

College Preparation Checklist

Junior Year

- Register for SATs (www.collegeboard.com) and/or ACTs (<http://www.act.org/>)
- Research and visit colleges
- Maintain a list of colleges in Naviance under “Colleges I am Thinking About”
- By June 1st, have an up-to-date resume on Naviance that is complete for the 1st three years of high school
 - Counselors use the resume and your transcript when writing your letter of recommendation
- By June 1st, ask 1-2 teachers to write you a letter of recommendation. Ask teachers in person.

Summer

- After August 1st, you can create a Common Application account at www.commonapp.org
- Write a draft for your college essay. Click on the “Common App” top tab and “Writing” side tab to access essay choices.
- Register for fall SAT or ACT (if you would like to take one of these tests again)

Senior Year

- By mid-September, you should have created a Common Application account at www.commonapp.org
- Once the “Education” section is completed in the “Common App” top tab AND at least one college has been added to your “Colleges” list, please sign the FERPA statement.
 - The FERPA statement can be signed by clicking on one of your colleges and then “recommenders”.
 - At the top of the page, you will see the link for the FERPA statement for you to read, complete and sign.
- You can now invite teachers to write your letters of recommendation through your Common Application account.
 - Click on the “Colleges” tab at the top of your Common Application account. Next, click on each individual college in your list and click on “recommenders” so that you can list the names of your teacher(s) and your counselor as well as their email address.
- Provide your school counselor and teachers with information needed to complete your letter of recommendation.
 - Deadlines for each college must be identified on the Common Application at least two weeks before the application deadline.
 - Identify deadlines for each college by listing Early Action, Early Decision or Regular Decision for each college.
 - Complete a [Transcript Request form](#) for non-Common App schools and submit this to your counselor.
 - Provide teachers with required teacher forms from the colleges along with stamped, addressed envelopes for Mail-Only schools.
 - Complete the [Letter of Recommendation - Teacher Supplement](#) for teachers to use when writing your letter of rec
- Send your official SAT/ACT scores to Colleges through www.collegeboard.com / www.act.org
 - Confirm receipt of scores by checking your online account with these organizations.
- Submit your applications (including your application fee, essay, activities resume and any required supplements)
- Confirm receipt of all application materials on the Common Application website and/or individual college’s websites
- Complete Financial Aid Forms
 - FAFSFA (apply for pin number in the fall, submit application by 10/1) and CSS Profile (if required)
- If applicable:
 - Division I and II Sports: Complete eligibility forms at www.ncaaclearinghouse.com
 - LD Documentation: Upon acceptance to a school, have IEP or 504 plan sent to colleges if desired.