



COLLEGE & CAREER COUNSELING OFFICE



COLLEGE PLANNING CHECK LIST

I am applying to college! What do I need to do?

Fall of Senior year

- Schedule an appointment with your counselor
- Request a recommendation from your teacher after receiving their permission by submitting form 1 - **Teacher Recommendation Request**: (2 teachers max): [Teacher Recommendation Request](#)
- Request a letter of recommendation from your counselor by submitting form 2: **Student Feedback for Counselor Letter of Recommendation**: [Counselor Recommendation Request](#)
- Submit Form 3 - **Parent Feedback for Counselor Letter of Recommendation**: [Parent Feedback Form](#)
- Submit your resume to your counselor and upload a copy to your application, if applicable
- Fill out the Common App and submit the application to the college
*Be sure to meet the deadline!
- Send SAT/ACT scores to the college (if applicable)
*Check the policy for admission and scholarships if the college is test optional.
- Log into School Links, Go to College Applications, Connect Common Application with School Links account, and complete the FERPA
- For Teacher Letters of Recommendation, invite them under add recommender in School Links account
- Fill out and submit the FAFSA online at: [Financial Aid Application](#)
*Be sure to meet all deadlines!
- Check if your college also requires the CSS profile:
[CSS Profile Participating Institutions](#)
*Be sure to meet the deadline!