

Division of Rehabilitation Services (DRS)
TrueNorth Educational Cooperative 804
760 Red Oak Lane Highland Park, IL 60035
847-831-5100, ext. 2331

DRS/STEP COLLEGE PLANNING CHECKLIST

Deadline: March 1, 2023

1. **Apply for FAFSA, starting 10/1 (www.fafsa.ed.gov)**
 - Provide a copy of SAR (Student Aid Report)
 - Once you graduate, it will be your responsibility to provide a copy of your actual college awards letter to the DRS counselor
 - Provide a list of any scholarship/grants for which you have applied

2. **Provide acceptance letter from your college**

3. **Provide proof of Academic Proficiency**
 - Copy of SAT (printed from www.sat.org) or ACT (printed from www.actstudent.org)
 - Community College placement test results

4. **Provide High School Transcript**
 - An unofficial transcript is acceptable to get the process started (must have a high school GPA of at least 2.0)
 - Once you graduate, it will be your responsibility to provide the official transcript to the DRS Counselor

5. **Answer the following questions in complete sentences (1- 2 pages or in Essay format)**
 - Describe your current level of education and previous college training, if any.
 - Describe your performance in high school and any special honors or scholarships you received.
 - Describe your extracurricular activities which show that you are a mature and responsible student (employment, clubs, sports, volunteer experiences, church activities, etc.).
 - Describe how you are prepared to enter college and manage a college environment.
 - Describe the type of job you expect to obtain upon completion of your college training.
(Note: You cannot state you are undecided. Please choose a major in which DRS can support you).
 - Reference and summarize employment outlook information from the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook [Occupational Outlook Handbook](#)
 - Attach the program narrative for your major from your college website or handbook.

6. **If you are attending a private school or public university and you don't receive SSI, you must attach your parent's tax return (NOT REQUIRED IF ATTENDING COMMUNITY COLLEGE).**

7. **Adjusted Gross Income must be below DRS standard budget allowance figures in order for DRS to consider college funding.**

Family Size	Adjusted Gross Income
2	\$48,631
3	\$60,074
4	\$71,517
5	\$82,960
6	\$94,402
7	\$96,548
8	\$98,693

Submit all required and completed documents to your Transition Counselor, Case Manager or to:

Terri Michaels
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Highland Park, IL 60035
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