

COLLEGE/TECH SCHOOL APPLICATION CHECKLIST

JUNIOR YEAR

- Explore future plan options and begin to narrow down**
 - 5-10 colleges/universities - Use Career Cruising and College Board's Big Future.
 - Military branches
 - Technical schools
 - Enter workforce with employable skills gained in high school
- Visit colleges, tech schools, or military recruiters.** Visits should begin in the spring of junior year.
- Take the SAT/ACT.** Take in the spring of junior year **and** consider retesting in the very beginning of senior year.

BEGINNING OF SENIOR YEAR – If you are applying to a two-year or four-year post-secondary school

- Ask for **letters of recommendation** from teachers/recommenders **one month** in advance of due date. Do not assume teachers will do this for you. Ask politely and offer plenty of time for completion.
- Complete online application** for each college/university and/or Common App
If completing application online, be sure to print all necessary forms (such as a Counselor Form)
- Collect and organize application requirements** for each college/university and/or Common App
Use the College Application Organizer provided by our office (see last page) or develop your own spreadsheet to track deadlines and necessary materials needed for each school application
- Complete a blue **Transcript Request Form** for **each** college/university and/or Common App
If you would like your Counselor to write a letter of recommendation for you, be sure to indicate this on the Transcript Request Form and include a completed green Recommendation Form
- Compile all applicable materials** you wish the Counseling Office to send with your transcript.
 - Letters of Recommendation
 - Fee Waiver
 - Other
 - \$1.00 Mailing Fee
- Submit blue **Transcript Request Form** with all necessary materials (mailing fee, letters of recommendation, Counselor Form, etc.) to the Counseling Office **at least 10 school days** prior to the due date
- Most colleges/universities wish to see applicant's mid-year grades. You must request to have these grades submitted to schools. To do so, please complete a purple **Mid-Year Transcript Request Form** by the end of January/beginning of February. Mid-year transcripts are usually ready to mail by mid-February.

In order to guarantee your transcript and application materials arrive at the college of your choice on time, **YOU MUST submit all materials to the Counseling Office at LEAST 10 SCHOOL DAYS prior to the advertised deadline.**