SENIOR COLLEGE CHECKLIST CLASS OF 2027

Completing the tasks below will allow students to effectively manage and plan for the college application process in a timely manner

Senior Seminar: All seniors will be scheduled into two guidance seminars during the weeks of September 14th and September 21st. In these seminars, we will review the process to research colleges and the steps the students must take to apply to their colleges. Parents are strongly encouraged to review their child's progress and college/career considerations in SCOIR, our college and career planning software. Students can invite their parents to SCOIR through their student profile account.

During Senior Seminars students will:

- Conduct research based on academic focus, degree, size, location, setting, athletics and much more. Students can "follow" any school they are interested in, in SCOIR.
- In SCOIR, students will review colleges: academics, student life, cost & aid and view virtual tours. Viewing the scattergrams will help determine their reach, target and likely schools based on their current GPA, PSAT/SAT scores and past acceptance of Pemborke High School Students (since 2005). Students can opt to turn the "Acceptance Heat Map" to further determine their acceptance percentages.
- All seniors should already have signed up for Guidance Senior Google Classroom. **The class code is: gipv2nr.** Information, timelines, updates and more will be posted on this site throughout the remainder of their senior year. Seniors should actively work on their college applications, and follow up with their guidance counselor with questions as needed.

Senior Fall to-do List:

- Continue to research colleges: click on the "Discover" tab in SCOIR and conduct college searches. Students should "follow" any colleges of interest. Students are encouraged to narrow down a list of colleges to apply to approximately 8-10 schools.
- Contact colleges and schedule campus tours. This can be done via the college website or by attending an in-person or virtual college fair. Colleges like to know if interested applicants have toured their campus!

- Seniors may be excused up to four days for college visits (Please see handbook for required documentation)

Attend the College Fair at Pembroke High School on September 24th, 2026 from 6-8pm.

- Log into SCOIR & register to meet with college representatives during Titan Time: TBD

- **Complete the "Student Brag Sheet"** - To access this form:
  - Click on the initial in the right hand corner and select "Surveys". The Student Brag Sheet is located on the left side of the screen.
  - Thoroughly & thoughtfully complete the brag sheet. The students' guidance counselor and two teachers will use this form to write letters of recommendation.
  - The students should compile a list of activities, awards, recognitions, community service, volunteer work, employment, sports, clubs, leadership positions and all extra-curriculars and be prepared to include it all in the brag sheet. The more information the student provides, the better the letter of recommendation will be!
- **Teacher Recommendation Request:**
  - Students should ask for two different teachers to write a letter of recommendation. (Requests must be submitted in SCOIR. Only invite recommenders via Common App for non-PHS staff)

- Finalize the Common Application essay and any school specific supplemental essays that may need to be written.
- Common Application Essay Prompts *(Optional)*: Located in Guidance Google Classroom
- Build a Resume in SCOIR *(Optional)*: Click on your initial in the right-hand corner and click on "Profile". Complete the Personal Statement, Activities & Achievements, & College Preference Sections.

Create a Standardized Testing Plan:

- Many colleges are SAT/ACT Optional. It is recommended that students take standardized tests at least two times.
  - Once in the spring of their junior year and the second time in the summer/fall of senior year.
  - **Any student that has a family that is experiencing financial hardship should see their guidance counselor for a fee waiver.*

- SAT: Students should login to their CollegeBoard accounts **www.collegeboard.org** to register.
    - SAT Fall Test Dates 2026:
        - November 7 - Registration Deadline: October 23
        - December 5 - Registration Deadline: November 20
- ACT: Students should create an account and register for ACT at: **www.actstudent.org**
    - ACT Fall Test Dates:
        - October 17 - Registration Deadline: October 23
        - December 12 - Registration Deadline: November 6

- Submit SAT/ACT Colleges if opting to send the scores to colleges; students are responsible for sending official scores by logging into their SAT and/or ACT account and choosing “send scores”

Student Athletes:

- Any student that is considering playing sports at Division I or Division II college must complete the NCAA Clearinghouse online registration at: NCAA ClearingHouse. This is required to ensure the student meets NCAA eligibility requirements. Student athletes must alert Mrs. Schneider once registration is complete, she can upload an updated transcript to the NCAA.

Ready to Apply to Colleges:

- Create a Common App account: www.commonapp.org
- The Common Application is a single online college application form used by over 900 colleges and universities. Instead of filling out the same general information - like address, GPA and extracurriculars a dozen times, it only has to be completed once.
- In the Common App, go to “Education” section: Add PHS as your school
- In the Common App, go to College Search - find college - select add. Must choose a preferred start term and admission plan for every college student adds.
- In the Common App, under My Colleges, go to ‘Recommenders and FERPA’ select Release Authorization.
    - Students are encouraged to grant access and waive their rights as it provides assurance to the admission committee that the letters of rec are confidential and truthful. This step only needs to be completed once and will carry over to all colleges.

- Go back to SCOIR: Connect Common App account with SCOIR
    - Under Profile on the right: Click box “Connect Common App”

    - Enter Common App login credentials
    - Click “I agree” and then “Connect” (Should get “Success” message)
- Students are redirected back to Scoir and their Common App status is updated to “Connected”

- Make sure all colleges in each student’s Common App are in the SCOIR’s “Applying” column (Should pull from Common App when synced)
    - Only syncs from Common App to SCOIR, not vice versa.
- Add any non-Common App colleges into SCOIR “Applying” column
- Complete all section of the Common App (or college specific app)
- Review and Submit Applications
- In SCOIR: Drag any **NON-COMMON APP colleges** from “Applying” to “Applied” column
- Follow up with teachers to make sure they are aware of the students first college deadline
- In SCOIR: Check submission status of recommendation letters/transcripts/doc under the “Recs/Docs” tab.
- Note on Rec Letters: In SCOIR, once the rec letter status has changed to “Created” - Students will need to assign rec letters to each college.
    - Pay attention to colleges that only accept ONE teacher recommendation, as students will need to choose which one to send.

Financial Aid Information:

- Create an FSA ID - This allows students and parents to identify themselves electronically to access the Federal Student Aid websites. Both parent and student need to create their own FSA ID. Students will invite the parent as a contributor.
- Complete the **Free Application for Federal Student Aid Form (FAFSA)** which will be available on October 1, 2026. This form is completed by current and prospective college students to determine their eligibility for student financial aid. Completing the form can qualify students for federal grants, loans and work study programs
- Any student applying to a private college or university should check to see if they need to complete the **College Scholarship Service Profile (CSS Profile)** which is an application approximately 300 private colleges and universities use. The CSS Profile is administered and maintained by the College Board.

IMPORTANT NOTES AND INFORMATION:

- Students are responsible for submitting their SAT/ACT scores to their colleges. They can do so through their SAT/ACT accounts.

    - SAT scores are not printed on the students transcripts
- Any student that has a family experiencing financial hardship can request an application fee waiver in SCOIR. This must be approved by the student's guidance counselor.
- Early Decision Applicants: Early Decision (ED) is a binding agreement, where the student indicates to the college that upon acceptance that they will attend that school.
    - This is a good option if the student has a number one school and there are no financial concerns.
- Students can only apply to one school under ED, because it is a binding agreement, the institution requires signatures from student, family and a school counselor.
    - Once accepted to a college under ED, the students are required to withdraw all other applications in the Common App.