



# Student Handbook

## CLASS OF 2018

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

After completing the TN Promise application by November 1, 2017 you will be part of the TN Promise Class of 2018! This program provides you with a unique opportunity to begin a more rewarding life. A college credential is one significant step to fulfilling your potential.

TN Promise is a last-dollar scholarship that ensures tuition and mandatory fee-free community and technical college. We encourage you to visit the eligible institutions' websites and campuses to familiarize yourself with all the benefits these schools offer. In fact, while you are on the website, complete the simple college application. Trust me, it will save you time later in the process!

To remain eligible for the TN Promise scholarship, you must complete the tnAchieves program. tnAchieves is the designated partnering organization for your high school. You will be assigned a volunteer mentor. This individual is investing in you and your future. It is your responsibility to take advantage of your mentor and/or the program for guidance through the college access and success processes. It is also important to meet deadlines and complete all the requirements. Failure to comply will result in termination of your TN Promise funding opportunity.

Your first task is to read your handbook. This is your tnAchieves lifeline. It contains all information you need to ensure you remain a TN Promise scholar. You will find a timeline as well as deadlines in this handbook. If you lose your handbook, you may obtain one at [www.tnachieves.org](http://www.tnachieves.org).

One very critical deadline to consider is the 2018-2019 Free Application for Federal Student Aid (FAFSA) filing deadline of January 16, 2018. tnAchieves will explain how families can meet this deadline at your mandatory meeting. You may begin filing your FAFSA on October 1, 2017. Visit [www.fafsa.gov](http://www.fafsa.gov) to complete. See pages 9-11 of your student handbook for more details.

You must attend your mandatory team meetings to remain TN Promise eligible. Dates, times and locations are listed on pages 29-40 of your student handbook. Your assigned team meetings will correspond to the high school you attend. We also strongly encourage your parent(s)/guardian(s) to attend these meetings as the program's requirements and provisions as well as the FAFSA will be discussed.

You are required to attend YOUR assigned team meetings on the date found in your student handbook to remain TN Promise eligible. In other words, work is not an excuse for missing a meeting. Ask off now! Lack of transportation is also not an excusable absence. Arrange for a ride today! See pages 41-44 in your handbook for a complete list of tnAchieves policies and page 8 for instructions on submitting the meeting excuse form. Should you miss a meeting and have an excusable reason (e.g., documented illness, death in the immediate family or participation in a school sanctioned event – not a practice), you must complete an excuse form prior to or within 72 hours to remain eligible. You can find this at [www.tnachieves.org](http://www.tnachieves.org).

Another TN Promise requirement is completing and submitting at least 8 hours of community service prior to the beginning of each semester. You may begin completion of your first 8 hours on November 2, 2017 with a deadline of July 1, 2018. It is important to note that students who wish to attend a Tennessee College of Applied Technology (TCAT) during the summer trimester must submit community service prior to April 1, 2018. To submit, you will visit [www.tnachieves.org](http://www.tnachieves.org). It is also important to ensure all admissions and financial aid paperwork is submitted to your institution of choice before July 1, 2018.

Every Monday, tnAchieves will send you an email reminding you of critical deadlines, important dates and necessary requirements. If you are not receiving these consistently beginning in December, tnAchieves has an incorrect email address for you. Please send your correct address to [tnachieves@tnachieves.org](mailto:tnachieves@tnachieves.org). And remember, checking emails at least weekly is fundamental to your future success with TN Promise, tnAchieves and your chosen college. If you have any questions, please feel free to visit our website at [www.tnachieves.org](http://www.tnachieves.org).

We are so proud of your achievements and look forward to celebrating your future accomplishments! We wish you much success!

Best regards,

**KRISSY DEALEJANDRO**

tnAchieves, Executive Director

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# STUDENT STORIES

## ELISE



“tnAchieves has positively impacted my life in more ways than I could have ever imagined. Like many other students at the end of high school, I was unsure if I would be able to keep up with the academic demands of a university fresh out of high school. **CHOOSING TO PARTAKE IN THIS SCHOLARSHIP AND BEING ABLE TO ATTEND A COMMUNITY COLLEGE, TUITION FREE, FOR TWO YEARS HAS BEEN ONE OF THE BEST DECISIONS I’VE EVER MADE.** It is the most beneficial thing I have done in my journey to academic success. At Roane State I was able to graduate with an associate’s degree, Magna Cum Laude. Another great thing about tnAchieves: it is for EVERYONE. It isn’t based on financial need, grades or test scores. Everyone has the opportunity to give college a try. I will be continuing my education at the University of Tennessee, Knoxville. I feel completely prepared to take on classes within my major after studying at Roane State for two years. Without the help of tnAchieves, I would not have the confidence that I do now to reach out of my comfort zone. I cannot wait to start classes at UTK and I owe much of my success to tnAchieves. I will forever be grateful this scholarship was available to me. I strongly encourage upcoming college freshman to take advantage of this opportunity, and hope that they experience as much accomplishment within it as I have!”

## ERIC



“I was originally born in Congo and in 2007 my family moved to Uganda for better life opportunities. Through World Relief in 2012, my family then arrived in Nashville, TN. During the first month after we moved to America, things weren’t easy for me and my family. Having to learn a new language, new food and a new culture was difficult. I know I will face challenges throughout my time in college, but I will overcome them as I did when I first came to America. I don’t think it will be easy, but I’m going to get through it. Growing up in Africa, I never thought about going to high school or even college. Most of my friends and family immediately start looking for jobs to support their families when they are old enough. Getting a solid education is not something they think about but I want to change that. I want to become successful and college will get me there. I have to attend college if I want something better in life. **I AM THE FIRST PERSON IN MY FAMILY TO EVEN GRADUATE HIGH SCHOOL, MUCH LESS HAVE THE OPPORTUNITY TO GO TO COLLEGE. THANKS TO TN PROMISE, I AM HOPING TO SET A GOOD EXAMPLE FOR MY SIBLINGS SO THEY WILL BE ABLE TO FOLLOW IN MY FOOTSTEPS TO NOT ONLY GRADUATE FROM HIGH SCHOOL BUT SOME DAY GRADUATE FROM COLLEGE TOO.** My mom is my encourager who gave me the courage to begin college but it is because of TN Promise that I can now think about and focus on my future and what I am going to become.”

## BRITTANY



“When TN Promise first came out, it sounded like a rumor. Something that was too good to be true, something my parents couldn’t even believe. When I was little, probably around 5th grade, my brother did archery practice not far from Southwest Community College. Every time we would pass the school I told my mom “I would go to that college”. Like a lot of high school students, I wasn’t sure about starting at a community college. Now, I love being able to walk into class and the teachers know who I am and want me to succeed. I’m not a number at Southwest Community College, I’m Brittany, the business student who has a 3.5 GPA. TN Promise also came with some amazing staff and mentors. They have been there every step of the way from helping with FAFSA to general help about my college, or even just there for tips on being a better student. The best things about TN Promise are the endless opportunities and help through every step. Even after graduation, they want you to succeed in every way. My goals are to continue my education further after getting my associate’s degree to my bachelor’s degree and then hopefully on to my master’s. TN Promise has given me the confidence to take control of my options and reminds me that I make my future: it’s up to me to decide what my future holds. I really don’t think I could have had a better college experience.

**TN PROMISE HAS BEEN THE BEST PROMISE KEPT IN MY LIFE.”**

# CONNECT WITH US

tnAchieves provides various opportunities for students to connect. We send a weekly email every Monday that outlines important upcoming dates and deadlines. We also have an active social media presence on Facebook, Twitter, Instagram and Snapchat. Finally, the tnAchieves team is always available to help and advise. Below are some of the ways that you can connect with us!

## MONDAYS

Check your email every Monday for an update from tnAchieves. We will be in touch regarding upcoming team meetings, college requirements, community service opportunities and other important information. If you do not receive your tnAchieves Monday Email, please let us know so we can update your email address.

## TEXT MESSAGING

We will send text messages regarding various TN Promise requirements. You will receive messages reminding you of your upcoming team meetings, the FAFSA filing and community service deadlines as well as other important topics.



Follow @tnAchieves on Twitter, Instagram, Facebook and Snapchat for regular updates on requirements and other important information. We will also share interesting stories about our students, mentors and local leaders. We are always available via the chat feature on the social media platforms to answer your questions and provide advice. We are here to help!

## THE TEAM

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# STUDENT CHECKLIST

Use the checklist below to stay on track to receive your TN Promise scholarship!  
(TN Promise eligibility requirements are listed in green.)

<input type="checkbox"/>	BY <b>November 1, 2017</b>	<b>Complete the TN Promise Application.</b> Visit <a href="http://www.TNPromise.gov">www.TNPromise.gov</a> .
<input type="checkbox"/>	Fall 2017	Attend first team meeting hosted by tnAchieves.
<input type="checkbox"/>	BY <b>January 16, 2018</b>	<b>File the Free Application for Federal Student Aid (FAFSA).</b> Visit <a href="http://www.fafsa.gov">www.fafsa.gov</a> .
<input type="checkbox"/>	BY <b>April 1, 2018</b>	<b>Apply to an eligible TN Promise institution.</b> A list of eligible institutions can be found on page 17.
<input type="checkbox"/>	<b>Spring 2018</b>	<b>Attend second team meeting hosted by tnAchieves - MANDATORY.</b> Dates and locations can be found on pages 29-40.
<input type="checkbox"/>	BY <b>May 1, 2018</b>	<b>Submit all requested admissions documents to anticipated college.</b> Check your college email for admissions updates.
<input type="checkbox"/>	BY <b>July 1, 2018</b>	<b>Complete and submit your 8 hours of community service.</b> Submit by 11:59 PM CT at <a href="http://www.tnachieves.org">www.tnachieves.org</a> . See pages 23-24 for future deadlines.
<input type="checkbox"/>	BY <b>July 1, 2018</b>	<b>Complete financial aid verification, if selected.</b> Verification is completed through your college's financial aid office.
<input type="checkbox"/>	<b>Summer 2018</b>	<b>Ensure your college is listed on your TSAC Portal and FAFSA.</b> See pages 20-21 for instructions on how to update your TSAC Portal and FAFSA, if needed.
<input type="checkbox"/>	<b>Fall 2018</b>	<b>Enroll as a full-time student at a TN Promise eligible institution.</b> Students must be enrolled in a minimum of 12 credit hours at a community college or eligible 4-year college or in a full-time program at a Tennessee College of Applied Technology (TCAT).
<input type="checkbox"/>	Fall 2018	<b>Attend third team meeting hosted by tnAchieves.</b> Your meeting date/time will be communicated to you via email and text message.
<input type="checkbox"/>	Ongoing	<b>Stay in communication with your tnAchieves mentor.</b> See pages 12-14 to learn more about your mentor and their role.
<input type="checkbox"/>	Ongoing	<b>Check your email every Monday for weekly updates from tnAchieves.</b> tnAchieves will send you weekly emails containing important information regarding your participation in the program.

## NOTES

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# APPLY TO TN PROMISE BY NOVEMBER 1, 2017

\*ELIGIBILITY REQUIREMENT

Students apply for TN Promise through the Tennessee Student Assistance Corporation (TSAC) 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](http://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! Keep a record of your 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.

With tnAchieves, you will be part of the Class of 2018 until a loss of eligibility or a terminating event occurs

# TEAM MEETINGS

\*ELIGIBILITY REQUIREMENT

Team meetings are designed to help prepare you for the college access process and to empower you as you begin college.

## Team meetings are MANDATORY!

You are required to attend the mandatory meeting 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](http://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 meeting – make arrangements now! Early graduates are also required to attend meetings assigned to the high school 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/high-school-class-of-2018/excuse-form/](http://www.tnachieves.org/high-school-class-of-2018/excuse-form/) 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 16 FAFSA filing deadline

The FAFSA serves as your application for federal and state aid. Reference pages 9-11 for more information.

### tnAchieves mentors

You will be contacted by a mentor prior to the second meeting, as long as you meet the January 16 FAFSA filing deadline. Once a mentor contacts you, be responsive! You will meet your mentor at the next meeting.

## Second Team Meeting\*

### The college enrollment process

Successful students complete the college application process in a timely manner. For tips, reference pages 16-18.

### 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 have to pay for their classes. See pages 22 for more details.

## Inclement Weather Policy

If your school is cancelled or dismissed early due to inclement weather or illness, 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.

### QUICK TIP!

**Write down your team meeting dates! If you do not attend your mandatory team meetings, you will not receive the TN Promise scholarship. Keep track of these dates and talk to your supervisor today about having the night off. Do not let these dates sneak up on you!**

# FILE YOUR 2018-2019 FAFSA BY JANUARY 16

\*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 2018-2019 FAFSA by January 16, 2018, you will no longer be eligible for TN Promise.**

## Creating your FSA ID

Visit [fsaid.ed.gov](http://fsaid.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.
2. Enter your first name, middle initial and last name.
3. Enter your date of birth in the mm/dd/yyyy format (e.g., 01/05/1996).
4. Enter your full Social Security number. **Make sure this is your CORRECT Social Security number!!!**
5. Click "Continue."
6. Enter your home address, phone number and language preference (English or Spanish).
7. If you have a mobile number, we recommend you select "Yes, I would like to register my mobile number for account recovery."
8. Click "Continue."
9. You will be required to answer four challenge questions. If you forget your FSA ID password, answering challenge questions is one way to reset it.
10. 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.
11. Question 5 is optional. Your answer must be eight digits if you choose to answer.
12. Click "Continue."
13. Review the information you provided, and read the terms and conditions.
14. Click the box under the terms and conditions that says, "I certify that the above information is correct & accept the terms and conditions."
15. On the next screen, you will verify your mobile phone number if you selected "Yes, I would like to register my mobile number of account recovery" earlier in the application.
  - A text message containing a secure code will be sent to your mobile number. Once received, enter it in the secure code box and click "submit."
16. On the next screen, you will verify your email address.
  - An email containing a secure code will be sent to the email address you provided at the beginning of the FSA ID application. Enter the secure code and click "submit."
17. 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](http://www.fafsa.gov), click "Help," click "Contact Us," click "Live Help."**

MY FSA ID: \_\_\_\_\_

# FILE YOUR 2018-2019 FAFSA BY JANUARY 16

\*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 16, 2018 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, 2017, visit [www.fafsa.gov](http://www.fafsa.gov). This is the official FAFSA website. **DO NOT complete the application at [www.fafsa.com](http://www.fafsa.com) or any other website that asks you for a fee.** FAFSA filing is free.
2. Make sure you select the 2018-2019 FAFSA application. **DO NOT** submit the FAFSA prior to October 1, 2017, or you will complete the wrong academic year's FAFSA. If you file the wrong year's FAFSA and do not file the 2018-2019 FAFSA by January 16, 2018, you will no longer be eligible for TN Promise.
3. You will need to create an FSA ID. Please see page 9 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 2016 tax information to complete the 2018-2019 FAFSA. If you have filed and completed your 2016 taxes, you can select "I have filed my taxes" and answer the financial questions based on 2016 taxes. If you or your parent(s)/guardian(s) have not completed 2016 taxes at the time of FAFSA completion, you must select "I will file my taxes," file the 2018-2019 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 records!
9. Your high school and local college host events from October-January to assist you and your parent(s)/guardian(s) 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 pages 20-21 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).

### QUICK TIP!

**Do not wait until the last minute to complete the 2018-2019 FAFSA as you may hit a roadblock and need assistance/additional time. Do not allow procrastination result in the loss of your TN Promise eligibility.**

# 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 parent(s)/guardian(s) 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 and your parent(s)/guardian(s)' information. If you are an independent student, you will report your 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](http://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](http://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; and/or
- 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." Some data may not be visible in order to protect your information.

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?

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 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: \_\_\_\_\_

### QUICK TIP!

Ask your mentor questions when you are confused or unsure about the process. Do not be afraid to talk to your mentor—they are here to help! Remember, your mentor is only as effective as you allow him/her to be! This important relationship is a two-way street so reach out!

# MENTOR/MENTEE COMMUNICATION

Before you meet your mentor, he/she will send you an email introducing himself/herself to you. Respond to this 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

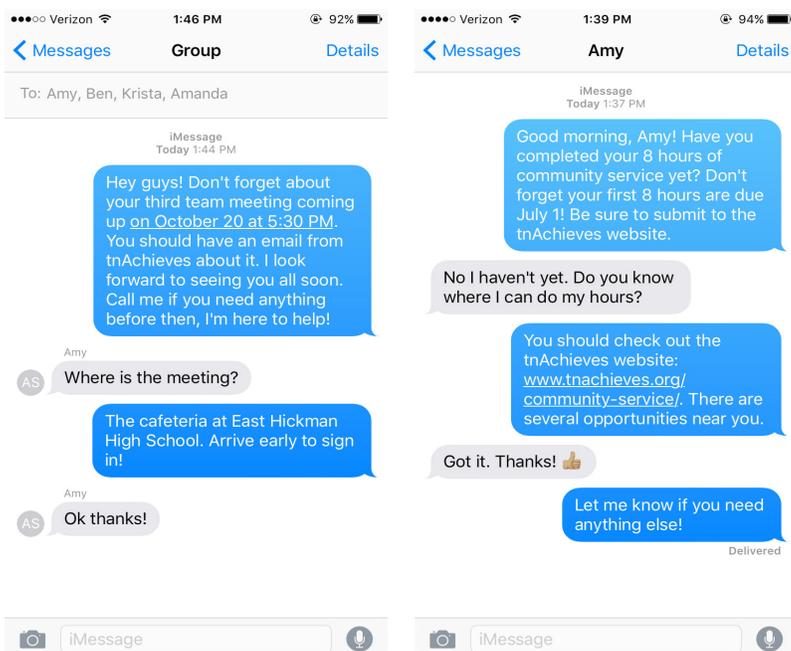
Hi Stephen,

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



### QUICK TIP!

Respond to your mentor's messages, even if you just say "OK!" or "Thanks!" Take a moment to let them know you got their message or respond with a question if you have one.

# SUGGESTED COMMUNICATION

Your mentor is here to help you succeed! Ask questions! Respond! You should be communicating with your mentor every two weeks. If you do not know what to discuss with your mentor, here are some suggestions:

## March

- Respond to your mentor's text or email before your second team meeting.
- Let your mentor know whether or not you are able to attend the meeting. Remember, this meeting is mandatory and will be the first time you meet your mentor! Your mentor cannot excuse you from the team meeting.
- Tell your mentor about yourself and your plans.

## April

- Tell your mentor where you applied to college and discuss other documents that need to be submitted to your institution.
- Tell your mentor your new college email address!

## May

- Work with your mentor to brainstorm where you can complete your community service hours that are due July 1.
- Ask your mentor if he/she knows of any job shadowing opportunities for you.
- Let your mentor know which new student orientation you plan to attend at your college!

## June

- Check in with your mentor to let him/her know that you successfully submitted your community service hours!
- Ask your mentor about his/her college experience.

## July

- Let your mentor know about the appointment you made with an academic advisor at your college.
- Let your mentor know if you have completed the financial aid verification process.

## August

- Discuss any nervousness about college.
- Let your mentor know about your first day of college classes.

## September

- Let your mentor know that you will be attending your third team meeting!
- Discuss the best part of college thus far.

## October

- Ask your mentor for suggestions of new places to complete your next 8 hours of community service that are due December 1.
- Thank your mentor for his/her support.

## November

- Talk to your mentor about getting involved on your campus! Do you need tutoring or help from the writing center? Are you in any clubs?

## December

- Talk to your mentor about any study tips he/she may have as you prepare for your exams.
- Let him/her know that you successfully submitted your second 8 hours of community service that were due December 1.

# 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's	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:

Solution:

Challenge:

Solution:

Challenge:

Solution:

# 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 campuses.

**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's 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's 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	<b>\$0</b>	<b>\$0</b>	\$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. The digital version of this handbook contains links to each institution's TN Promise or financial aid page.

## Tennessee Community Colleges

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

## Tennessee Colleges of Applied Technology

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

## Public Universities with Eligible Two-Year Programs\*

Austin Peay State University  
Tennessee State University

## Private Colleges with Eligible Two-Year Programs\*

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

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. tnAchieves has a priority date of May 1 to have all admissions documents submitted to your college.

## Community College and University Students

- Submit ACT scores, final 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 final high school transcript and shot records
- Take any required placement tests
- Enroll in a full-time program
- Attend new student orientation

## Submit Your Final 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 page 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.

### QUICK TIP!

**College classes are not automatically assigned like they are in high school. After you have applied and been accepted, it is your responsibility to register for the classes you need. Make sure you work with an advisor to select the correct classes for your major!**

# 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 and July. Check [www.tnachieves.org](http://www.tnachieves.org) for details.

## How do I sign up for the Summer Bridge Program?

The application will be available at [www.tnachieves.org](http://www.tnachieves.org) in Spring 2018.

## If I apply, am I automatically accepted?

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

## 2017 Summer Bridge Program Snapshot

91%

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

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 should 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 a delay of your Tennessee Promise award and result in you having to pay out of pocket.

## Updating Your First Choice Institution in the FAFSA

1. Go to [www.fafsa.gov](http://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 2018-2019 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.

### QUICK TIP!

List the school you are **MOST LIKELY** to attend as your first institution. You are given space to list up to 10 schools—make sure you select every school you are considering on this list.

# CHANGING YOUR INSTITUTION

CONTINUED...

## Updating Your Institution in the TSAC Student Portal

1. Visit [www.tn.gov/tsacstudentportal](http://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 2018-2019" 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. You will see a "Transfer School" button for each program. You may click on any button and update the institution which will update all programs.
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: \_\_\_\_\_

### QUICK TIP!

**Your TN Promise funding goes to the school indicated on your TSAC Student Portal. Make sure you list the school you are actually attending in your TSAC Portal. If you change schools, update your TSAC Portal immediately so your funding is posted at the same school as you.**

# COMPLETE FINANCIAL AID VERIFICATION

## 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?

tnAchieves strongly encourages you to submit all requested documents by July 1 to avoid problems. The longer you wait to submit documentation, the longer it will take for your file to be completed. This means you may be required to pay to keep your classes!

## 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 earlier. 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 20-21 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 should be submitted to the financial aid office at the college you plan to attend by July 1 to ensure your file is reviewed and awards are posted to your account prior to the beginning of the term.

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

### QUICK TIP!

**All verification is completed through the financial aid office at your college. Check your student account and your student email to see any alerts or notices from the financial aid office. When in doubt, call the financial aid office or stop by in person to check on your account! It is critical that you continue to follow up with your institution to ensure all required documents have been processed.**

# SUBMIT 8 HOURS OF COMMUNITY SERVICE

\*ELIGIBILITY REQUIREMENT



**8 hours of community service must be completed and submitted by July 1, 2018!\***

You may begin working on your community service hours November 2, 2017.

\*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, 2018.

**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 use 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 or running a race

If you need help finding community service opportunities, tnAchieves posts multiple opportunities for each county at [www.tnachieves.org/community-service](http://www.tnachieves.org/community-service).

**Make sure YOU submit your community service hours by July 1, 2018. Do not rely on the organization to complete this important step for you.**

### QUICK TIP!

Think about what you are interested in or care about before choosing a place to complete community service. Love animals? Volunteer at an animal shelter! Want to work in health care? Job shadow at a hospital to get a behind-the-scenes peek into your future career. Whatever you choose to do, make sure you submit all 8 hours to [www.tnachieves.org](http://www.tnachieves.org) by the established deadlines!

# SUBMIT 8 HOURS OF COMMUNITY SERVICE

\*ELIGIBILITY REQUIREMENT

CONTINUED...

## How?

1. Find an organization! Looking for places to volunteer? Check out [www.tnachieves.org](http://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](http://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: [volunteer@tnachieves.org](mailto:volunteer@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. Save this confirmation email for your records.
  - 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: [volunteer@tnachieves.org](mailto:volunteer@tnachieves.org).
  - To check the number of hours you have submitted, provide your information at [www.tnachieves.org/community-service/check-my-community-service-hours/](http://www.tnachieves.org/community-service/check-my-community-service-hours/)

## When?

Semester/Trimester	Deadline***	Timeframe for completing hours
Summer 2018*	April 1, 2018 by 11:59 PM CT	November 2, 2017-April 1, 2018
Fall 2018	July 1, 2018 by 11:59 PM CT	November 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
Spring 2020	December 1, 2019 by 11:59 PM CT	July 2-December 1, 2019
Summer 2020**	April 1, 2020 by 11:59 PM CT	December 2, 2019-April 1, 2020
Fall 2020	July 1, 2020 by 11:59 PM CT	December 2, 2019-July 1, 2020

\*Only students attending a TCAT may enroll the summer directly following high school graduation and must meet the April 1, 2018 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 [volunteer@tnachieves.org](mailto:volunteer@tnachieves.org) for specific deadlines.

It is important to note that you may begin completing your community service hours on November 2, 2017. 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



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](http://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](http://www.fafsa.gov). If selected for financial aid verification, you must complete verification by the college's priority date each year.

## **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.

### QUICK TIP!

Successful students use the resources provided by their college to stay on top of their studies. Read your weekly emails from tnAchieves for tips on utilizing these valuable campus resources! There are so many people ready to support you—do not be afraid to ask for help when you need it!

# 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! 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!

### QUICK TIP!

**Go to class! Once you are in class—participate! Take notes, raise your hand, ask questions, answer questions. You are in college to learn! ENJOY IT!**

# TIME MANAGEMENT ACTIVITY

\*TO BE COMPLETED AT YOUR THIRD TEAM MEETING WITH YOUR MENTOR

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:

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## 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!

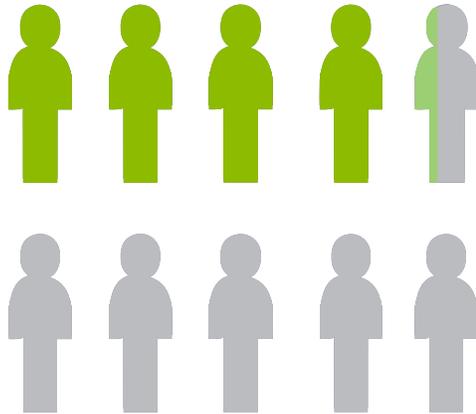
### QUICK TIP!

**"I did not have enough time!" This is the #1 reason current college students give when they fail a class. You make time for the top priorities in your life. Make sure classes, homework and study time are a top priority, especially during your first semester as you adjust to college life. If you find yourself struggling to fit everything into your schedule, reach out to us at [tnachieves@tnachieves.org](mailto:tnachieves@tnachieves.org) and we will help you make a plan.**

# 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 (SAP) 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](http://www.tntransferpathway.org/find) 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.

### QUICK TIP!

**Going to college is a waste of time and money if you do not earn a degree. Having a degree will make you a more qualified worker, help you earn more money over the course of your career and give you greater options in the job market. Do not quit when it gets hard. Earning your degree is worth it!**

# MANDATORY 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	Date	Time	Location
Anderson	Anderson County High School	4/3/2018	5:30 PM	Anderson County High School
Anderson	Clinton High School	4/4/2018	5:30 PM	Clinton High School
Anderson	Oak Ridge High School	4/5/2018	5:30 PM	Oak Ridge High School
Anderson	Private/Homeschool	4/5/2018	5:30 PM	Oak Ridge High School
Anderson	Secret City Academy	4/5/2018	1:00 PM	Secret City Academy
Bedford	Cascade High School	3/21/2018	5:30 PM	Shelbyville Central High School
Bedford	Community High School - Unionville	3/21/2018	5:30 PM	Shelbyville Central High School
Bedford	Private/Homeschool	3/21/2018	5:30 PM	Shelbyville Central High School
Bedford	Shelbyville Central High School	3/21/2018	5:30 PM	Shelbyville Central High School
Benton	Big Sandy High School	3/22/2018	5:30 PM	Camden Central High School
Benton	Camden Central High School	3/22/2018	5:30 PM	Camden Central High School
Benton	Private/Homeschool	3/22/2018	5:30 PM	Camden Central High School
Bledsoe	Bledsoe County High School	4/4/2018	3:30 PM	Bledsoe County High School
Bledsoe	Private/Homeschool	4/4/2018	3:30 PM	Bledsoe County High School
Blount	Alcoa High School	3/6/2018	5:30 PM	Alcoa High School
Blount	Heritage High School	3/5/2018	5:30 PM	Heritage High School
Blount	Maryville High School	3/28/2018	5:30 PM	Maryville High School
Blount	Private/Homeschool	4/18/2018	5:30 PM	Maryville High School
Blount	William Blount High School	3/29/2018	5:30 PM	William Blount High School
Bradley	Bradley Central High School	3/22/2018	5:30 PM	Bradley Central High School
Bradley	Cleveland High School	3/20/2018	5:30 PM	Cleveland High School
Bradley	GOAL Academy	3/22/2018	5:30 PM	Bradley Central High School
Bradley	Private/Homeschool	3/20/2018	5:30 PM	Cleveland High School
Bradley	Walker Valley High School	3/22/2018	5:30 PM	Walker Valley High School
Campbell	Campbell County High School	3/15/2018	5:30 PM	Campbell County High School
Campbell	Jellico High School	3/15/2018	2:30 PM	Jellico High School
Campbell	Private/Homeschool	3/15/2018	5:30 PM	Campbell County High School
Cannon	Cannon County High School	3/12/2018	3:00 PM	Cannon County High School
Cannon	Private/Homeschool	3/12/2018	3:00 PM	Cannon County High School
Carroll	Clarksburg High School	3/21/2018	5:30 PM	Carroll County Civic Center
Carroll	Hollow Rock-Bruceton Central High School	3/21/2018	5:30 PM	Carroll County Civic Center
Carroll	Huntingdon High School	3/21/2018	5:30 PM	Carroll County Civic Center
Carroll	McKenzie High School	3/21/2018	5:30 PM	Carroll County Civic Center
Carroll	Private/Homeschool	3/21/2018	5:30 PM	Carroll County Civic Center
Carroll	West Carroll High School	3/21/2018	5:30 PM	Carroll County Civic Center

# MANDATORY 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	Date	Time	Location
Carter	Cloudland High School	3/21/2018	10:30 AM	Cloudland High School
Carter	Elizabethton High School	3/22/2018	5:30 PM	Elizabethton High School
Carter	Hampton High School	3/22/2018	3:00 PM	Hampton High School
Carter	Happy Valley High School	3/21/2018	5:30 PM	Happy Valley High School
Carter	Private/Homeschool	3/22/2018	5:30 PM	Elizabethton High School
Carter	Unaka High School	3/22/2018	3:00 PM	Unaka High School
Cheatham	Cheatham County Central High School	4/5/2018	5:30 PM	Cheatham County Central High School
Cheatham	Harpeth High School	4/5/2018	5:30 PM	Harpeth High School
Cheatham	Private/Homeschool	4/5/2018	5:30 PM	Cheatham County Central High School
Cheatham	Sycamore High School	4/5/2018	3:00 PM	Sycamore High School
Claiborne	Claiborne High School	3/5/2018	5:30 PM	Walters State Claiborne County Campus
Claiborne	Cumberland Gap High School	3/5/2018	5:30 PM	Walters State Claiborne County Campus
Claiborne	Private/Homeschool	3/5/2018	5:30 PM	Walters State Claiborne County Campus
Clay	Clay County High School	4/12/2018	1:00 PM	Clay County High School
Clay	Private/Homeschool	4/12/2018	1:00 PM	Clay County High School
Cocke	Cocke County High School	3/21/2018	5:30 PM	Cocke County High School
Cocke	Cosby High School	3/21/2018	3:00 PM	Cosby High School
Cocke	Private/Homeschool	3/21/2018	5:30 PM	Cocke County High School
Coffee	Coffee County High School	3/6/2018	5:30 PM	Coffee County High School
Coffee	Private/Homeschool	3/6/2018	5:30 PM	Coffee County High School
Coffee	Tulahoma High School	3/5/2018	5:30 PM	Tulahoma High School
Cumberland	Cumberland County High School	3/12/2018	5:30 PM	Cumberland County High School
Cumberland	Private/Homeschool	3/12/2018	5:30 PM	Stone Memorial High School
Cumberland	Stone Memorial High School	3/12/2018	5:30 PM	Stone Memorial High School
Cumberland	The Phoenix School	3/12/2018	5:30 PM	Cumberland County High School
Davidson	Academy at Hickory Hollow	4/17/2018	5:30 PM	Antioch High School
Davidson	Academy At Old Cockrill	3/26/2018	5:30 PM	Hillwood Comprehensive High School
Davidson	Academy At Opry Mills	4/16/2018	6:00 PM	McGavock High School
Davidson	Antioch High School	4/17/2018	5:30 PM	Antioch High School
Davidson	Cane Ridge High School	4/17/2018	2:45 PM	Cane Ridge High School
Davidson	Cora Howe School	3/26/2018	8:00 AM	Cora Howe School
Davidson	East Nashville Magnet High School	3/28/2018	1:45 PM	East Nashville Magnet High School
Davidson	Glenclyff High School	4/17/2018	5:30 PM	Glenclyff High School
Davidson	Hillsboro High School Nashville	3/29/2018	5:30 PM	Hillsboro High School Nashville
Davidson	Hillwood Comprehensive High School	3/26/2018	5:30 PM	Hillwood Comprehensive High School

# MANDATORY 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	Date	Time	Location
Davidson	Hume-Fogg Academic Magnet High School	3/29/2018	5:30 PM	Hillsboro High School Nashville
Davidson	Hunters Lane High School	3/28/2018	5:30 PM	Hunters Lane High School
Davidson	John Overton Comprehensive High School	4/17/2018	5:30 PM	John Overton Comprehensive High School
Davidson	LEAD Academy High School	3/29/2018	5:30 PM	Hillsboro High School Nashville
Davidson	Maplewood Comprehensive High School	3/28/2018	2:30 PM	Maplewood Comprehensive High School
Davidson	Martin Luther King Jr. Magnet High School	3/29/2018	5:30 PM	Hillsboro High School Nashville
Davidson	McGavock High School	4/16/2018	6:00 PM	McGavock High School
Davidson	Metro Nashville Virtual School	3/26/2018	5:30 PM	Hillwood Comprehensive High School
Davidson	Middle College High School - MNPS	3/26/2018	5:30 PM	Hillwood Comprehensive High School
Davidson	Nashville Big Picture High School	3/26/2018	5:30 PM	Hillwood Comprehensive High School
Davidson	Nashville School Of The Arts	4/17/2018	5:30 PM	Glenclyff High School
Davidson	Pearl-Cohn Ent. Magnet High School	3/29/2018	7:30 AM	Pearl-Cohn Ent. Magnet High School
Davidson	Private/Homeschool	4/19/2018	5:30 PM	McGavock High School
Davidson	Stratford STEM Magnent High School	4/16/2018	5:30 PM	Stratford STEM Magnent High School
Davidson	Tennessee School For Blind	3/26/2018	9:30 AM	Tennessee School For Blind
Davidson	Whites Creek Comprehensive High School	3/29/2018	2:45 PM	Whites Creek Comprehensive High School
DeKalb	DeKalb County High School	3/12/2018	5:30 PM	DeKalb County High School
DeKalb	Private/Homeschool	3/12/2018	5:30 PM	DeKalb County High School
Dickson	Creek Wood High School	3/7/2018	5:30 PM	Creek Wood High School
Dickson	Dickson County High School	3/7/2018	5:30 PM	Dickson County High School
Dickson	Private/Homeschool	3/7/2018	5:30 PM	Creek Wood High School
Dyer	Dyer County High School	3/5/2018	5:30 PM	Dyer County High School
Dyer	Dyersburg High School	3/27/2018	5:30 PM	Dyersburg High School
Dyer	Private/Homeschool	3/27/2018	5:30 PM	Dyersburg High School
Fentress	Alvin C. York Agricultural Institute	4/12/2018	3:00 PM	Alvin C. York Agricultural Institute
Fentress	Clarkrange High School	4/12/2018	5:30 PM	Clarkrange High School
Fentress	Private/Homeschool	4/12/2018	5:30 PM	Clarkrange High School
Franklin	Franklin County High School	3/15/2018	5:30 PM	Franklin County High School
Franklin	Huntland High School	3/15/2018	5:30 PM	Franklin County High School
Franklin	Private/Homeschool	3/15/2018	5:30 PM	Franklin County High School
Giles	Giles County High School	3/20/2018	5:30 PM	Giles County High School
Giles	Private/Homeschool	3/20/2018	5:30 PM	Giles County High School
Giles	Richland High School	3/20/2018	3:00 PM	Richland High School
Grainger	Grainger High School	3/7/2018	3:30 PM	Grainger High School
Grainger	Private/Homeschool	3/7/2018	3:30 PM	Grainger High School

# MANDATORY 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	Date	Time	Location
Grainger	Washburn School	3/7/2018	1:00 PM	Washburn School
Greene	Chuckey-Doak High School	3/14/2018	5:30 PM	Chuckey-Doak High School
Greene	Greeneville High School	3/15/2018	5:30 PM	Greeneville High School
Greene	North Greene High School	3/13/2018	3:00 PM	North Greene High School
Greene	Private/Homeschool	3/15/2018	5:30 PM	Greeneville High School
Greene	South Greene High School	3/14/2018	3:00 PM	South Greene High School
Greene	West Greene High School	3/13/2018	5:30 PM	West Greene High School
Grundy	Grundy County High School	4/12/2018	2:00 PM	Grundy County High School
Grundy	Private/Homeschool	4/12/2018	2:00 PM	Grundy County High School
Hamblen	Morristown East High School	3/8/2018	5:30 PM	Morristown East High School
Hamblen	Morristown West High School	3/8/2018	5:30 PM	Morristown West High School
Hamblen	Private/Homeschool	3/8/2018	5:30 PM	Morristown West High School
Hamilton	Brainerd High School	3/26/2018	1:30 PM	Brainerd High School
Hamilton	Central High School - Harrison	3/27/2018	5:30 PM	Chattanooga Central High School
Hamilton	Chatt. High School Center For Creative Arts	3/27/2018	5:30 PM	Red Bank High School
Hamilton	Chatt. School for the Arts & Sciences	3/27/2018	5:30 PM	Red Bank High School
Hamilton	East Hamilton Middle/High School	3/26/2018	5:30 PM	East Hamilton High School
Hamilton	East Ridge High School	3/26/2018	2:30 PM	East Ridge High School
Hamilton	Hamilton Co. Collegiate HS At Chatt. St.	3/27/2018	5:30 PM	Chattanooga Central High School
Hamilton	Hamilton County High School	3/26/2018	5:30 PM	Ooltewah High School
Hamilton	Hixson High School	3/26/2018	5:30 PM	Hixson High School
Hamilton	Lookout Valley High School	3/26/2018	1:00 PM	Lookout Valley High School
Hamilton	Ooltewah High School	3/26/2018	5:30 PM	Ooltewah High School
Hamilton	Private/Homeschool	4/19/2018	5:30 PM	Chattanooga State CC (Gymnasium)
Hamilton	Red Bank High School	3/27/2018	5:30 PM	Red Bank High School
Hamilton	Sale Creek High School	3/26/2018	2:30 PM	Sale Creek High School
Hamilton	Sequoyah High School - Hamilton Co.	3/27/2018	3:00 PM	Sequoyah High School
Hamilton	Signal Mountain Middle/High School	3/27/2018	3:00 PM	Signal Mountain High School
Hamilton	Soddy Daisy High School	3/27/2018	5:30 PM	Soddy Daisy High School
Hamilton	STEM School Chattanooga	3/26/2018	5:30 PM	Hixson High School
Hamilton	Howard School of Academics and Tech.	3/26/2018	10:30 AM	Howard School of Academics and Tech.
Hamilton	Tyner Academy	3/26/2018	4:30 PM	Tyner Academy
Hancock	Hancock County High School	3/22/2018	3:30 PM	Hancock County High School
Hancock	Private/Homeschool	3/22/2018	3:30 PM	Hancock County High School
Hardeman	Bolivar Central High School	3/15/2018	5:30 PM	Bolivar Central High School

# MANDATORY MEETING SCHEDULE

## \*ELIGIBILITY REQUIREMENT

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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	Date	Time	Location
Hardeman	Middleton High School	3/15/2018	5:30 PM	Bolivar Central High School
Hardeman	Private/Homeschool	3/15/2018	5:30 PM	Bolivar Central High School
Hawkins	Cherokee High School - Rogersville	4/12/2018	5:30 PM	Cherokee High School - Rogersville
Hawkins	Clinch High School	4/12/2018	2:00 PM	Clinch High School
Hawkins	Private/Homeschool	4/12/2018	5:30 PM	Cherokee High School - Rogersville
Hawkins	Volunteer High School	4/12/2018	5:30 PM	Volunteer High School
Henry	Henry County High School	3/6/2018	5:30 PM	Henry County High School
Henry	Private/Homeschool	3/6/2018	5:30 PM	Henry County High School
Hickman	East Hickman High School	3/15/2018	5:30 PM	Hickman County High School
Hickman	Hickman County High School	3/15/2018	5:30 PM	Hickman County High School
Hickman	Private/Homeschool	3/15/2018	5:30 PM	Hickman County High School
Houston	Houston County High School	3/8/2018	3:00 PM	Houston County High School
Houston	Private/Homeschool	3/8/2018	3:00 PM	Houston County High School
Humphreys	McEwen High School	3/27/2018	3:00 PM	McEwen High School
Humphreys	Private/Homeschool	3/27/2018	5:30 PM	Waverly Central High School
Humphreys	Waverly Central High School	3/27/2018	5:30 PM	Waverly Central High School
Jackson	Jackson County High School	3/7/2018	3:00 PM	Jackson County High School
Jackson	Private/Homeschool	3/7/2018	3:00 PM	Jackson County High School
Jefferson	Jefferson County High School	3/19/2018	5:30 PM	Jefferson County High School
Jefferson	Private/Homeschool	3/19/2018	5:30 PM	Jefferson County High School
Johnson	Johnson County High School	3/22/2018	5:30 PM	Johnson County High School
Johnson	Private/Homeschool	3/22/2018	5:30 PM	Johnson County High School
Knox	Austin-East Magnet High School	4/11/2018	5:30 PM	Austin-East Magnet High School
Knox	Bearden High School	4/17/2018	5:30 PM	Bearden High School
Knox	Career Magnet Academy	3/22/2018	10:00 AM	Career Magnet Academy
Knox	Carter High School	3/21/2018	5:30 PM	Carter High School
Knox	Central High School - Knoxville	3/7/2018	5:30 PM	Central High School - Knoxville
Knox	Farragut High School	4/3/2018	5:30 PM	Farragut High School
Knox	Fulton High School	4/3/2018	5:30 PM	Fulton High School
Knox	Gibbs High School	4/10/2018	5:30 PM	Gibbs High School
Knox	Halls High School - Knox County	3/5/2018	5:30 PM	Halls Middle School
Knox	Hardin Valley Academy	3/8/2018	5:30 PM	Hardin Valley Academy
Knox	Karns High School	4/12/2018	5:30 PM	Karns High School
Knox	Kelley Volunteer Academy	3/22/2018	11:15 AM;12:45 PM	Kelley Volunteer Academy
Knox	L&N STEM Academy	4/5/2018	8:00 AM	L&N STEM Academy

# MANDATORY MEETING SCHEDULE

## \*ELIGIBILITY REQUIREMENT

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**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	Date	Time	Location
Knox	Powell High School	4/9/2018	5:30 PM	Powell High School
Knox	Private/Homeschool	4/19/2018	5:30 PM	Hardin Valley Academy
Knox	South Doyle High School	4/10/2018	5:30 PM	South Doyle High School
Knox	Tennessee School For The Deaf	4/5/2018	2:30 PM	Tennessee School For The Deaf
Knox	West High School - Knoxville	3/20/2018	5:30 PM	West High School - Knoxville
Lake	Lake County High School	3/13/2018	3:00 PM	Lake County High School
Lake	Private/Homeschool	3/13/2018	3:00 PM	Lake County High School
Lauderdale	Halls High School - Lauderdale Co.	3/14/2018	5:30 PM	Ripley High School
Lauderdale	Private/Homeschool	3/14/2018	5:30 PM	Ripley High School
Lauderdale	Ripley High School	3/14/2018	5:30 PM	Ripley High School
Lawrence	Lawrence County High School	3/12/2018	5:30 PM	Lawrence County High School
Lawrence	Loretto High School	3/12/2018	3:00 PM	Loretto High School
Lawrence	Private/Homeschool	3/12/2018	5:30 PM	Lawrence County High School
Lawrence	Summertown High School	3/12/2018	3:00 PM	Summertown High School
Lewis	Lewis County High School	3/19/2018	5:30 PM	Lewis County High School
Lewis	Private/Homeschool	3/19/2018	5:30 PM	Lewis County High School
Lincoln	Fayetteville High School	4/10/2018	3:00 PM	Fayetteville High School
Lincoln	Lincoln County High School	4/10/2018	5:30 PM	Lincoln County High School
Lincoln	Private/Homeschool	4/10/2018	5:30 PM	Lincoln County High School
Loudon	Greenback High School	3/19/2018	5:30 PM	Lenoir City High School
Loudon	Lenoir City High School	3/19/2018	5:30 PM	Lenoir City High School
Loudon	Loudon High School	3/19/2018	5:30 PM	Loudon High School
Loudon	Private/Homeschool	3/19/2018	5:30 PM	Lenoir City High School
Macon	Macon County High School	3/20/2018	5:30 PM	Macon County High School
Macon	Private/Homeschool	3/20/2018	5:30 PM	Macon County High School
Macon	Red Boiling Springs High School	3/20/2018	5:30 PM	Macon County High School
Madison	Liberty Technology Magnet High School	4/11/2018	2:00 PM	Liberty Technology Magnet High School
Madison	Madison Academic Magnet High School	4/9/2018	1:30 PM	Madison Academic Magnet High School
Madison	North Side High School - Jackson	4/11/2018	5:30 PM	North Side High School - Jackson
Madison	Private/Homeschool	4/18/2018	5:30 PM	Jackson State CC - Ayers Auditorium
Madison	South Side High School - Jackson	4/9/2018	5:30 PM	South Side High School - Jackson
Marion	Marion County High School	4/12/2018	5:30 PM	Marion County High School
Marion	Private/Homeschool	4/12/2018	5:30 PM	Marion County High School
Marion	Richard Hardy Memorial School	3/15/2018	1:00 PM	Richard Hardy Memorial School
Marion	South Pittsburg High School	4/12/2018	5:30 PM	Marion County High School

# MANDATORY 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	Date	Time	Location
Marion	Whitwell High School	4/12/2018	5:30 PM	Marion County High School
Marshall	Cornersville High School	3/14/2018	5:30 PM	Marshall County High School
Marshall	Forrest High School	3/14/2018	5:30 PM	Marshall County High School
Marshall	Marshall County High School	3/14/2018	5:30 PM	Marshall County High School
Marshall	Private/Homeschool	3/14/2018	5:30 PM	Marshall County High School
Maury	Columbia Central High School	3/20/2018	5:30 PM	Columbia Central High School
Maury	Culleoka High School	3/20/2018	5:30 PM	Columbia Central High School
Maury	Hampshire High School	3/20/2018	5:30 PM	Columbia Central High School
Maury	Mount Pleasant High School	3/20/2018	3:00 PM	Mount Pleasant High School
Maury	Northfield Academy	3/15/2018	5:30 PM	Spring Hill High School
Maury	Private/Homeschool	4/19/2018	5:30 PM	Columbia State CC - Ledbetter Auditorium
Maury	Santa Fe High School	3/20/2018	5:30 PM	Columbia Central High School
Maury	Spring Hill High School	3/15/2018	5:30 PM	Spring Hill High School
McMinn	Central High School - McMinn	3/28/2018	5:30 PM	Central High School - McMinn
McMinn	McMinn County High School	3/28/2018	5:30 PM	McMinn County High School
McMinn	Private/Homeschool	3/28/2018	5:30 PM	McMinn County High School
McNairy	Adamsville High School	4/11/2018	3:30 PM	McNairy Central High School
McNairy	McNairy Central High School	4/11/2018	3:30 PM	McNairy Central High School
McNairy	Private/Homeschool	4/11/2018	3:30 PM	McNairy Central High School
Meigs	Meigs County High School	4/2/2018	3:15 PM	Meigs County High School
Meigs	Private/Homeschool	4/2/2018	3:15 PM	Meigs County High School
Monroe	Private/Homeschool	3/13/2018	5:30 PM	Sequoyah High School
Monroe	Sequoyah High School	3/13/2018	5:30 PM	Sequoyah High School
Monroe	Sweetwater High School	3/13/2018	5:30 PM	Sweetwater High School
Monroe	Tellico Plains High School	4/2/2018	5:30 PM	Tellico Plains High School
Montgomery	Clarksville High School	4/4/2018	5:30 PM	Clarksville High School
Montgomery	Fort Campbell High School	4/3/2018	5:30 PM	West Creek High School
Montgomery	Kenwood High School	3/14/2018	5:30 PM	Kenwood High School
Montgomery	Middle College at APSU	4/4/2018	5:30 PM	Clarksville High School
Montgomery	Montgomery Central High School	3/8/2018	5:30 PM	Montgomery Central High School
Montgomery	Northeast High School	4/3/2018	3:00 PM	Northeast High School
Montgomery	Northwest High School	3/14/2018	5:30 PM	Northwest High School
Montgomery	Private/Homeschool	4/4/2018	5:30 PM	Clarksville High School
Montgomery	Rossvie High School	4/2/2018	5:30 PM	Rossvie High School
Montgomery	West Creek High School	4/3/2018	5:30 PM	West Creek High School

# MANDATORY 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	Date	Time	Location
Moore	Moore County High School	3/5/2018	3:00 PM	Moore County High School
Moore	Private/Homeschool	3/5/2018	3:00 PM	Moore County High School
Morgan	Coalfield High School	3/12/2018	3:30 PM	Coalfield High School
Morgan	Oakdale High School	3/12/2018	3:30 PM	Oakdale High School
Morgan	Private/Homeschool	3/12/2018	5:30 PM	Wartburg Central High School
Morgan	Sunbright High School	3/12/2018	1:00 PM	Sunbright High School
Morgan	Wartburg Central High School	3/12/2018	5:30 PM	Wartburg Central High School
Obion	Obion County Central High School	3/19/2018	5:30 PM	Obion County Central High School
Obion	Private/Homeschool	3/19/2018	5:30 PM	Obion County Central High School
Obion	South Fulton High School	3/19/2018	3:00 PM	South Fulton High School
Obion	Union City High School	3/19/2018	5:30 PM	Obion County Central High School
Overton	Livingston Academy	4/12/2018	3:30 PM	Livingston Academy
Overton	Private/Homeschool	4/12/2018	3:30 PM	Livingston Academy
Pickett	Pickett County High School	4/12/2018	1:00 PM	Pickett County High School
Pickett	Private/Homeschool	4/12/2018	1:00 PM	Pickett County High School
Polk	Copper Basin High School	3/15/2018	2:30 PM	Copper Basin High School
Polk	Polk County High School	3/15/2018	5:30 PM	Polk County High School
Polk	Private/Homeschool	3/15/2018	5:30 PM	Polk County High School
Putnam	Cookeville High School	3/29/2018	5:30 PM	Cookeville High School
Putnam	Monterey High School	4/12/2018	3:00 PM	Monterey High School
Putnam	Private/Homeschool	3/29/2018	5:30 PM	Cookeville High School
Putnam	Upperman High School	3/29/2018	3:00 PM	Upperman High School
Rhea	Private/Homeschool	3/14/2018	5:30 PM	Rhea County High School
Rhea	Rhea County High School	3/14/2018	5:30 PM	Rhea County High School
Roane	Harriman High School	3/6/2018	5:30 PM	Harriman High School
Roane	Midway High School	4/2/2018	5:30 PM	Midway High School
Roane	Oliver Springs High School	3/6/2018	5:30 PM	Oliver Springs High School
Roane	Private/Homeschool	3/21/2018	3:00 PM	Kingston Community Center
Roane	Roane County High School	3/21/2018	5:30 PM	Roane County High School
Roane	Rockwood High School	3/6/2018	3:30 PM	Rockwood High School
Robertson	East Robertson High School	3/6/2018	3:00 PM	East Robertson High School
Robertson	Greenbrier High School	3/5/2018	5:30 PM	Greenbrier High School
Robertson	Jo Byrns High School	3/8/2018	3:00 PM	Jo Byrns High School
Robertson	Private/Homeschool	3/8/2018	5:30 PM	Springfield High School
Robertson	Springfield High School	3/8/2018	5:30 PM	Springfield High School

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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	Date	Time	Location
Robertson	White House Heritage School	3/6/2018	5:30 PM	White House Heritage School
Rutherford	Blackman High School	3/5/2018	5:30 PM	Blackman High School
Rutherford	Central Magnet School	3/19/2018	3:00 PM	Central Magnet School
Rutherford	Eagleville High School	3/21/2018	3:00 PM	Eagleville High School
Rutherford	Holloway Vo-Tech High School	3/13/2018	3:00 PM	Holloway Vo-Tech High School
Rutherford	LaVergne High School	3/7/2018	5:30 PM	LaVergne High School
Rutherford	Oakland High School	3/19/2018	5:30 PM	Oakland High School
Rutherford	Private/Homeschool	3/5/2018	5:30 PM	Blackman High School
Rutherford	Riverdale High School	3/21/2018	5:30 PM	Riverdale High School
Rutherford	Siegel High School	3/21/2018	5:30 PM	Siegel High School
Rutherford	Smyrna High School	3/13/2018	5:30 PM	Smyrna High School
Rutherford	Stewarts Creek High School	3/13/2018	5:30 PM	Stewarts Creek High School
Scott	Oneida High School	4/16/2018	5:30 PM	Oneida High School
Scott	Private/Homeschool	4/16/2018	5:30 PM	Oneida High School
Scott	Scott High School	4/16/2018	5:30 PM	Oneida High School
Sequatchie	Private/Homeschool	4/4/2018	1:00 PM	Sequatchie County High School
Sequatchie	Sequatchie County High School	4/4/2018	1:00 PM	Sequatchie County High School
Sevier	Gatlinburg-Pittman High School	3/14/2018	5:30 PM	Gatlinburg-Pittman High School
Sevier	Northview Academy	3/20/2018	5:30 PM	Northview Academy
Sevier	Pigeon Forge High School	4/9/2018	5:30 PM	Pigeon Forge High School
Sevier	Private/Homeschool	3/13/2018	5:30 PM	Walters State CC - Sevier County
Sevier	Sevier County High School	4/11/2018	5:30 PM	Sevier County High School
Sevier	Seymour High School	3/5/2018	5:30 PM	Seymour High School
Shelby	Adolescent Parenting	3/5/2018	Noon	Adolescent Parenting
Shelby	Arlington High School	3/8/2018	5:30 PM	Arlington High School
Shelby	Bartlett High School	3/22/2018	5:30 PM	Bartlett High School
Shelby	Bolton High School	3/28/2018	5:30 PM	Bolton High School
Shelby	Booker T. Washington High School	3/7/2018	1:00 PM	Booker T Washington High School
Shelby	Central High School - Memphis	4/2/2018	5:30 PM	Central High School- Memphis
Shelby	City University School Of Liberal Arts	3/21/2018	1:00 PM	City University School
Shelby	Collierville High School	3/21/2018	5:30 PM	Collierville High School
Shelby	Cordova High School	4/5/2018	5:30 PM	Cordova High School
Shelby	Craigmont High School	3/29/2018	2:00 PM	Craigmont High School
Shelby	Douglass High School	3/26/2018	1:00 PM	Douglass High School
Shelby	East High School	4/3/2018	2:00 PM	East High School

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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	Date	Time	Location
Shelby	Fairley High School	3/27/2018	10:20 AM	Fairley High School
Shelby	GW Carver College and Career Academy	3/21/2018	1:00 PM	GW Carver College and Career Academy
Shelby	Germantown High School	4/2/2018	5:30 PM	Germantown High School
Shelby	Hamilton High School	4/3/2018	2:00 PM	Hamilton High School
Shelby	Hillcrest High School	3/20/2018	3:30 PM	Hillcrest High School
Shelby	Hollis F. Price Middle College High School	3/29/2018	9:30 AM	Hollis F. Price Middle College High School
Shelby	Houston High School	4/10/2018	5:30 PM	Houston High School
Shelby	John S. Wilder Youth Dev. Center	4/10/2018	10:00 AM	John S. Wilder Youth Dev. Center
Shelby	Kingsbury High School	4/4/2018	1:00 PM	Kingsbury High School
Shelby	KIPP Memphis Collegiate High School	3/5/2018	5:30 PM	Manassas High School
Shelby	Kirby High School	4/2/2018	2:00 PM	Kirby High School
Shelby	Manassas High School	3/5/2018	5:30 PM	Manassas High School
Shelby	MLK Jr. College Prep High School	3/6/2018	2:00 PM	MLK Jr. College Prep High School
Shelby	Melrose High School	4/2/2018	2:00 PM	Melrose High School
Shelby	Memphis Academy of Health Sciences	3/19/2018	1:00 PM	Memphis Academy of Health Sciences
Shelby	Memphis Acad. of Science And Engineering	4/2/2018	9:30 AM	Memphis Acad. of Science and Engineering
Shelby	Memphis Business Academy	3/7/2018	1:00 PM	Memphis Business Academy
Shelby	Memphis School of Excellence	3/7/2018	9:00 AM	Memphis School of Excellence
Shelby	Middle College High School - Memphis	4/2/2018	5:30 PM	Central High School- Memphis
Shelby	Millington Central High School	3/19/2018	5:30 PM	Millington Central High School
Shelby	Mitchell High School	3/6/2018	9:30 AM	Mitchell High School
Shelby	Northeast Preparatory Academy	3/29/2018	5:30 PM	Overton High School
Shelby	Northwest Prep Academy	3/5/2018	1:30 PM	Northwest Prep Academy
Shelby	Oakhaven High School	3/20/2018	9:30 AM	Oakhaven High School
Shelby	Overton High School	3/29/2018	5:30 PM	Overton High School
Shelby	Pathways in Education	3/20/2018	2:00 PM	Pathways in Education - Whitehaven
Shelby	Power Center Academy High School	3/28/2018	2:30 PM	Power Center Academy High School
Shelby	Private/Homeschool	4/11/2018; 4/17/2018	5:30 PM	Southwest Tennessee CC - Macon
Shelby	Raleigh-Egypt High School	3/22/2018	1:00 PM	Raleigh-Egypt High School
Shelby	Ridgeway High School	4/3/2018	5:30 PM	Ridgeway High School
Shelby	Sheffield High School	4/4/2018	1:30 PM	Sheffield High School
Shelby	Southwest Preparatory Academy	3/21/2018	1:00 PM	GW Carver College and Career Academy
Shelby	Southwind High School	3/27/2018	5:30 PM	Southwind High School
Shelby	The Soulsville Charter School	4/4/2018	5:00 PM	The Soulsville Charter School
Shelby	Trezevant High School	4/5/2018	2:00 PM	Trezevant High School

# MANDATORY 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	Date	Time	Location
Shelby	Westwood High School	3/7/2018	9:30 AM	Westwood High School
Shelby	White Station High School	3/26/2018	5:30 PM	White Station High School
Shelby	Whitehaven High School	3/20/2018	5:30 PM	Whitehaven High School
Shelby	Wooddale High School	3/28/2018	1:00 PM	Wooddale High School
Smith	Gordonsville High School	3/7/2018	5:30 PM	Smith County High School
Smith	Private/Homeschool	3/7/2018	5:30 PM	Smith County High School
Smith	Smith County High School	3/7/2018	5:30 PM	Smith County High School
Stewart	Private/Homeschool	3/6/2018	2:30 PM	Stewart County High School
Stewart	Stewart County High School	3/6/2018	2:30 PM	Stewart County High School
Sullivan	Dobyns-Bennett High School	4/11/2018	5:30 PM	Dobyns-Bennett High School
Sullivan	Private/Homeschool	4/16/2018	5:30 PM	Northeast State Community College
Sullivan	Sullivan Central High School	4/9/2018	5:30 PM	Sullivan Central High School
Sullivan	Sullivan East High School	4/10/2018	5:30 PM	Sullivan East High School
Sullivan	Sullivan North High School	4/9/2018	5:30 PM	Sullivan North High School
Sullivan	Sullivan South High School	4/10/2018	5:30 PM	Sullivan South High School
Sullivan	Tennessee High School	4/5/2018	5:30 PM	Tennessee High School
Sumner	Beech High School	4/9/2018	5:30 PM	Beech High School
Sumner	Gallatin High School	4/2/2018	5:30 PM	Gallatin High School
Sumner	Hendersonville High School	4/9/2018	5:30 PM	Hendersonville High School
Sumner	Merrol Hyde Magnet School	4/9/2018	5:30 PM	Hendersonville High School
Sumner	Middle College High School - Sumner Co.	4/17/2018	5:30 PM	Vol State Community College - Gallatin
Sumner	Portland Senior High School	4/10/2018	5:30 PM	Portland Senior High School
Sumner	Private/Homeschool	4/17/2018	5:30 PM	Vol State Community College - Gallatin
Sumner	Station Camp High School	4/4/2018	5:30 PM	Station Camp High School
Sumner	Westmoreland High School	4/2/2018	2:00 PM	Westmoreland High School
Sumner	White House High School	4/3/2018	5:30 PM	White House High School
Trousdale	Private/Homeschool	4/5/2018	3:00 PM	Trousdale County High School
Trousdale	Trousdale County High School	4/5/2018	3:00 PM	Trousdale County High School
Union	Private/Homeschool	4/16/2018	5:30 PM	Union County High School
Union	Union County High School	4/16/2018	5:30 PM	Union County High School
Van Buren	Private/Homeschool	4/11/2018	1:45 PM	Van Buren County High School
Van Buren	Van Buren County High School	4/11/2018	1:45 PM	Van Buren County High School
Warren	Private/Homeschool	4/10/2018	5:30 PM	Warren County High School
Warren	Warren County High School	4/10/2018	5:30 PM	Warren County High School
Washington	Daniel Boone High School	4/4/2018	5:30 PM	Daniel Boone High School

# MANDATORY 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	Date	Time	Location
Washington	David Crockett High School	4/4/2018	5:30 PM	David Crockett High School
Washington	Private/Homeschool	4/3/2018	5:30 PM	Science Hill High School
Washington	Science Hill High School	4/3/2018	5:30 PM	Science Hill High School
Washington	University School - Johnson City	4/3/2018	3:00 PM	University School - Johnson City
Wayne	Collinwood High School	3/6/2018	10:30 AM	Collinwood High School
Wayne	Frank Hughes High School	3/6/2018	2:30 PM	Wayne County High School
Wayne	Private/Homeschool	3/6/2018	2:30 PM	Wayne County High School
Wayne	Wayne County High School	3/6/2018	2:30 PM	Wayne County High School
Weakley	Dresden High School	4/4/2018	5:30 PM	Dresden High School
Weakley	Gleason High School	4/4/2018	5:30 PM	Dresden High School
Weakley	Greenfield High School	4/5/2018	5:30 PM	Westview High School
Weakley	Private/Homeschool	4/4/2018	5:30 PM	Dresden High School
Weakley	Westview High School	4/5/2018	5:30 PM	Westview High School
White	Private/Homeschool	4/11/2018	5:30 PM	White County High School
White	White County High School	4/11/2018	5:30 PM	White County High School
Williamson	Brentwood High School	4/2/2018	5:30 PM	Ravenwood High School
Williamson	Centennial High School	4/16/2018	5:30 PM	Centennial High School
Williamson	Fairview High School	4/9/2018	5:30 PM	Fairview High School
Williamson	Franklin High School	4/10/2018	5:30 PM	Franklin High School
Williamson	Fred J. Page High School	4/16/2018	5:30 PM	Independence High School
Williamson	Independence High School	4/16/2018	5:30 PM	Independence High School
Williamson	Private/Homeschool	4/10/2018	5:30 PM	Franklin High School
Williamson	Ravenwood High School	4/2/2018	5:30 PM	Ravenwood High School
Williamson	Renaissance High School	4/16/2018	5:30 PM	Centennial High School
Williamson	Summit High School	3/8/2018	5:30 PM	Summit High School
Wilson	Lebanon High School	4/5/2018	5:30 PM	Lebanon High School
Wilson	Mount Juliet High School	3/26/2018	5:30 PM	Mount Juliet High School
Wilson	Private/Homeschool	4/18/2018	5:30 PM	Lebanon High School
Wilson	Watertown High School	3/27/2018	2:30 PM	Watertown High School
Wilson	Wilson Central High School	3/27/2018	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 2018 and meet the TN Promise established application deadline.
  - b. A student must be a Tennessee resident.
    - i. A student's residency will be determined by the post-secondary institution.
    - ii. A student who resides with a parent outside of Tennessee pursuant to military orders will be considered eligible to participate in the scholarship program.
  - 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.
    - 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](http://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 (even years in advance) 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 16, 2018.
  - 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 July 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 1 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/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](http://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.
3. Attend an eligible post-secondary institution for continuous 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 July 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 1 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](http://www.tnachieves.org). Failure to comply by the established dates will result in loss of eligibility.

# POLICIES

CONTINUED...

## 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](http://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](http://www.tnachieves.org) for updates and changes to the TN Promise legislation.

# TN PROMISE FAQS

## 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, 2017) 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 apply the established deadline and attend all mandatory team meetings as if they graduate in May. Funding will not begin until fall 2018 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 at an eligible institution the fall semester immediately following high school graduation. TCAT students are able to begin in the trimester beginning in May 2018 as long as the student has completed and submitted service hours by April 1, 2018.

## 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 or eligible four-year institution, 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 FAQs

CONTINUED...

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

TN Promise eligible post-secondary institutions (see page 17) offer associate's 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's 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. Check with the institutions' offices of financial aid to determine student financial responsibility as it varies from college to college.

## **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](mailto: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.tnachieves.org/high-school-class-of-2018/appeal-process/](http://www.tnachieves.org/high-school-class-of-2018/appeal-process/) 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.tnachieves.org/high-school-class-of-2018/appeal-process/](http://www.tnachieves.org/high-school-class-of-2018/appeal-process/).

## **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](http://www.tntransferpathway.org/transfer-campus). Although a student who completes an associate's 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. Incorrect information does not preclude a student from ineligibility.

## **If students and their families have not filed taxes by January 16, 2018, 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 2016 taxes. Reference pages 9-11 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](http://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.

# **TN** Achieves

Changing Lives, Transforming Communities



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