



SENIOR TO-DO LIST



ACT/SAT (ACT.org / SAT.org)

- Register NOW to take or retake.
- Check on a fee waiver (see your counselor).

REVIEW YOUR TRANSCRIPT & REQUIRED CREDITS/STATE TESTING POINTS

- See your counselor for an unofficial transcript (must have a transcript release on file – PINK sheet).
- You are responsible for meeting/knowing ALL graduation requirements (see your counselor).

NAVIANCE - LETTER OF RECOMMENDATION FEEDBACK FORM

- This form must be completed before asking for a letter of recommendation.
- It is located under the ABOUT ME tab, MY SURVEYS.

NAVIANCE – RESUME

- Build this easy-to-do resume for future use (scholarships, post-Butler, etc.)
- It is located under the ABOUT ME tab→MY STUFF→RESUME.

COMMON APP (commonapp.org) – used by more than 800 colleges & universities

- Create your account now & get started...it's a lengthy process & there's an essay!
- <https://www.commonapp.org/apply/2020-essay-prompts>
- Be aware of application deadlines and supporting documents – PLAN AHEAD!
- Complete the FERPA section (Family Educational Rights and Privacy Act).

COMMON APP MATCHING (COMMON APP ↔ NAVIANCE)

- Guidance completes everything electronically through Naviance.
- Complete your COMMON APP (including the FERPA), login to Naviance→COLLEGES→COLLEGES I'M APPLYING TO (under My Favorites)→MATCH ACCOUNTS.
- If it doesn't match, it's probably because you didn't complete the FERPA section on Common App...problems? See your counselor.

COLLEGES NOT ON COMMON APP

- You must add colleges you've applied to, but are not on Common App.
- COLLEGES→COLLEGES I'M APPLYING TO→CLICK ON THE RED PLUS (+) SIGN→search for it in WHICH COLLEGE ARE YOU APPLYING TO→complete the other questions→ADD AND REQUEST TRANSCRIPT.

REQUESTING LETTERS OF RECOMMENDATION (LOR)

- Remember...give the recommender AMPLE time!
- Make sure you've either MATCHED your Common App and/or you've added each school individually.
- Talk to your teacher or recommender IN PERSON to ask if he/she would be willing to write a LOR on your behalf. Be prepared...complete your resume and your LOR feedback form.
- Request LOR's of Butler HS employees via Naviance→COLLEGES→COLLEGES HOME→scroll to APPLY TO COLLEGES→LETTERS OF RECOMMENDATION→click the drop down box to find the staff member→choose the specific schools→in the personal note to teacher...THANK THE TEACHER!

REQUESTING TRANSCRIPTS (must have a PINK sheet/RELEASE OF RECORDS on file in guidance!)

- COMPLETE the Transcript Request Form and place it in your counselor's mailbox – BE SPECIFIC as to what you want done! We are not mind-readers, but we will try ☺!
- KNOW the deadlines and be respectful of our time!
- Click on the COLLEGES I'M APPLYING TO link under the FAVORITES section on your homescreen→click on the PINK PLUS SIGN to add a school and request transcript.
- If you are using the Common App, follow the steps to match your accounts before proceeding.
- Type in the name of the college or university you would like to add. After finding the college or university, select how you will submit your application using the dropdown. Your options will be "Direct to the Institution" or "Common App" (if you have matched your accounts).
- Choose the type of transcript you are requesting:
 - INITIAL – most common, 1st transcript sent
 - MIDYEAR – after the 1st semester
 - FINAL – after graduation, your school of attendance

SENIOR MEETINGS WITH YOUR COUNSELOR

- A brief meeting to discuss your current schedule and your future plans.
- These will be held during the 1st quarter/2nd quarter.
- MVCTC – counselors will be ZOOMING with you (date = to be announced).

FAFSA, FAFSA, FAFSA, FAFSA, FAFSA, FAFSA.....

- Available starting Oct. 1, 2020...get it done ASAP! www.fafsa.gov
- Student and one Parent need an FSA-ID (electronic logon & signature) www.fsaid.ed.gov
- Butler FAFSA Prep Night = to be announced (more information to come)
- FINANCIAL AID BASICS...<https://www.nacacnet.org/knowledge-center/financing-college/financial-aid-basics-what-students--families-need-to-know-ppt/>
- FEDERAL STUDENT AID...<https://studentaid.ed.gov/sa/>

COLLEGE APPLICATION PROCEDURE

- Create your Common App account ASAP.
- Naviance, Naviance, Naviance...MOST everything is done via Naviance!
- Complete MOST applications online – **DEADLINES ARE YOUR RESPONSIBILITY!**
- Print/turn-in any counselor forms or any other forms needing signatures to your counselor or Mrs. Snyder ASAP.

COLLEGE APPLICATION FEE WAIVERS

- See your counselor to check if you qualify (generally for students who have limited financial resources)
- Some schools will grant them if you do an on-campus visit!

IN-SCHOOL (BUTLER HIGH SCHOOL) COLLEGE, CAREER, MILITARY VISITS

- Sign up via Naviance or on the Guidance page at least one-day before the scheduled visit.
- Report directly to the Lecture Room or Banquet Room on the date of the visitation.
- NO SHOW – lose privileges.
- MVCTC – you are welcome to attend any visitations at Butler

ON-CAMPUS VISITS

- You are permitted 5 visits.
- COMPLETE the college visit form, see counselor for sign off, turn in to attendance, return proof of visit to attendance upon returning.

REMIND App

- To receive messages via text, text @aviator021 to 81010 (if your last name is A-L)
- To receive messages via text, text @aviators21 to 81010 (if your last name is M-Z)

SCHOLARSHIP INFORMATION

- Scholarship 101 – read it and execute a plan...they won't come looking for you!
- Visit the Guidance website often.
- Subscribe to the "Guidance Bulletin" email list and READ the bulletins (see below).
- Check your email daily, read Mr. Leubbe's newsletter every week!

TESTING

- By Holiday Break (December) all testing (ACT and/or SAT) should be completed.
- IMPORTANT TESTING DATES:
 - ACT Dates: TBA - www.act.org
 - SAT Dates: TBA - www.sat.org

Class of 2021 Email Signup

Want to keep on top of upcoming scholarship announcements, upcoming college visits, graduation information, and more? Email Cindy Snyder at cindy.snyder@vbcsd.com with the word "subscribe" in the subject line. You will be signed up for regular email announcements about deadlines and other information of interest to the Class of 2021!

- Apply for College/University Scholarships through the College/University Admissions Office to which you are applying.
- Scholarship deadlines dates are your responsibility.

STAY INFORMED

- Twitter: @ButlerHSLuebbe, @VBaviatorAD, @ButlerGuidance, @Vandaliabutler, & many others!
- Instagram: ButlerHSLuebbe, vandaliabutler
- Website: www.vbcsd.com
- Facebook: www.facebook.com/vandaliabutlercsd