SENIOR—COLLEGE TO-DO LIST

❑ Submit to your counselor *ASAP*, your **character sketch**, **resume/activity list**, and **parent brag sheet**. Complete all tasks assigned to you on Google Classroom. Promptly **inform your counselor of your earliest application deadline** during a scheduled appointment.

❑ Carefully review your **transcript** through the Student Portal under *"Campus Backpack."*

❑ Attend individual college representatives' visits to North High. The frequently updated schedule can ONLY be found on Naviance under the "What's New" section. You must register for each event in order to attend.

❑ **SATs & ACTs** – Make sure you have registered for any additional standardized testing (www.collegeboard.org & www.act.org). ***YOU*** **are responsible for having your scores *officially* sent to colleges through the College Board and/or ACT website. If you are applying Early Decision or Early Action, and plan on taking any standardized test(s) this fall, you are advised to check the application guidelines for that particular school**.

❑ **Teacher Letters of Recommendation** – If you haven't already, ask 2 (major academic subject) teachers (from junior or senior year) to write you a letter of recommendation for college; inform them of your earliest deadline.

✓ *Teachers will NOT be able to submit their recommendation until you meet with your counselor to activate your colleges (see next for specifics).*

✓ ***After*** *activating colleges with your counselor and verbally requesting a letter of recommendation from a teacher; log into Naviance and officially submit that "request". Naviance Teacher Request Instructions*

✓ *Naviance displays the required and allowed number of recommenders for each* ***activated*** *college; manage and monitor your requested letters there.*

✓ *We suggest that you* ***waive*** *your right to view your recommendation and sign where required.*

❑ Continue to work on your **college essays.** Consult an English teacher and your counselor for help, if needed. Read the application instructions of your prospective colleges to see what supplemental essays they require.

❑ **Requesting submission of counselor portion** – Please refer to the checklist on the following page. **Your first request for the counselor portion must be made at least 15 school days before the college deadline… subsequent requests are due 10 school days prior to the college deadline.**

✓ College deadline of October 15th - due to counselor: **September 22nd.**
✓ College deadline of November 1st - due to counselor: **October 10th.**
✓ Any college deadlines of November 15th - December 1 - due to counselor: **October 24th**.
✓ All remaining applications - due to counselor: **December 3rd.**

❑ You are responsible for knowing your **application deadlines** and reading application instructions on the college's website AND Common App. Be on the lookout for **self-reported transcript requirement**s and carefully follow instructions on how to complete and submit. *(STARS)*.

❑ **Be sure to save all of your college essays, etc in more than one location (Google, flash, cloud). Save passwords in a place you can access during the school day.**

❑ **Senior Year really matters!** Every college you apply to receives your first semester (quarters 1 and 2 grades) in February. First quarter report cards are sent to colleges by student request only. The college(s) you are accepted to will monitor your work for **all** of senior year! *Any changes should occur before your first college application gets sent out!* ***You must be enrolled in at least 6 courses, *plus* Phys Ed.**

Processing/Requesting *Counselor & Teacher* portions of your application:

You will need to meet with your counselor in person, to verbally request that we send your transcript, school profile and counselor portion of the application to your selected colleges.

❑ Complete all tasks assigned to you in Google Classroom, including the **Character Sketch, Resume/Activity List and Parent Brag Sheet to your counselor.**

COMMON APPLICATION SCHOOLS:

Complete these steps in the following order:

- ❑ Create a Common App Account
- ❑ Add college(s) to **"My Colleges"**
- ❑ Complete the **Education Information** section on the application
- ❑ Sign the **FERPA Waiver** (only needs to be completed once)

  We suggest that you ***waive*** your right to view your recommendation and sign where required. Log onto Naviance – under "Colleges I'm applying to" complete "Common App Matching" if it's incomplete.

NON-COMMON APPLICATION SCHOOLS:

Look for one of the following forms (if available):

Secondary School Report or Transcript Request or Counselor Recommendation

- ❑ Complete the student section of the form & bring it to your counselor appointment

  We suggest that you ***waive*** your right to view your recommendation and sign where required.

CUNY SCHOOLS:

- ❑ Complete the CUNY application in its entirety and then submit.
- ❑ Provide your counselor with your assigned CUNYFIRST ID number.

❑ **Schedule a full period appointment with your counselor.**

Your first request for the counselor portion must be made at least 15 school days before the college deadline… subsequent requests are due 10 school days prior to the college deadline.

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- ✓ College deadline of November 1st - due to counselor: **October 10th.**
- ✓ Any college deadlines of November 15th - December 1 - due to counselor: **October 24th**.
- ✓ All remaining applications - due to counselor: **December 3rd.**

❑ **AFTER** meeting with your counselor to activate colleges, sign into Naviance and officially ***"request" a letter of recommendation*** from your teachers. Naviance Teacher Request Instructions

Email requests will NOT be processed.