

COLLEGE APPLICATION DOCUMENTS



Counselors are responsible for:

- Sending transcripts (9th-11th grade, 1st semester senior year, and final)
- Counselor letter of recommendation (if required)
- Secondary School Report (if required)
- Mid-Year Report (if required)
- Final Report (if required)

Students are responsible for:

- Adding all colleges to Naviance *Colleges I'm Applying to* List - this is required for counselors to send any documents!
- Completing the Personal Data Form in [Naviance](#) and/or [Counselor Recommendation Form](#), if required, at least **2 weeks in advance**
- Requesting SAT/ACT scores for each college via CollegeBoard or ACT
- Submitting your [FAFSA](#) (Free Application for Federal Student Aid)
- Completing college applications on time!