

Class of 2025 – Junior College Checklist

Before the end of junior year...

- Consider the qualities you would like in a college-what is your “college fit?”
- Develop a list of colleges of interest and add them to the “Colleges I’m Thinking About” tab on Naviance.
- Research and/or visit colleges--try to visit while college is in session.
- Ask one or two CORE class teachers (in person) for a letter of recommendation. Check the admissions requirements on each college website to identify how many letters they require. Do not add teachers to Naviance until the summer when you have your list finalized. Never add teachers or counselors as recommenders on common app.
- Take the SAT/ACT (MLHS offers School Days). We do not recommend testing more than 3 times.

During the summer...

- Continue to research and/or visit colleges.
- Narrow your prospective college list to a final list of schools you plan to apply to.
- Make sure your list is accurate on Naviance. Your schools should be listed in “Colleges I’m Thinking About”.
- Complete Student Brag Sheet on Naviance (Due over the summer prior to school starting). Log into your Naviance account and click your initials in the blue circle in the upper right hand corner>surveys from your school>student brag sheet. This brag sheet is only for your counselor recommendation. PLEASE REMEMBER TO SAVE OFTEN OR YOU WILL LOSE YOUR WORK.
- Teacher Brag Sheets. Follow the same instructions as above, but instead click on Teacher Brag Sheet. Fill out according to how many teachers are writing on your behalf.
- Parents:** complete Parent Brag Sheet in Parent Naviance (due over the summer).
- Start to work on your college essay and supplements. Try to have solid drafts completed by the start of the school year. The more you can get done over the summer, the less stressful your fall will be!
- Register for the Common Application (after August 1st).
- Attend Camp College in August (dates TBD).
- Start filling out college applications.

In the fall of senior year.....

- Hand in your Transcript Request Form at least 15 SCHOOL DAYS prior to your first college deadline
- If you haven’t done so already, add your teacher(s) to your Naviance account in the “letters of recommendation” section—select which colleges your teacher should send their letter to (based on the admissions requirements). Do not select “all colleges” or that teacher letter will go to every school on your list and that might not be what the college requires. Colleges>Letters of Recommendation>Add Request (all in Naviance)
- Make sure your standardized test scores are sent directly to the colleges from the test agency if that is what is required. Some schools will accept self-reported scores.
- Move your colleges from “Colleges I’m Thinking About” to “Colleges I’m Applying To”.
- Attend mini college fairs at MLHS in the Fall and Spring (sign up in Naviance).
- Hand in FERPA authorization form-this will be emailed home in September.
- Refer to “Senior College Checklist” for more information.

Good Luck!