ALBANY ACADEMY

College Planning Timeline - Grade 12

Overall Focus

- Continue to do well in school. First trimester grades are sent as Mid-Year Reports to colleges. Some colleges will ask for second trimester grades as well.
- Visit and revisit colleges. Attend Open House programs and information sessions (on-campus/virtual).

Monthly Focus

July/August

- Work on your Senior Summer Assignment.
- Work on your Common Application after August 1. (www.commonapp.org).
- Attend Summer Application Workshops during the last two weeks of August. Check your e-mail for dates, times, and locations.

September

- Welcome back, Seniors!
- Attend Summer Application Workshops. Check your e-mail for date, time, and location.
- Review your transcript, making sure that all information provided is correct; return transcript and signed School documents Release Form.
- Talk to your college counselor about the standardized testing strategy that is best for you.
- Update your college list with an ACCURATE APPLICATION TYPE (ED, EA, RD, etc.) to ensure your school documents are uploaded and submitted prior to deadlines!
- If applying ED/EA, notify your college counselor ASAP!
- If applying ED/EA, submit your completed application to your college counselor at least one week before the deadline.
- Submit your Request for School Documents form 2 weeks prior to deadlines.
- Request Teacher Recommendation Letters in person and again via Naviance Student.
- Notify teachers of application deadlines for recommendation letters.

October

- Continue working on college applications and essays.
- Meet with your college counselor.
- If applying ED/EA, notify your college counselor.
- If applying ED/EA, submit your completed application to your college counselor at least one week before the deadline.
- Submit your Request for School Documents form 2 weeks prior to deadlines.
- Complete Free Application for Federal Student Aid (FAFSA).
- Complete the CSS Profile Financial Aid Form. (See a list of colleges that require the Profile on the College Board website.)
- Remind teachers of application deadlines for recommendation letters.

November

- Attend Student/Parent/Advisor Conferences.
- Submit your Request for School Documents form 2 weeks prior to deadlines.
- Complete Free Application for Federal Student Aid (FAFSA) and CSS Profile (if required).
- First trimester ends: these grades are considered your Mid-Year Report and are sent to colleges.

December

- Continue to work hard and study.
- Write thank you notes to the teachers/others who wrote your recommendations.
- Notify your college counselor of any ED/EA decisions.
- If applying Regular Decision, submit your completed application to your college counselor at least one week before Winter Break.

- Complete Free Application for Federal Student Aid (FAFSA) and CSS Profile (if required).
- Submit your Request for School Documents form 2 weeks prior to deadlines.

January/February

- Work and study hard. Some colleges will be looking for your winter trimester grades.

March

- Decisions will begin to arrive. Enter college decisions in Naviance Student and inform your college counselor.

April

- Meet with your college counselor to discuss your options.
- Revisit colleges where accepted.
- Decide if you want to remain on any waitlists and follow those procedures.
- Make your final decision and send your deposit check by May 1 to ONE of the schools where you were admitted.
- Notify your college counselor of your final decision.

May

- Take appropriate AP exams.

June

- Commencement!
- The College Counseling Office will send your Official Final Transcript to the college where you enrolled.