College Application Responsibilities Checklist

PARENT	STUDENT	COUNSELOR
☐ Application fee ☐ Test score payments (one free ACT in April) ☐ Request your Federal Student Aid ID (FSA ID) to start FAFSA parent process: finaid.ed.gov ☐ CSS Profile Parent Information section (if required by the college) ☐ FAFSA - Priority Filing Period: December-March	☐ Creating a list of colleges in SCOIR ☐ Requesting rec letters from teachers ☐ Applications and essays ☐ Send official test scores to colleges (ACT, SAT, AP) ☐ Check email for notices from colleges ☐ Request your Federal Student Aid ID (FSA ID) to start FAFSA process: finaid.ed.gov ☐ CSS Profile (for financial aid if required by college) cssprofile.collegeboard.org	☐ Send letter of recommendation (if needed by the college) ☐ Send SMCC transcripts ☐ Send Secondary School report (if needed by the college) ☐ Send Mid-Year report ☐ Send Final report and final SMCC transcripts

LETTERS OF REC PROCESS	HOW TO SEND ACT SCORES	HOW TO REQUEST A TRANSCRIPT

☐ Verbally ask a teacher or counselor for a recommendation letter
☐ Complete the Teacher Rec Letter Survey in SCOIR (in the surveys section)
☐ Update your activities and achievements in SCOIR
☐ Send your recommendation request in SCOIR
☐ Write a thank you note to the person who wrote your letter
	☐ Log into your account on actstudent.org
	☐ Search for the college by name, state, or code
	☐ Choose delivery option:
	  ☐ Regular: Score delivered every two weeks
	  ☐ Priority: Score delivered within 2 days
	☐ Select your college (s) and place order
		☐ In the "My Colleges" section in SCOIR, select the college you wish to apply to in the "following" section and drag it to the "applying" section. Provide the information requested and SAVE.
		☐ Once you have submitted your application, move the college from the "Applying" section to the "Applied" section in SCOIR.
		☐ Once you have moved your college to the "Applied" section, your counselor will send your transcript

REQUIRED SCHOOL INFO FOR THE COMMON APP	FINANCIAL AID: FAFSA	FINANCIAL AID: CSS PROFILE
Here is the information to help you answer the questions in the Education Section on the Common Application: ☐ Counselor's Job Title: College Counselor ☐ Phone: (734)-241-7622 ☐ Class Rank Reporting: None ☐ Class Size: 67 ☐ GPA Scale: 4 point ☐ GPA: Weighted ☐ Course Scheduling System: Semester	☐ Request FSA ID number before December for parent and student ☐ Go to the College Advising Website for information on Financial Aid ☐ Complete FAFSA application: Priority Filing Period: December-March	☐ Additional Financial Aid Application required by some colleges and universities ☐ For the list of colleges requiring CSS profile, visit https://student.collegeboard.org/css-financial-aid-profile ☐ If applying Early Decision/Early Action/Priority to a college that requires the CSS Profile, complete the Profile by the application deadline