












College Application Checklist- Class of 2021

	Task	Timeframe	Where
<input type="checkbox"/>	<p>1. Complete the <i>Teacher Information Form</i> <i>This should be completed for each teacher you are asking to write a letter of recommendation. The information on this form will help your teachers write a more personalized letter for you.</i></p>	June 12, 2020- Summer 2020	 NAVIANCE "About Me"
<input type="checkbox"/>	<p>2. Complete the <i>Counselor Information Form</i> <i>This gives a complete picture of your activities - both in and out of school, your honors and awards, and other information that helps your counselor write a comprehensive letter of recommendation.</i></p>	June 12, 2020- Summer 2020	 NAVIANCE "About Me"
<input type="checkbox"/>	<p>3. Have your parent/guardian complete the <i>Parent Information Form</i> <i>This is optional but it gives your school counselor additional information from your parent that may assist in writing your letter of recommendation.</i></p>	June 12, 2020- Summer 2020	 NAVIANCE "About Me"
<input type="checkbox"/>	<p>4. Add Colleges to the '<i>Colleges I Am Thinking About</i>' List <i>Log onto your Naviance account and add colleges to 'Colleges I Am Thinking About' list. Be sure to keep this list up to date as you add schools or change your mind about applying to one. *Please Note- You do not edit "Colleges I am Applying To". The registrar will do that after you complete a transcript request.</i></p>	Ongoing *But should stay up to date	 NAVIANCE "Colleges"
<input type="checkbox"/>	<p>5. Complete <i>Transcript Request Form and Waiver</i> <i>The transcript request form allows students to inform the high school where they are applying so we know where to send transcripts. The waiver is a part of this form and allows our letters of recommendation to be submitted to colleges confidentially. We will not release recommendations if this is not waived. A new form will need to be submitted for each college or added schools.</i></p> <p style="text-align: center;">https://forms.gle/zfXD2UwNLoeDMcZc7</p>	20 Days prior to first deadline *See College Due Date Chart	 Google Forms
<input type="checkbox"/>	<p>6. Complete the <i>Teacher Recommendation Request Form</i> <i>This form notifies your teachers of the colleges to send letters to and their deadline dates. Your teachers will send your letters electronically through Naviance or mail them if necessary to any schools listed. Don't forget to write a thank you note for each teacher who writes a letter for you. A new form should be completed and given to teachers if you add more schools. *Please complete this form even if you have colleges that do not require an official transcript.</i></p> <p style="text-align: center;">https://hohsstudentservices.weebly.com/announcements.html</p>	20 Days prior to first deadline *See College Due Date Chart	 Turn-in to your Teacher (Via Email)
<input type="checkbox"/>	<p>7. Invite Teachers in Naviance (This step puts your name on the teacher's list of letters to write in Naviance) <i>Click on "colleges" then 'letters of recommendation.' Click the 'add requests' button. Select the teacher you would like to write a recommendation for each college from the drop down menu. Repeat for additional teachers. Click the Save button.</i></p> <p><i>**ARL Teachers will not be on this list – you should discuss with them via email. **If you have not turned in your Transcript Request Form or recently turned it in, you will not be able to add specific colleges for specific teachers.</i></p>	24 Hours after submitting the Transcript Request Form	 NAVIANCE "Colleges"

	Task	Timeframe	Where
<input type="checkbox"/>	<p>8. <u>If you are applying to colleges using the Common App- Add Colleges to "My Colleges"</u></p> <p>Log onto the Common Application website and add any colleges you are applying to that accept that Common Application.</p>	<p>20 days prior to first deadline</p> <p>*See College Due Date Chart</p>	
<input type="checkbox"/>	<p>9. <u>If you are applying to colleges using the Common App.- MATCH your Common App and Naviance</u></p> <p>**This is critical for your counselors and teachers to be able to submit documents on your behalf and access your Teacher Information Forms.</p> <p>Go into Colleges I'm Applying, Select "Match Accounts", and type in your email address used to create your Common App account.</p> <p>Tutorial Video: https://www.youtube.com/watch?v=ia0XSDC-3y0&feature=youtu.be</p> <p>If a school accepts multiple application types- go into "Colleges I am Applying to" and click on "Unknown" under "Applying via Common App?" to let them know that you intend to apply with the Common Application.</p>	<p>Once you complete the Education Section and sign FERPA on Common App</p>	 <p>"Colleges"</p>
<input type="checkbox"/>	<p>10. Request Test Scores Be Sent To Colleges</p> <p>Colleges want your ACT and SAT scores sent directly from ACT or The College Board. Log on to your account at www.actstudent.org or www.collegeboard.com and follow the instructions to have your scores sent to your list of colleges.</p>	<p>When finished testing</p>	
<input type="checkbox"/>	<p>11. If you are planning to play a sport in college, register with the NCAA Eligibility Center</p> <p>Go to www.eligibilitycenter.org and click on "New Account" in the upper right hand corner. Once you create an account, you must request an official transcript from the school by adding NCAA to the BLUE Transcript Request Form. Official SAT/ACT scores must also be sent to the NCAA.</p> <p>Note: When you commit to play a DI or DII sport in your senior year, you must also request a Final Transcript from the Registrar to be sent to the NCAA</p>	<p>Summer 2020</p>	
<input type="checkbox"/>	<p>12. Complete the Free Application for Student Aid (FAFSA)</p> <p>Go to www.fafsa.ed.gov. Complete the form as early as possible after October 1. Money is often awarded on a first come, first serve basis. There are many helpful sites that you can practice completing the form prior to October 1 but make sure you DO NOT pay for any service related to this form. It's FREE!</p>	<p>Begins on October 1, 2020</p>	<p>fafsa.ed.gov</p>
<input type="checkbox"/>	<p>13. If applicable, complete the CSS Profile.</p> <p>The CSS/Financial Aid PROFILE (often written as CSS PROFILE), short for the College Scholarship Service PROFILE, is an application distributed by the College Board in the United States allowing college students to apply for financial aid. Approximately 300 colleges participate.</p>	<p>Two weeks before the earliest application deadline</p>	<p>www.collegeboard.org</p>
<input type="checkbox"/>	<p>14. Submit applications by the deadline dates posted</p>	<p>Varies</p>	<p>College Website</p>