

Student Name:

Class Rank:

GPA:

College Planning Checklist

- Where are you applying? (Include mix of Reach, Likely, Safety and “financially safe” schools)

 - 1st Deadline: _____ Intended Major: _____
 - **Complete College Applications**
 - If not a Common App school, complete application on college’s website
 - For Common App schools, click the link to learn how to [Create Common App Account](#), [Complete FERPA](#), [Complete Naviance Matching](#)
 - Add at least one college to your Common Application List
 - Sign the FERPA Release Authorization form
 - [Sign into Classlink to Access your Naviance account](#)
 - [Tutorial for adding schools to "Colleges I’m Applying to" in Naviance](#)
 - If the school is already on your Common App list, it is added to Naviance automatically
 - **Common Application Resources**
 - [List of Common App Schools](#)
 - [Common App Essay Prompts](#)
 - [List of Materials Required to Complete the Common App](#)
 - See your counselor for a copy of your transcript
 - Required school & counselor details (click on your counselor’s name below)
[Mr. Harrison](#) [Ms. Henry](#) [Ms. McFadden](#) [Ms. Samaha](#)
- **Request Teacher Recommendations**
 - Ask the teacher *in-person* at least 4 weeks before your first deadline
 - Only ask for as many letters as you need
 - Give a [Letter of Recommendation Form](#) to anyone writing you a letter
 - Be sure to give a copy to your guidance counselor
 - Click the link to learn how to [Submit Letter of Recommendation Request Through Naviance](#) so your teacher can upload their letter to your account
- **Submit a [Transcript Release Form](#)**
 - Give to your counselor 2 weeks before your 1st admissions deadline
- **Release SAT Scores from College Board** (Talk to your counselor if you are not sure if you should take an SAT or whether to send your scores)
 - [How to send SAT scores to my colleges](#)
 - [Register for the SAT](#)
 - [2023 SAT Test Dates](#)
- **Research and Apply for Scholarships**
 - [Naviance Find & Track Scholarship Reference Guide](#)
- **Register for FAFSA (Free Application for Federal Student Aid)**
 - [Completing FAFSA Step-By-Step Guide](#)