

COLLEGE APPLICATION TIMELINE/CHECKLIST



JUNIOR YEAR

- _____ Take the PSAT in October and the SAT/ACT later in the school year
- _____ Create a College Board account to access PSAT scores, practice and register for the SAT
- _____ Research colleges
- _____ Go on campus visits during vacations, days off, weekends, or during the three excused days you are allowed after filling out a College Visit Form
- _____ Attend college visits in the Guidance Office - Sign up in Naviance at least the day before
- _____ Start drafting a resume - Include your co-curricular activities, athletics, awards, employment, volunteer/community service, and personal interests
- _____ Meet with your counselor - discuss college or other post-secondary options and plan course selection for senior year - If you have specific colleges/majors in mind, check academic requirements to be sure you're on track
- _____ Decide which teachers to request letters from and ask them in person prior to summer break

SUMMER BETWEEN JUNIOR AND SENIOR YEAR

- _____ Both the SAT and ACT offer summer testing dates for those who are interested
- _____ Fill out the Naviance form - *Information for Counselor Letter of Recommendation*
- _____ Ask your parents to fill out the Naviance form - *Parent Perspective Questionnaire*
- _____ Start drafting/write your college essay
- _____ Create a Common App account

SENIOR YEAR

- _____ August through December SAT and ACT testing dates are available if you need them or if a subject test is required for a prospective college or intended major
- _____ Go on campus visits during vacations, days off, weekends, or during the three excused days you are allowed after filling out a College Visit Form
- _____ Attend college visits in the Guidance Office - Sign up in Naviance at least the day before
- _____ Update your resume
- _____ Decide which colleges you want to apply to, how you want to apply (Common App or other), type of application (RD, EA, ED, etc.) and enter all of the information in Naviance - Schools entered in your Common App account will automatically transfer into your Naviance account - Schools removed from your Common App account will NOT automatically be removed from Naviance - you will need to take them out
- _____ At least ten days prior to your earliest college deadline, meet with your counselor to sign the Transcript Release Form and go over your plan
- _____ Follow up with teachers who are writing for you and make sure they are aware of your earliest deadline - Write them a thank you note!
- _____ Complete and send your applications and all supplements by their deadlines
- _____ Order SAT/ACT score reports to be sent to all colleges that require them
- _____ In January – prior to the release of mid-year grades - enter any admission results in Naviance that you have received and remove any schools you decided not to apply to - mid-year grades will be automatically sent to all colleges that you applied to unless you indicate that admission was denied
- _____ Once released - check your mid-year grades for accuracy
- _____ Remember to communicate with your counselor if you make any changes to your plan
- _____ May 1st – Update all admission decisions in Naviance and indicate where you have chosen to attend – Final transcripts will be sent to that school – If you plan on participating in collegiate athletics and have made an NCAA account, a final transcript will be sent to them as well