

PRHS Senior-Year Timeline
CEEB Code - 391512
2025 - 2026

June-August

- Compile a list of reach, target, and safety schools. Use [Naviance](#) to access past historical PRHS data or college websites to view current freshman admission requirements.
- Ask two teachers and/or school counselor for a letter of recommendation if you didn't at the end of junior year. Provide a resume, Naviance Brag Sheet Survey, deadline date, and any additional recommendation forms not in your Naviance account. Teacher recommendations open in Naviance before the start of school.
- Attend Mrs. Whalen's summer/fall virtual college application workshops. Click [here](#) to access past events.
- Check into scholarship opportunities using [Naviance](#), [GoingMerry](#), or [Fastweb](#). Check the Financial Aid section for each college. Ask for scholarship information when you attend an admission event.
- Use social media to follow college admission offices. Check out college YouTube channels.
- Register for [SAT](#) and/or [ACT](#) summer/fall admission tests. Check the College Board and ACT websites for updated test dates and cancellation information.
- Create a file or Excel spreadsheet for each college you plan to apply to. Organize your college applications according to their deadline dates.
- Review your academic records (transcript) for accuracy in Sapphire. Print an unofficial copy of your transcript before the Sapphire rollover at the end of June.
- Complete the **Parental Transcript Release Form** one time in the Sapphire community portal.
- Create your [Common Application](#) account. The CA will go live on August 1. Seniors cannot apply before that date. Use [Naviance](#) to link your CA account with your Naviance. Colleges listed in your Common App will appear in Naviance under *Colleges I Am Applying To*.
- If currently receiving Special Education support, become familiar with post-secondary [Special Education Services](#). Contact each college/technical school's Disability Services Office for accommodation information and timeline.
- **Remember:**
 - **The School Counseling Office needs at least 10 business days to process your transcript requests. Seniors can request their transcripts through the Transcript Request Google Form. The Transcript Request Google Form will open after the 10-day add/drop period.**
 - **A parent's signature is required for all transcript requests. Fill out and submit the Parental Transcript Release Form one time. Forms are available in the Sapphire Community Portal.**
 - **Check your email regularly! Our office communicates with you through your school district email account. A delay in your response could prevent your transcript from being sent.**
 - **Transcripts are not sent to [Pitt](#) or [Penn State](#) (Main Campus). Students self-report their academic records ([SRAR](#)). Teacher letters of recommendation are not required.**

September

- Sign up for your senior appointment in the School Counseling Office or through your counselor's Google calendar. Calendars are available through the School Counseling Google Classroom.
- **Carefully** fill out your college applications. **Read and follow all the directions.** Check for mistakes!
- Register for October 4, 2025, SAT by September 19, 2025. **Test not offered at PRHS.**
- Register for October 25, 2025, ACT by September 19, 2025. **Test not offered at PRHS.**
- Sign up in Naviance to meet with college representatives visiting Pine-Richland High School throughout the fall and winter. These visits could be in person or virtual. Take advantage of this opportunity to inquire about admission requirements, college majors, careers, and scholarship opportunities.
- Continue to virtually attend college admission events. Look for major-specific virtual Open Houses.

October

- October 4, 2025. **Test not offered at PRHS.**
- October 6, 2025 - Attend the North Pittsburgh College Fair at La Roche College.
Note: Scholarship opportunity available for participating seniors.
- [Free Application for Federal Student Aid](#) (or FAFSA) applications are available online. Complete and return the [FAFSA](#) form as soon as possible. Check to make sure the college does not require any additional financial aid documents, such as the [CSS/Financial Aid Profile](#) through the College Board.
- October 16, 2025 – Attend virtual Financial Aid Night. A meeting link will be sent out to students/families.
- October 25, 2025 – [ACT](#). **Test not offered at PRHS.**
- Be aware of Early Action/Early Decision deadlines, such as October 15, November 1, and December 1.

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November

- Continue to work hard academically. Colleges may request your mid-year grades.
- Make note of financial aid deadline dates and any required documentation. Check to see if your colleges also require the [CSS Profile](#).
- Complete scholarship applications as required.

December

- The School Counseling Office **closes** for the holiday break. Please submit all transcript and letters of recommendation requests **10 business days** before the winter break (**December 8, 2025**).
- Some colleges will request a Mid-Year Grade Report. Make sure the School Counseling Office has a copy of your Mid-Year requests and appropriate forms from each college.
- Research and apply for scholarships available through your colleges.
- Attend **Past Graduate Day**.

January

- Update colleges with any new information, such as academic or athletic awards, personal or volunteer achievements, changes in senior year schedule, etc.
- **Check the status of your applications.** Call the office of admission or look online to verify that each school received all materials.
- If currently receiving Special Education support, become familiar with post-secondary [Special Education Services](#). Contact each college/technical school's Disability Services Office for accommodation information and timeline.

February/March

- Complete scholarship applications as required. Check with the School Counseling Office and high school announcements for local scholarship opportunities. The local [Good Fund Scholarships](#) open.
- Continue to monitor your applications to ensure materials are sent and received on time.
- Reply to any college waitlist offers. See Mrs. Whalen for help.

April

- Colleges notify students of admission decisions and financial aid awards.
- Visit colleges offering admission. Stay overnight, if possible.
- Continue to work hard academically. Colleges receive and consider your final grades.
- Submit your PRHS Graduation Survey (**required**) in [Naviance](#).

May

- May 1 – National Candidates' Reply Date – schools must be notified of your decision. Request an extension, if you need additional time. Don't forget to decline admission offers - other students are on the waitlist.
- **Wear Your Future Day** at PRHS. Students and staff celebrate senior decisions!
- Take the AP examinations.
- Complete the **PRHS Graduation Survey** in [Naviance](#). **This survey authorizes PRHS to forward your final transcript to the college/technical school you will be attending using Naviance.** Additional information is requested for state reporting purposes and to contact you in the future.

June

- Congratulations! Graduation is here. Look for new student orientation packets in the mail. Quickly respond to all requests from your college. Print out a copy of your unofficial transcript (Sapphire).
- The School Counseling Office will mail your final transcript automatically during June if you have correctly completed your PRHS Graduation Survey in Naviance.

Resources: [Naviance](#), [College and Career Info](#), [School Counseling](#), [Forms](#), [Podcasts & PowerPoints](#)
Questions? Please contact [Mrs. Whalen](#)