

SENIOR COLLEGE PLANNING CHECKLIST!

- Register for the **SAT and ACT** (dates attached)
 - Students are responsible for sending their own SAT (collegeboard.org) or ACT scores (actstudent.org) to each school they are applying to
- Use Naviance to come up with a **list of safety, match and reach schools** that are of interest to you then add them to the “Colleges I’m Thinking About” tab
 - 6-8 schools are recommended
- Create a **list of activities/accomplishments** using Naviance
 - Go to the “About Me” tab □ “My Stuff” link □ “Resume” link
 - This will help you complete your applications!
- **Apply** to your choice of schools then move each school to the “Colleges I’m Applying To” tab
 - Students using the common application: On Naviance go to the “Colleges I’m Applying To” tab □ “Match Accounts” on the top
 - We recommend that you “Waive your right/FERPA”
- Ask for **teacher recommendations EARLY!**
 - Step 1: Ask the teacher in person (2 teachers suggested)
 - Step 2: Provide teacher with a completed “Student Request Form for Teacher Recommendation” (available at the guidance office)
 - Step 3: Request through Naviance (Go to “Colleges” tab □ “Apply to College” link □ “Letters of Recommendation”)
- Ask for a **counselor recommendation** if the school you applied to requires one
 - Students **MUST** complete a “Brag Sheet” in order for a letter to be written
- Fill out **Transcript Request Form** for EACH school you are applying to and return to counselor
- Register for **Instant Decision Days** to meet with a college admissions representative and get an admissions decision on the spot
 - For information and to register go to Naviance
- Enter in all **acceptances, denials, deferrals and waitlists** into Naviance

The School Counseling Department is responsible for submitting the items listed below in support of your application(s):

- *Student transcript, letter(s) of recommendation, school report (Common App), and the high school profile*

SENIOR COLLEGE PLANNING TIPS!

- It is never too early to start planning your future
- Check application deadlines because each school is different (early decision, early action, regular admissions, rolling admissions)
- Be aware of the application procedures (supplements, common app, etc.)
- Don't be afraid to set up an interview if it is not required (this can be a great opportunity to show admissions who you truly are!)
- Write down your various account usernames and passwords
- Always use your official legal name on anything college related (Example: if your name is Michael don't write down Mike)
- Don't hesitate to stop by, call, or email me
- Modesty is NOT always the best policy...if you have been accepted to college let me know! It is the greatest joy to counselors to see their students succeed!
- Don't forget to BREATHE!

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