitting the community service form should email concerns to tnachieves@tnachieves.org. Problems with submission do not excuse a student from meeting the established deadline.

Can a student take a semester off?

A student may request a medical or personal leave of absence from timely enrollment in the initial semester, full-time attendance or continuous enrollment at an eligible post-secondary institution as long as all other applicable eligibility criteria are met. Medical or personal appeals will be considered in the following situations: illness of the student, illness or death of an immediate family member, extreme financial hardship of the student or student's immediate family, fulfillment of a religious commitment expected of members of that faith, fulfillment of required military service, enrollment for a specific TCAT program being unavailable until a later trimester or other extraordinary circumstances beyond the student's control where attendance by the student creates a substantial hardship. In order to complete an appeal prior to initial enrollment, a student must visit www.tn.gov/collegepays/article/TELS-Program-and-TN-Promise-Scholarship-Appeals-and-Exceptions for instructions on submitting an appeal. In order to request a leave of absence after initial enrollment, a student must complete the appeal process as specified by his/her college. In the event an institution denies a student's request for a medical or personal leave of absence, the student may appeal the decision in accordance with the rules found at www.tn.gov/collegepays/article/TELS-Program-and-TN-Promise-Scholarship-Appeals-and-Exceptions.

How can students transfer to a four-year program or institution once they have completed their degree or certificate through TN Promise?

The Tennessee Transfer Pathways ensures that students may follow a prescribed curriculum that is transferable, marked by clarity and available for students to review on the first day of enrollment. There are approved transfer pathways that span multiple disciplines and are accepted at all public institutions in Tennessee. More information about participating institutions can be found at: www.tntransferpathway.org/transfer-campus. Although a student who completes an associate degree is no longer eligible for TN Promise, the student should contact the four-year institution he/she is interested in to discuss other sources of aid.

Why is it important to update tnAchieves when emails and phone numbers change?

tnAchieves uses the contact information initially provided on the TN Promise application to send important communication related to program requirements. Failure to notify tnAchieves of changes may result in students missing important emails and texts related to upcoming deadlines.

If students and their families have not filed taxes by January 17, 2017, can they still file the FAFSA before the TN Promise deadline?

Yes. Due to changes in the FAFSA application process, students will report income information from 2015 taxes. Soon after filing taxes, students should go in and update their FAFSA with recently filed tax information. Reference pages 8-10 of this handbook for additional information.

What happens if a student misses a team meeting?

If a student fails to attend his/her assigned team meeting, he/she will be permanently ineligible for TN Promise unless he/she has completed the excuse form at www.tnachieves.org prior to or within 72 hours of the assigned team meeting. In order to remain eligible, excused students must attend another team meeting prior to the end of the specific team meeting's calendar.

Mentor Frequently Asked Questions

How will I find out which students I will be working with this year?

Mentors will receive their list of students and the students' contact information in February via email.

When should I contact my students?

We ask that you contact your students at least every two weeks. We have provided suggested communication on page 13 for your reference. Feel free to contact your students more often! The more you reach out, the stronger the connection.

How many students will I mentor?

Mentors will be paired with 5-10 students, depending on how many students they indicated on their application.

How will I know if my students meet the TN Promise requirements?

tnAchieves will send an updated list to each mentor following each eligibility deadline. This email will include each students' eligibility status.

Am I allowed to give a student a ride to the team meetings?

tnAchieves highly discourages mentors from transporting students to and from locations.

What if a student cannot attend a team meeting?

Students are required to attend the team meetings. If a student fails to attend his/her assigned team meeting, he/she will be permanently ineligible for TN Promise unless he/she has completed the excuse form at www.tnachieves.org within 72 hours of the assigned team meeting. If a student completes an excuse form, he/she will receive an email from tnAchieves indicating whether or not the excuse has been approved. In order to remain eligible, excused students must attend another team meeting prior to the end of the specific team meeting's calendar. See pages 41-44 of this handbook for additional information on the excuse policy.

What if a student asks me to approve his/her excuse for missing a team meeting?

Only a tnAchieves staff member can determine if a student has a valid excuse to miss a team meeting. Please instruct the student to submit an excuse form as outlined in section two of the tnAchieves policies (pages 41-44).

What if I cannot attend a team meeting?

We ask that you let your students know that you will not be able to attend. We also ask that you notify your mentor team that you will not be in attendance, as this will allow them to intentionally reach out and work with your students at the meeting. We highly encourage mentors to attend each team meeting. You will play an important role in leading student discussion. The students truly appreciate you being there!

What if I do not hear from my students after I contact them?

We have found that students prefer to communicate via text message. If you have not tried sending them a text message, do so! If this does not work, please let tnAchieves know, and we will attempt to help facilitate a conversation.

What if I begin with seven students but only have two remaining after high school graduation?

Your success as a mentor is NOT based on the number of students who remain TN Promise eligible. Helping one student enter the pipeline is a MAJOR accomplishment! You changed that student's life!

What if the parents of my students are not engaged in the college going process?

Many of our students are the first in their families to attend college, and sometimes parents are not aware of the steps involved in the college admissions process. This is the reason the students need you! You serve as an individual who can walk with students through this important process.

Who do I contact if I do not know an answer to a question?

You can contact any member of the tnAchieves staff with questions or concerns. Our contact information can be found on page 3. We are always available to you!

Mentor Recognition Program

The tnAchieves Mentor Recognition Program is an opportunity for us to recognize the incredible work you do to encourage and support students making the important transition from high school to college. Earn points for the program by completing any of the following opportunities we have developed for those who would like to engage more with tnAchieves!

Recruit 3 tnAchieves Mentors

1 Point/3 Mentors Recruited

Reach out to your friends, coworkers, neighbors and family, inviting them to spend one hour a month working with students in your community.

Attend a tnAchieves Monthly Webinar

1 Point/Webinar

tnAchieves hosts mentor webinars each month, covering topics that will help you better understand your students and equip you to better serve them. The dates and times are posted at www.tnachieves.org.

Assist tnAchieves Staff at Team Meetings

1 Point/Meeting

We would love your help at team meetings! Mentor duties may include helping other mentors complete the sign in process, providing handouts to students and families, directing attendees to their appropriate seats and helping clean up the space at the meeting's conclusion.

Coordinate a tnAchieves Community Service Day

2 Points

In May and June, tnAchieves will provide community service opportunities in counties across the state, inviting mentors and students to attend and serve together. Mentors can nominate an organization and event in the counties they serve and coordinate details on the day of the event. See our website for more information.

Attend a tnAchieves Community Service Day

1 Point

In May and June, tnAchieves will provide community service opportunities in counties across the state, inviting mentors and students to serve together. Mentors who attend these events receive a point.

Offer Job Shadowing Opportunities to tnAchieves Students

1 Point

tnAchieves students can complete a job shadowing experience as part of their 8 hour community service requirement. Mentors willing to offer job shadowing opportunities for students may submit their name, industry and contact information to Allie at allie@tnachieves.org.

Write a Monday Email Tip or Blog Post

1 Point

tnAchieves outreach staff sends an email to mentors every Monday informing them of important program details and providing them with mentoring tips and ideas. If you have an idea that has worked well for you as a mentor or have suggestions for communicating with students, submit your tips to Graham at graham@tnachieves.org. If your tip is used in an email and/or blog, you will receive a point.

Each point earned will move you closer to reaching one of the tnAchieves Mentor Achievement Levels:

tnAchieves Honor Roll 12 points
tnAchieves Dean's List 16 Points
tnAchieves President's List 20 Points

We will track points throughout the year, recognizing mentors as they achieve these three honors.

Find complete details about each point-earning opportunity online: www.tnachieves.org/mentors/resources/.

What We Want You To Know

Historically, tnAchieves has worked primarily with first-generation, low-income college students, although not every student fits this profile. Regardless of income and family background, many TN Promise scholars often face a specific set of challenges as they transition from high school to college.

tnAchieves has worked with thousands of first-generation students, and there are several unique challenges this particular cohort may face. As a mentor, your general knowledge of these challenges will allow you to better serve your students.

They may not know which questions to ask.

It is not that the students are apathetic about going to college, so please do not misinterpret their lack of questions or conversation for ambivalence. They simply may not know what they should be asking. Moreover, they may feel nervous about asking an irrelevant question, so they may or may not reach out first. You can support your students by prompting them with questions to ask their post-secondary institutions.

It may take some time for them to trust the post-secondary process.

College may be foreign to your students. Keep in mind, even concepts like a semester or credit hour may be beyond their scope. Encourage them to visit the campus and reach out to faculty and staff. This will help them feel more comfortable with their transition. Support their connection with you by following through with consistent communication and by taking a genuine interest in their lives outside of TN Promise requirements. Even if they are not the most responsive, they have ambitions and dreams, and they need your support.

College might feel overwhelming at times.

Many new concepts and expectations are being thrown their way, and the transition from high school to college might seem confusing and arduous. Many of your students work one or multiple jobs, have major responsibilities at home and are working extra hard to learn how to manage their time. They might not have many people in their personal lives that have been to college, so it helps to hear that you have once been in their shoes, or at least that you understand the process and are there to help make sense of things.

Small obstacles often feel insurmountable.

Sometimes it might feel easier for them to give up rather than solve a difficult problem. This is where they need your encouragement! Even a simple text message from you can be the motivation they need to keep going. There may be many steps to complete throughout the college financial aid and admissions processes, so you can support your students by sending timely reminders and celebrating our accomplishments such as filing the FAFSA, applying to college or taking a campus tour.

Students are not always very responsive

You may be the first person outside of the students' families to take an active interest in their lives. They will probably not manage this relationship well and will rely on you to do that. Be persistent, do not give up, and do not let high school students hurt your feelings. Students may not have been taught to respond to voicemails or text messages. Your reminders may trigger them to complete a task but not always acknowledge your message. Continue to remind them – it does make a difference. High school students find email old and outdated and often prefer to text message. When you meet them at the meetings discuss how you will communicate and set the tone. Yes, the students are now entering adulthood, but you are the adult in this relationship!

*Please note that we are making broad generalizations that encompass this population as a whole but do not define individual students.

Student Contact Information

Student Name: _____ **Student Name:** _____

Parent/Guardian Name(s): _____ **Parent/Guardian Name(s):** _____

Phone Number(s): _____ **Phone Number(s):** _____

Email(s): _____ **Email(s):** _____

Student Name: _____ **Student Name:** _____

Parent/Guardian Name(s): _____ **Parent/Guardian Name(s):** _____

Phone Number(s): _____ **Phone Number(s):** _____

Email(s): _____ **Email(s):** _____

Student Name: _____ **Student Name:** _____

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Email(s): _____ **Email(s):** _____



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