

G.H.P. Application Checklist

Application Deadline: January 8, 2020

Need assistance?

Contact: Mrs. Cindy Hoops @ hoops@boe.richmond.k12.ga.us or send text message through Remind

- Student receives email from GHP Office?** On-line application opens: November 18, 2019
 - The student will receive an email from the GHP office with information about the online application. Student sets up an account and/or registers.
 - Email Mrs. Hoops once you have received your link.

- Parent/Guardian has completed parent agreement?** (checkpoint: November 22, 2019)
 - The Parent/Guardian agreement must be completed by the parent.
 - Email Mrs. Hoops once this section has been completed.
 - Note: The other sections of the on-line application cannot be accessible until the parent agreement is completed, therefore complete immediately.

- Student has entered teacher email address?** (checkpoint: November 22, 2019)
 - The Counseling Office will notify you of whom will be completing your teacher recommendation portion.
 - How do you know this person? Answer: *Mr/Mrs/Ms/Dr is my ?? teacher/instructor. (You may add another sentence of info if you like).*
 - Email Mrs. Hoops once you have entered the email address for this section.

- Student has entered Counselor email address?** (checkpoint: November 22, 2019)
 - The counselor will complete all applications. Do not email this to an Administrator.
 - Name: *Mrs. Bobbie Lou Shipman* Email: shipmbo@boe.richmond.k12.ga.us
 - How do you know this person? Answer: *Mrs. Shipman is my high school counselor. (You may add another sentence of info if you like).*
 - Email Mrs. Hoops once you have entered the email address for this section.

- Student has completed student profile section?** (checkpoint: December 6, 2019)
 - Students who have strong applications will be selected for state level interviews. Therefore, it is important to be thoughtful and thorough when completing your application.
 - Have someone proof your answers for errors and misspelled words.

- Student has completed supporting items needed for application?** (checkpoint: December 16, 2019)
 - Suggestion: Enter a "." in the answer box and this will allow you to be able to advance through the application to the end of the section to preview the essay and/or video information.
 - Complete video, recording, portfolio, essays and/or other supporting requirements.
 - See video instructions for fine arts areas. If you need help with your YouTube video, get with teacher in your nominated area as soon as possible.

- Student has submitted completed application?** (checkpoint: January 6, 2020)
 - When all parts of the on-line application are complete, the student will press submit to send in the application.
 - You must be ready to click the "submit" button on your application by January 8th. It takes some time for your application and videos to download through the site, so don't wait till the last minute!
 - Email Mrs. Hoops once you have submitted your application to GHP.