



The College Application Process

Great Neck South High School

Senior Checklist

Getting Started

- ☐ **1. Complete the Counselor Questionnaire/Resume Assignment.** Submit the Counselor Questionnaire/Resume Assignment in your counselor's Google Classroom **as soon as possible** so your counselor has sufficient time to write your letter of recommendation.
- ☐ **2. Create Your College Application Accounts.** Create your [Common Application](#) account, as well as accounts for colleges that do not use the Common Application, using **one professional personal email address**. Keep all usernames and passwords in a safe place.
- ☐ **3. Complete the FERPA Agreements.** Complete the FERPA Privacy Notice Agreement in the Common Application **and** the FERPA Agreement in your counselor's Google Classroom. **Counselors and teachers cannot submit transcripts or recommendations until both agreements have been completed.**
- ☐ **4. Match Your Common Application & Naviance Accounts.** Complete the Education section of the Common Application and the FERPA Agreement before matching your Common Application and Naviance accounts.
- ☐ **5. Review Your College List.** Review your colleges in Naviance under "**Colleges I'm Applying To.**" Colleges using the Common Application will appear automatically after your accounts are matched. Colleges not on the Common Application will be added by the Guidance Office after your College Transcript Release Form has been submitted.

Submitting Your Applications

- ☐ **6. Send Official SAT/ACT Scores.** Official SAT and/or ACT scores must be sent directly through your [College Board](#) and/or [ACT](#) accounts. Students are responsible for sending their own official scores.
- ☐ **7. Register for College Representative Visits.** Register through Naviance for any college representative visits you wish to attend. New visits are added regularly.
- ☐ **8. Pay Attention to Deadlines.** Counselor and teacher deadlines are critical! Please refer to the next page.
- ☐ **9. Submit Your College Transcript Release Form.** Submit your completed Transcript Release Form through your counselor's Google Classroom, then schedule an appointment with your counselor. **Parent/guardian signatures are required.**
- ☐ **10. Request Teacher Recommendations.** Speak with your teachers **before** inviting them through Naviance. If mailing is required, provide addressed envelopes with sufficient postage.
- ☐ **11. Complete Your Essays.** Start early! Ask your English teacher or counselor for assistance and be mindful of all deadlines.

After You Apply

- ☐ **12. Continue Working Hard.** Senior grades matter! Many colleges require first-quarter and mid-year grades.
- ☐ **13. Verify Your Application is Complete.** Follow up with each college before its deadline to ensure all required materials have been received.
- ☐ **14. Apply for Financial Aid.** Research the [CSS Profile](#), [FAFSA](#), [TAP](#), [NYS DREAM Act](#), [Great Neck Student Aid](#), and scholarship opportunities. Please visit our [website](#) for additional information.
- ☐ **15. Complete STARS (If Required).** Some colleges require students to complete the Self-Reported Transcript and Academic Record System ([STARS](#)).
- ☐ **16. Check Your Email Daily.** Many colleges will email important next steps, including instructions for setting up applicant portals.

Most Important

★ 17. Stay Connected with Your Counselor

See your counselor often throughout the process. We're here to answer your questions, help you stay on track, and support you every step of the way.

You are not alone!

DEADLINE INFORMATION

College Deadline	Counselor/Teacher Deadline
October 15, 2026	September 23, 2026
November 1, 2026	October 9, 2026
November 15, 2026	October 23, 2026
December 1, 2026	November 13, 2026
January 1, 2027	December 2, 2026

- **For Counselors:** Minimum of FIFTEEN (15) school days required for any deadlines not indicated above.
- **For Teachers:** Minimum of FIFTEEN (15) school days required for any deadlines not indicated above.