



Checklist for Students Applying Direct to Institution

- ☐ Review your transcript in StudentVUE.
- ☐ Login to Xello.
- ☐ Under College Planning (within Quick Links), click ["create your first application"](#) and add schools.
- ☐ Indicate application method, admission type, and deadline.
- ☐ Click request transcript.
- ☐ Playing a sport in college? Add NCAA Clearinghouse as a transcript request.

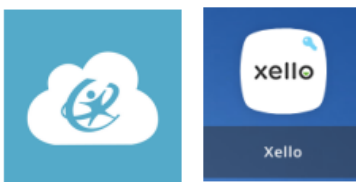
Checklist for Students Applying through Common App

- ☐ Review your transcript in StudentVUE.
- ☐ Create a Common App account
- ☐ Complete profile and add colleges
- ☐ You MUST waive your rights within the FERPA release authorization
- ☐ You MUST connect your Common App account with your Xello account
([Directions to link Common App to Xello](#))
- ☐ Assign counselor in Xello. Click ["assign counselor"](#) under the college application for a specific school. You should only have to do this once. *Critical step! We are unable to send documents if you do not assign your counselor.*
- ☐ Request teacher letters of rec if required (see section below)
- ☐ Complete [this survey](#) if a counselor recommendation is required and send to or share with your counselor
- ☐ Optional Resources
 - Overview: [Review Common App and Xello file](#)
 - Summary video: [Request your documents through Xello](#)

Career Information

Review the [Career Exploration Page](#) on the BVNW Counseling Canvas course.

Xello



Signing into Xello	Directions
Scholarships	Directions to access scholarship in Xello Scholarship Resources and Search Engines BV Educational Foundation Scholarships
College Application Tracker	Directions to review if needed

Transcripts/Scores

If you have taken classes at JCCC, through College Now (JCCC), or dual credit with Baker, you will need to request a transcript directly from JCCC or Baker to go to the school you plan to attend.

View BVNW Unofficial Transcripts for self reporting	Instructions to view unofficial transcripts.
★ BVNW Official Transcripts	Directions to request a transcript on Xello.
JCCC (College Now/ QuickStep+)	Transcripts from JCCC can be requested here.
Baker (Concurrent Credit)	Transcripts from Baker can be requested here.
AP Scores	Sending AP scores.
SAT Scores	Sending SAT scores.
ACT Scores	Sending ACT scores.

Letters of Recommendation

Teacher Letters of Recommendation	• Requesting Teacher Letters of Recommendation • While some schools require teacher or counselor letters of recommendation, many do not. • To determine if you need one, see college's admissions website or information under "My Colleges" on Common App
Counselor Letters of Recommendation	• Complete Senior Survey for Counselor Recommendations • To determine if a counselor letter is required, see these directions
Other Recommender (outside of Blue Valley)	• If you have a recommender from outside of Blue Valley, they will need to submit their letter directly to the college. • If you are applying through Common Application, you will add their name and email as an "Other Recommender" in your Common App account.

College Visits



Sign up for College Visits [using this link](#). More information is available on the [BVNW Counseling Canvas Course](#) under "College Visits."

- Colleges and universities are added throughout the year, so please check back periodically and review the schools listed in announcements.
- College visits typically last up to 30 minutes and are group meetings.
- Please note, if the meeting overlaps with one of your classes, it is your responsibility to communicate with your teacher ahead of time and make up any missing work.
- Put a reminder in your calendar or phone to remember which school/date you signed up for.

Resources

BVNW Counseling Canvas	College Planning page
Senior College Advisory Lesson	Presentation Link (pdf) Video Presentation Link
Senior College Session Presentation	Presentation Link
Timeline	BVNW Suggested Senior Timeline

