

Student Name _____ Grade 6 7 8 9 10 11 12

BOX A - EXIT FORM (no NA)		FILE CHECKLIST 2025-2026	WHEN
	EXIT FORM*		ONCE
BOX B – APPLICATION (no NA)			WHEN
	APPLICATION & NEEDS ASSESSMENT*		ONCE
	INTEREST INTERVIEW / SELECTION RUBRIC		ONCE
	TIME OF ENTRY MOST RECENT TEST SCORES (ENGLISH AND MATHEMATICS)		ONCE
BOX C - ACADEMIC YEAR PARTICIPATION & ATTENDANCE			WHEN
	RETURNING STUDENT CONTACT INFORMATION UPDATE FORM*		ANNUALLY
	INDIVIDUALIZED SERVICE PLAN (ISP)		ANNUALLY
	ADVISER / PARTICIPANT AGREEMENT		ANNUALLY
	EMERGENCY MEDICAL INFORMATION & RELEASE FORM*		ANNUALLY
	CLIENT CHARACTERISTICS FORM*		ANNUALLY
	COLLEGE VISIT / ALL TRIP PERMISSION FORMS*		ANNUALLY
	MID-TERM PROGRESS REPORTS / REPORT CARDS		ANNUALLY
	MIDDLE OF YEAR AND END OF YEAR TRANSCRIPT		ANNUALLY
	TUTORING PLANS		ANNUALLY
BOX D - GRADE SPECIFIC ITEMS (if a below item doesn't apply to student's grade level, leave blank and do not write NA).			WHEN
	POST-SECONDARY ENROLLMENT CHECKLIST – GRADE 12		ONCE
	ACT INTENT FORM – GRADE 11		ONCE
	ACT SCORES – GRADE 11		ONCE
	COLLEGE FIT PLAN – GRADE 12		ONCE
	EMPLOYABILITY SKILLS SELF-ASSESSMENT – GRADE 12		ONCE
	FSA ID CREATION FORM – GRADE 11		ONCE
	COPY OF FAFSA / SAR/ PROOF OF FAFSA SUBMITTAL – GRADE 12		ONCE
	PROOF OF APPLICATION TO TN PROMISE (TN STUDENTS ONLY) - GRADE 12		ONCE
	COPY OF COLL. ACCEPTANCE LETTERS / APP. SUBMITTAL – GRADE 12		ONCE
	NA EXPLANATION FORM – ALL GRADES		ANNUALLY
	MISCELLANEOUS		AS NEEDED

Please note: grades 6, 7, and 8 requirements are noted with an *.

The NA form should be completed for all items in box C above. Only those items in box D that apply to that student's specific grade level/circumstance should be reported on the NA form. No items in box A or B should be marked NA.

NEW STUDENT ELIGIBILITY VERIFICATION (APPLICATION DOUBLE CHECKED)	
After careful review of the participant's application, I have verified the participant qualifies as _____ BOTH _____ FG ONLY _____ LI ONLY _____ OTHER _____ HR	
Adviser Signature _____	Today's Date _____

