

12th Grade Checklist

Be sure to stay on track with the college admissions process. Get organized, be aware of deadlines, and do not procrastinate. Be checking your email every single day for important information such as college tour opportunities, financial aid assistance, and local scholarship information.

FALL

- **Continue to visit schools**
 - Fall is a great time to look at the schools on your college lists because classes are in session and you are better able to meet and talk with students and professors. You may even be able to sit in on a class or two.
- **Finalize your college list**
 - Use the information you have gathered from college visits, interviews, and your own research to decide which school you will apply to. It is okay to apply to colleges that you think will be more difficult to get into. But it is also important to put a few safety schools (where you are sure you will get in) on your list. Talk to counselors, teachers, and parents about your final choices.
- **Stay on track with your grades and extracurricular activities**
 - Colleges will look at what you have done in your senior year, so stay focused on doing well in your classes and maintaining a commitment to extracurricular activities.
- **Take standardized tests**
 - Register for and take the ACT, SAT, or TSIA2.
- **Keep track of deadlines**
 - You will be filling out lots of forms this year, so it is important to know what form is due when. Make a calendar showing the application deadlines for admissions, financial aid, and scholarships.
- **Ask for letters of recommendation**
 - **REQUEST LETTERS EARLY!** Give letters of recommendation forms to the teacher you have chosen along with stamped, addressed envelopes so your teachers can send them directly to the colleges. Be sure to fill out your name and address and the school name on each form. Discuss your goals and ambitions with your teachers so they will be more prepared to write about you.
- **Meet with your counselor**
 - Your counselor can help you stay on track with admission requirements. Make sure they know which colleges you want transcripts, score reports, and letters sent to. Give your counselor any necessary forms much earlier than the actual deadline so they will have time to send the form(s) in.
- **Complete applications**
 - Finish the application forms for the schools you are interested in. Proofread everything! Make sure you and your school's counseling office have sent all necessary materials including test scores, recommendations, transcripts, and application essays (when applicable).

- **FAFSA**

- Submit Financial Aid forms (required). Starting with the Class of 2021, submitting the FAFSA (Free Application for Federal Student Aid) is a graduation requirement. The FAFSA opens October 1st of the student's senior year to apply for financial aid for the following school year. The priority deadline for the FAFSA in Texas is March 1st.

WINTER

- **Scholarship search**

- Apply for scholarships whose deadlines are approaching and keep searching for more scholarships and grant opportunities. Using online search tools is a great way to find potential aid. Ask colleges about what scholarships you may qualify for. Check your email and grade-level Google Classroom regularly for information on local scholarships you may be eligible for.

- **Send mid-year grade reports**

- Ask your counselor to send your mid-year grade reports to the colleges that you applied to. Remember that school will continue to keep track of your grades, so it is important to keep working hard through your senior year.

SPRING

- **Watch your mail and email for notifications from colleges**

- If you applied under the regular application process, you should receive an admissions decision by March or April. Notifications of financial aid awards should arrive by the end of April.

- **Compare financial aid packages**

- Make sure to consider each financial aid award carefully. If you have questions, do not hesitate to contact the financial aid office of the college to get more information. Financial aid is a key factor in deciding where you will attend.

- **Prepare for any last-minute standardized tests**

- You may be taking AP exams to earn some college credit as the school year winds down. A score of 3 or higher may earn college credit so be sure to do your best on the exam. Scores should be sent directly to the college of your choice for them to evaluate for credit.

- **Make your final college and career decisions**

- Notify all schools of your intent by May 1st. If you are not sure which offer to accept, make one more campus visit to the schools you are considering. Make sure to send your deposit to your chosen school and ask your school counselor to send your final transcript to the college in June.