

Senior Year Student College Application Check List

Timeframe Completed	Task
Oct-Jan	Establish organization method for College Application Process <ul style="list-style-type: none"> • Write important dates on a calendar (most Early Action Deadlines occur in November & December) • Start excel spreadsheet with college information including Admissions Department website & phone number • WRITE down passwords for ALL application accounts and keep in a safe place!
Sept-Jan	Log on to Naviance <ul style="list-style-type: none"> • Go to Clever Portal on CCPS homepage • Select Naviance and log on using CCPS issued email and password
Sept-Jan	Create Common Application Account https://apply.commonapp.org/createaccount
Sept-Jan	Match Common App & Naviance Account http://www.screencast.com/t/gxEQkElyo1
Sept-Jan	Load colleges you are applying to in Common App AND Naviance https://www.screencast.com/t/Eibj9ggU <ul style="list-style-type: none"> • make sure the lists match! • Select HOW you are applying (Directly to the institution OR Common App) • If the college does not use Common App select → “Directly to the Institution”
Sept-Jan	Email teacher(s) and/or counselor to request a Letter of Recommendation (<i>at least 3 weeks prior to application deadline</i>)
Sept- Jan	Complete Brag Sheet (posted in Google Classroom) or Letter of Recommendation Survey on Naviance home screen.
Sept-Jan	Request Letter of Recommendation through Naviance https://www.screencast.com/t/VD4X5XIMU
Sept-Jan	Request an Initial Transcript through Naviance https://www.screencast.com/t/Bk6kjS5ySK
ON GOING	Track documentation in Naviance and follow up with teachers/ counselors if needed
Opens Oct. 1	Register for a FSA ID (Student AND Parents) https://studentaid.gov/fsa-id/create-account/launch
Opens Oct. 1	Complete FAFSA https://studentaid.gov/h/apply-for-aid/fafsa <ul style="list-style-type: none"> • Complete IRS Data Retrieval tool to link tax information to FAFSA form • DO NOT use the same email address for both accounts! → students and parents must have their own email accounts • Write down email and password and complete all information as it appears on tax return documentation.
February	Request Mid-Year Transcript via Naviance.
Sept-May	Research scholarship opportunities <ul style="list-style-type: none"> • Visit college websites to see institutional specific scholarships and determine if you are qualified automatically at the time of admissions or through a separate portal/ application. • Visit the Grade 12 Scholarship Google Classroom. The code is 3dmxllc • Under the “Colleges” tab in Naviance select “Scholarship and Money” and complete Scholarship Match, Scholarship List, Scholarship Applications, and National Scholarship Search
By May 1st	Select the College you are Attending in Naviance (must commit by May 1 for most colleges) https://www.screencast.com/t/cb2cAJMDk
June	Request Final Transcript https://www.screencast.com/t/Eibj9ggU