

FCHS Senior Reference Sheet for the Class of 2027:

	Counselor Contact Info	Transcripts
Common App	A-L: Mrs. Westheider (awestheider@fccsc.k12.in.us)	Will be uploaded by the assigned counselor.
	M-Z: Mr. Hofer (ahofer@fccsc.k12.in.us)	
Lilly Scholarship	Submit to a counselor ONLY if you have asked them to complete an applicant appraisal.	Shelby Hamilton (shamilton@fccsc.k12.in.us)
College Applications (not Common App)	May differ based on application, ask if unsure	Request through Parchment
Other Scholarships	Mr. Hofer	Shelby Hamilton (shamilton@fccsc.k12.in.us)

- Current size of your senior class- 130
- We are on an EXACT grading scale.
- Graduation Date: June 6, 2027
- We are a WEIGHTED 4.0 scale
- If you have taken a dual credit or an AP course, you have a WEIGHTED GPA
- If you plan to take the SAT or ACT again, you do NOT have to wait to send in your college application. Anytime new information is provided, they will re-evaluate your application.
- To apply to colleges, you must have the following for a complete application:
 - Application to college (online)
 - Send a high school transcript via Parchment.
 - To have your transcript sent to a college, you MUST put your request in Parchment that Mrs. Hamilton has sent out. If you need a copy of your transcript for yourself, this can be done through Parchment as well or you can email anyone in the Office of Student Services for assistance.
 - SAT/ACT scores may be required from the actual testing site. Some colleges are ok with the scores being on the transcript. Some (most big schools) are not. Some are waiving test scores for admission but NOT scholarship purposes. Be sure to take the tests if they are needed and pay attention to what EACH school requires.
- Pay attend to each college's deadlines. Many Indiana college's priority deadline is November 1st. Many Ohio schools are on December 1st, but it CAN vary from college to college.
- Free/Reduced Lunch-If you have qualified previously, you could possibly receive fee waivers for the ACT/SAT as well as some college applications or housing fees. Be sure to submit your application to Meal Magic to be verified for qualification.
- FAFSA and scholarship deadlines ARE different from admission deadlines. Make sure you have all documentation in to the specific school by THEIR deadline. The FAFSA is coming out later this year- in December sometime. **We will be having our FAFSA Day on Tuesday, November 3rd from 10am-6pm.**

What is Meal Magic Family Portal?

Meal Magic Family Portal combines features that previously were available elsewhere but required you to visit multiple websites. Now, all food service activity can be accessed through a single site.

You can use Family Portal to view balances, see account and purchase histories, make deposits, transfer money among family members, set parental controls, apply for meal benefits, complete household information reports, and order meals. Some schools might not offer all of these features.

Registration Tips

Before registering, add *.familyportal.cloud as a safe domain email sender in your email app. If you think you did not receive an email, try looking in your spam folder. If it's there, be sure to mark it as safe for future email messages.

If you get a message about not being able to access your account, try using the **I forgot my passphrase** option under **My Account**.

Registering (Creating an Account)

Each school district has its own Family Portal web address. You will need to create an account at each one you need to access. No information is shared between districts.

Registering an account has two parts. In the first part, you will be asked to enter your email address and agree to the site's Terms of Use and Privacy Policy, after which an email will be sent to you.

Email is sent to confirm that you have access to the address you used. If you click the link that is in the email, you will be returned to Family Portal to complete the second part of registration, which entails entering your real name and setting a passphrase to protect your account.

Registrations must be completed within 20 minutes. If you take too long, you will need to click the **I need to unlock my account** option.

1. Click **My Account**.
2. Click **I need to register as a Family Portal user**.
3. Enter your email address for the **Username**.
4. Click **Next**.
5. Read and **Accept** the Terms of Use and Privacy Policy.
6. Check your email for activation instructions.
7. Click the link in the activation email.
8. Enter your first and last name and set a passphrase.
9. Click **Submit**.

Important Note About Passphrases

A passphrase is like a password but usually is longer and has fewer restrictions on format. Your passphrase will be tested against a database of passwords known to have been compromised on other websites and will be rejected if a match is found.

*For security, **never** use the same passphrase on more than one website, and **never** share your passphrase with anyone, including your district or our support team. Treat it as highly confidential.*

My Account

After successfully completing registration, you will use **My Account** whenever you want to access your account.

If you have forgotten your passphrase, enter your Username and click **I forgot my passphrase**.

Adding Family Members / Pending Approvals

When logged into Family Portal, you will have the ability to add family members to your account by using the **Add Person** button. Minimally,

you will need to know the ID Number assigned by the school to the person along with the person's first and last name. The school might require additional details, such as birthdate.

Before you can access information for a person attached to your account, your school district must approve your access to them. Once approved, you will be able to see balances, settings, and histories.

Removing Family Members

To remove a family member using a smart device, swipe left on the member's name and then click the trashcan icon. On a PC, hover your mouse over the name to reveal the trashcan.

Adding Money for Family Members

When you are logged into your account, click the **Deposit** button when you want to add money for family members. Enter an amount for each person you want to give money and then click **Check-Out** to see your payment options. Click the payment method you want to use, provide the requested information, and click the **Pay** button.

Transfer Money, See History, Change Settings

Touch or click a family member on the **My Account** page if you want to transfer money from that person to another on your account, or if you want to view account history including purchases, or if you want to set parental controls (if allowed by the district).

Low-Balance Reminder Email

If you would like to receive email notifications when a family member's account balance is running low, click the Notifications button on the My Account screen. Uncheck the first box if it is checked, and then check the second box. Set a dollar amount (\$0, \$5, \$10, \$15, \$20 ... up to \$50). An email will be sent when a balance reaches or goes below the amount you set. Reminders repeat every three days as necessary.

Applying for Benefits Using Your Account

If you are logged into your account, you can apply for meal benefits or complete a household information report by clicking **Benefits** at the My Account home page. Due to confidentiality rules imposed by USDA, you will not be able to view the meal benefit determination through Family Portal. Instead, your district will send you a letter or email.

Applying for Benefits as a Guest

The **Apply for Benefits** option allows you to submit an application for meal benefits or to complete a household information report without having an account. You cannot make deposits or do anything else as a guest. Completing a document as a guest will not establish an account for you. If the button is not clickable, the school is not accepting documents.

How-To Videos

Click the **How-To Videos** button if you want to view videos about using Family Portal.

More Information and Who to Call for Help

Your information is saved with your school's private data and is not accessible by Meal Magic Corporation. Our support team cannot view your account or any person connected to it. You must contact your school if you have questions about your family members.

Money does not flow through Meal Magic Corporation. You must contact your district about duplicate payments, refunds, or anything related to account balances. Each school district is independent of others and, therefore, is unable to transfer balances to other school districts.

For your protection, no credit card or banking information is stored by Meal Magic Family Portal.

PARCHMENT INSTRUCTIONS

Seniors, You should have an email from Parchment or Parchment.com If you do not have one or have accidentally deleted it, please see Mrs. Hamilton

When opening the email click **“Finish setting up your account”**

>Click on **“confirm your account”** and scroll down

Enter your personal info, enter your contact info, and then set up your password:

Some personal info should be there already!

>Highest level of education - Select **12th**

>Contact Info - fill this out with your information

Set up your password of choice and keep that in a safe place!

☒ Check the box that says “I have my parents permission or legal guardian’s permission to create an account”

Click **“Create account and continue”**

(If you address needs confirmed, select the option with the 4 digit code following your zip code)

>>This should route you to the “sign in” button and will take you to verify your email - **You will need to go to your email inbox and click the link to verify your email before you are able to sign in!**

Then you will be routed to **“Enrollment Information”**

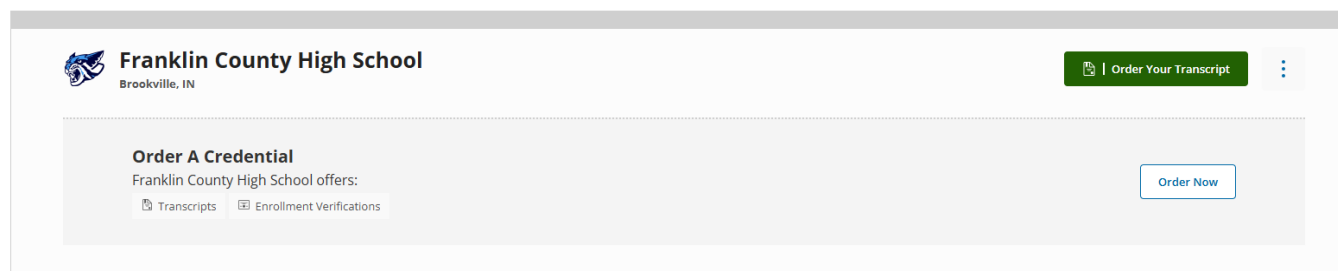
- Some additional information will be required for your enrollment. Fill this out Select **Yes** for currently enrolled - the “first year of attendance” will likely by 2023”, your graduation year is 2027)

WELCOME TO PARCHMENT

- Select colleges you are interested in (at least one school is required to move on)
- You must select **YES** on “I wish to be discovered by colleges.... Etc.”
- Select **“I DO”** want my FERPA rights waived, if it asks
 - Then select that you are ‘done adding colleges’
 - Fill out **Academic Interest, Academic Information** sections (this will ask for your **unweighted GPA** and **SAT score** - **please email or stop by to see Mrs. Hamilton for this information if you do not have this info**

🎉 This should finalize the creation of your account and lead you to the page where you can order credentials!

On your “**DASHBOARD**” page, you should see a screen that looks like this:



Select “**Order Your Transcript**”

If you are sending your transcript **to a college**, you will start typing that college's name into the search bar to select the institution of your choice.

If you are wanting a copy of your transcript for **yourself**, choose “I'm sending to myself or another individual” >> I'm sending this order to myself

- You will then enter your information: Your name, your email

Both of those options should then route you to the “**Item Details**” page.

As long as you are a current student at FCHS, you can send your transcript anywhere **FOR FREE**! If there is an Item Total of anything other than \$0.00, please see Mrs. Hamilton to get this fixed.

Write your initials to consent to sending your credentials (transcript) and click the checkbox before hitting “**Continue**”

You're finished! This will then show up as an order for Mrs. Hamilton to process at FCHS. You will get an email confirmation of your order and when it is processed.

To find your way back to our Parchment site, go to:
<https://fchs.fccsc.k12.in.us/transcriptrequest>

Important Dates for Senior Year 26-27

Note: Dates will be added and adjusted, so check back often.
Be sure to scroll all the way to the bottom so you don't miss anything!

September 2, 2026 11:30 PM - Lilly Deadline for eligible seniors

September 3, 2026 8:30-10:50 AM: Senior Summit

1:00-3:00 PM: College & Career Fair @ FCHS Gym

September 8, 2026 9:00 AM- Jostens here for Senior Meeting in the Auditorium (presentation on how to order cap & gown, grad announcement packages, etc.) Information will be available in the Office of Student Services for any student who cannot make it to this meeting.

September 18, 2026 11 AM-12:15 PM- Jostens returns during lunch to collect orders

September 21–25, 2026- College Go! Week. There will be assistance all this week with filling out college applications, signing up for SAT/ACT, completing 21st Century Scholar activities, etc.

Sept. 28-Oct. 2, 2026- Homecoming activities

October 2, 2026 - Homecoming Parade (5:00) & Game (7:00)

October 12, 2026- Ivy Tech will be here in WISE to help Seniors create an FSA ID for the upcoming FAFSA Day.

November 3, 2026 10 AM-6 PM- FAFSA Day for Seniors & their parents at FCHS from 10 AM-6 PM (FAFSA Deadline 4/15/27!)

December - Vote on Senior Superlatives

January-May, 2027- Many local scholarships start to come out- including Franklin County Community Foundation scholarships. A scholarship spreadsheet will be shared with all students and available on our website!

February TBD 2027 - Ivy Tech here for FAFSA filing assistance. If you have not filled out the FAFSA, this is a great time to do so! It will be our last FAFSA event of the year.

February TBD 2027 — Senior cap & gown delivery! Jostens will be in the hallway across from the cafeteria during lunch with graduation items that were ordered in September. **(For anyone who still owes for their cap & gown, students must bring cash or money orders on this day if they did not pay online. NO personal checks will be accepted.)**

March TBD 2027 @ 6:00 PM - National Honor Society Induction Ceremony in the FCHS Gymnasium

April TBD 2027 - Panoramic Picture during 1st period. All graduates will bring their cap and gown to wear for the picture.

April 15, 2027- FAFSA Deadline (this is a **requirement** for 21st Century Scholars!)

April 24, 2027- Junior/Senior Prom

May 1, 2027- **Decision Day!** Typical deadline to pay enrollment fee for college deposit (college decision deadline) – Celebrating Decision Day at FCHS on Friday, April 30th during lunch!

May 7, 2027 - Ivy Tech Commencement Ceremony for all students receiving their Associate Degree, ICC, or other certificate from Ivy Tech Lawrenceburg

May 12, 2026- Academic Hall of Fame & Scholarship Night at FCHS

May TBD 2027- Senior Meeting to discuss Dam #'s etc. during WISE.

May TBD 2027 -Senior Walk--After Lunch--Seniors will walk through FCMS and be transported (or walk) to their elementary school and parade through the halls. If you did not attend Franklin County Schools in elementary school, you may choose which school to attend.

May TBD 2027 - Senior Athletic Awards & Hall of Fame

May TBD 2027- Seniors cut “27” into the Dam & lunch at Tailwater area

May 21, 2027-

- Senior Breakfast 9:00 AM-- in the cafeteria (Take care of any fines, turn in Chromebook, etc!)
- Graduation Practice--approx. 10:30 a.m. at the football field (in the Gym if it rains)--This should last around 1.5 hours, and Seniors will not be returning to the building following practice.

Note: You must be at practice if you plan to go through the ceremony!

June 6, 2027- Graduation Ceremony @ 2:00 pm (get there **at least** 45 minutes early to park, get to the track, find your spot in line, get any remaining cords, etc!)