



PHS 12TH GRADE COLLEGE APPLICATION CHECKLIST

STUDENT RESPONSIBILITIES

- ☐ Submit student/parent brag sheets to counselor 8 weeks before the first college deadline.
- ☐ Submit teacher brag sheet to teacher recommenders (if required by teacher) at least 8 weeks before the first college deadline
- ☐ Sign your FERPA waiver and connect the Common Application to SCOIR. Click [here](#) for instructions.
- ☐ Add and rank teacher recommenders in SCOIR. Click [here](#) for instructions.
- ☐ Please note that counselor letters do not need to be requested. They are a required component of the college application and will be sent automatically to every college.
- ☐ Complete and submit college applications on CA by the deadline. You DO NOT need to wait for the counseling office to submit your materials. The counseling materials are sent independent of the student's college application and DO NOT need to coincide.
- ☐ Sign ED agreement if applicable in the Common App.
- ☐ On SCOIR, request parent to sign the ED agreement. Click [here](#) for instructions. Both steps must be completed before your counselor can sign the ED agreement.
- ☐ If applicable, request a fee waiver in the Common App by navigating to My Common Application→Profile→Common App Fee waiver.

- ☐ Send official SAT and/or ACT scores from the testing agency to colleges that require official score reports. Be sure to review each college's testing requirements carefully on its website.
- ☐ Fill out the [CSS Profile](#) and/or [FAFSA](#) for financial aid as required by the college
 - ☐ If you transferred to PHS from an international high school, contact that school and request your transcripts to be sent directly from your previous school to the colleges you're applying to.

COUNSELING OFFICE RESPONSIBILITIES

- ☐ Submit PHS transcripts to colleges via SCOIR
 - ☐ Submit Counselor AND Teacher recommendations to colleges via SCOIR
 - ☐ Submit School Profile to colleges via SCOIR
 - ☐ Submit Secondary School Report to colleges via SCOIR
- **The PHS counseling office does not send ANY standardized testing information to colleges. Testing information is not listed on the transcript or sent via SCOIR. The standardized testing information on SCOIR is for reporting purposes only.****

TEACHER RESPONSIBILITIES

- ☐ Upload Letter of Recommendation to SCOIR