

# BMHS SENIORS- CAREER & COLLEGE CHECKLIST

## (ICAP - INDIVIDUAL CAREER AND ACADEMIC PLAN)



| Month                | CAREER & COLLEGE (ICAP) CHECKLIST                                                                                                                                                                                                                                                                                                                                                                                                                                  | □ |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| August<br>-September | <b>Meet with my School Counselor</b> to discuss current credit status, GPA, and my future plans after high school. Ensure you are taking the classes in order to graduate in May with my class.                                                                                                                                                                                                                                                                    |   |
|                      | <b>Use your Xello account to search for colleges and careers:</b><br><br><b>Xello&gt;Schools (SAVE ♥ any colleges/schools of Interest)</b><br><b>Click “Applying”</b> to learn more about admission requirements and how to apply<br><br><a href="http://www.collegedata.com">www.collegedata.com</a><br><a href="https://bigfuture.collegeboard.org/college-search">https://bigfuture.collegeboard.org/college-search</a>                                         |   |
|                      | <b>Update your Postsecondary Workforce Readiness Goal</b> as part of my Individual Career and Academic Plan (ICAP) in Xello.<br><br><b>Xello&gt;Plans</b>                                                                                                                                                                                                                                                                                                          |   |
|                      | <b>Narrow down your list of schools.</b><br><br><b>Xello&gt; Plans&gt; College Planning</b><br>You should have 1-2 “safety schools”, a few that are a good academic match, and 1-2 “reach” schools. (This can be determined by GPA, test scores, etc.)<br>DETERMINE THE application requirements and deadlines for each college, including FINANCIAL AID.<br><br><a href="#">Admission Types Explained</a><br><br><b>SAVE</b> the colleges you are thinking about. |   |
|                      | <b>Add your Colleges that you may Apply To</b> to your Xello “College Applications”<br><br><b>Xello&gt; CollegePlanning&gt; College Application&gt; Create New Application</b><br><b>Add</b> the Colleges you might Apply To<br><br>*Any applications that will be submitted through the Common App must be added to the Common App first. When linked, Common App will populate the Xello list,                                                                   |   |
|                      | <b>Create your <a href="#">CommonApp</a> account</b> – CommonApp.org. . Applications are completed online either on the school website or through CommonApp.org. Review the <a href="#">CommonApp Essay Prompts</a>                                                                                                                                                                                                                                                |   |
|                      | <b>Meet with your School Counselor</b> – Hopefully you've already talked about career & college plans with your counselor during your junior year. Sit down again to review the whole process for applying to college, tech school or apprenticeship programs.                                                                                                                                                                                                     |   |



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|                        | <p><b>Take the ACT or SAT again.</b> Take the test a second or third time to see if you can improve your initial score. Have your score reports sent directly to your colleges, if applicable.<br/> <a href="http://Collegeboard.org">Collegeboard.org</a><br/> <a href="http://act.org">act.org</a></p>                                          |  |
|                        | <p><b><a href="#">Review your college applications</a>.</b> Make note of all the pieces of information you will need to compile.</p>                                                                                                                                                                                                              |  |
|                        | <p><b>Request teacher letters of recommendation in person.</b> As soon as you possibly can, ask 2-3 teachers to write you letters of recommendation. Provide the individuals you've chosen with your resume.<br/> <a href="#">How to Request Recommendation Letters in Xello</a></p>                                                              |  |
|                        | <p><b>Review the essay prompts for your required essays.</b><br/> <a href="#">Writing Requirements (commonapp.org)</a></p>                                                                                                                                                                                                                        |  |
| September-<br>November | <p><b>Attend college fairs/ Meet with College Reps</b> at BMHS, <a href="#">Western Slope College Fair</a> in Aspen or fairs in Denver. Visit and tour colleges in person if possible.</p>                                                                                                                                                        |  |
| October-<br>December   | <p>Apply for admission – <b>Early Action/Early Decision</b> (Some colleges will have deadlines (rolling, priority, early decision, and early action) as early as October</p>                                                                                                                                                                      |  |
|                        | <p><b>Request all (official) test scores, IF REQUIRED/ DESIRED</b> (ACT, SAT) be sent to the schools on your list directly from the testing agency- collegeboard.org; actstudent.org</p>                                                                                                                                                          |  |
|                        | <p><b>Match your Common App and Xello Accounts</b><br/> <b><i>Xello&gt;College Planning&gt;College Applications</i></b></p>                                                                                                                                                                                                                       |  |
|                        | <p><b><a href="#">Request your Official Transcripts in Xello</a></b> – Be sure all schools you are applying to are listed in your Xello account.</p>                                                                                                                                                                                              |  |
|                        | <p><b><a href="#">Request Letters of Recommendation in Xello</a>.</b></p>                                                                                                                                                                                                                                                                         |  |
|                        | <p><b>Complete the <a href="#">CSS/Financial Aid Profile</a>, if required.</b> Find out if your school requires applicants to submit this additional financial aid application.</p>                                                                                                                                                               |  |
| December               | <p><b>Fill out the <a href="#">FAFSA</a> – fafsa.gov</b> The <u>Free Application for Federal Student Aid (FAFSA)</u> is available on October 1. This application determines your access to federal, state and even some private aid. Be sure to submit it as soon as possible, as many schools award aid on a first come, first served basis.</p> |  |
| November-<br>December  | <p>Search to apply for <b>college specific scholarships</b>. Go to the financial Aid/Scholarships page on each college you apply to.</p>                                                                                                                                                                                                          |  |



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| December-March | <p><b>Search/ Apply for private, national and local scholarships.</b> Ask your counselor about local scholarship opportunities, too, which will have fewer applicants. Review the list of scholarships in XELLO frequently.</p> <p><i><b>Xello&gt;College Planning&gt;Local Scholarships</b></i></p>               |  |
| January        | <b>January</b> – Request Mid-Year Transcripts in Xello (if required)                                                                                                                                                                                                                                               |  |
|                | <b>Send in any additional applications.</b> Regular applications usually have due dates January 1 to March 1.                                                                                                                                                                                                      |  |
|                | <b>Follow up with colleges.</b> Make sure your application, recommendation letters, test scores, transcripts and all required materials have been received.                                                                                                                                                        |  |
| January-May    | <b>Search/apply for scholarships.</b> Senior year is full of scholarship opportunities so keep looking and applying!                                                                                                                                                                                               |  |
| January-March  | <b>Watch the mail for application responses.</b> Acceptance, rejection and wait-list letters generally arrive in March and April.                                                                                                                                                                                  |  |
| March-April    | <b>Compare financial aid packages.</b> Take a good look at what is being offered by the schools that accepted you. Carefully consider the total costs of your top choices. Weigh all the factors and use your judgment to choose the college that will be your best fit — ACADEMICALLY, SOCIALLY, AND FINANCIALLY. |  |
| April-May      | If necessary, Start the Student Loan Application Process.                                                                                                                                                                                                                                                          |  |
| May            | <b>By May 1 - Make your decision.</b> Communicate that decision to all the schools by May 1. <b>Submit your deposit.</b> Once you've chosen your school, you will need to pay a deposit to secure your spot. This is usually due on May 1.                                                                         |  |
| May            | <b>Take AP Exams.</b> Be sure to take the exams for any AP courses you took during your senior year, so you can receive college credit.                                                                                                                                                                            |  |
| May-August     | <b>Spring/ Summer: Keep track of your college tasks &amp; deadlines!</b> Be sure to stay on top of deadlines regarding financial aid, orientation, housing arrangements, class scheduling, etc.                                                                                                                    |  |