



FOUR YEAR "AT A GLANCE" PLANNER

Freshman Year or Before

Think about careers and college majors. What interests you?
Set goals for yourself. Will you be trying for a top tier (most selective) college?
Participate in activities (sports, clubs, hobbies) that interest you with an eye toward leadership.
Keep up your grades and take the most challenging schedule you can (and get A's and B's).
Plan a challenging sophomore curriculum. Can you take one or more AP classes?
Don't waste your summer. Do something that will enhance your future college applications.

Sophomore Year

Take challenging classes and keep your grades up. This is one of the most important years.
Try the PSAT test early for practice and to see how you do. Use it to project your SAT scores.
Take a career assessment test if one is offered. Are you getting some career ideas?
Keep up the activities. Add some community service and volunteer work, and/or a paid job.
Start to develop a preliminary list of target schools that you might consider.
Plan a challenging junior curriculum. Can you take one or more AP classes?
Should you take any SAT Subject Tests this year? (Are you completing/peaking in any subject?)
Begin to develop a resume so you can identify where there might be some weaknesses.
Plan a productive summer that will shore up some aspect of your future applications.

Junior Year

Take challenging classes and keep your grades up. This is the other most important year.
Take the PSAT test and see how you do. Use it to project your SAT scores.
Develop a plan for your standardized testing and how you will prepare.
Keep up the activities. Add some community service and volunteer work, or a paid job.
Think about what type of college feels right to you. What are your requirements?
Have you thought about what you might major in? This can help you select colleges.
Plan some college visits, at least to nearby ones. Do additional research on the internet.
Refine your list of target schools and be sure they span the range of "sure" to "reach".
Discuss with your parents whether there will be financial considerations and aid required.
Organize a folder of any awards, honors, articles, experiences, etc. that you've had or received.
Refine your resume and think about bolstering weak areas. Keep your activities going.
What SAT's, ACTs, SAT Subject Tests and AP tests are appropriate for this year and when?
Plan a productive summer that will shore up some aspect of your future applications.

Senior Year

Take challenging classes and keep your grades up. You can't afford to get Senioritis!
Finalize your list of colleges and be sure you are in their database.
Demonstrate interest. Attend open houses, request information, and ask for an interview.
Finish up any remaining standardized testing. This is your last chance to improve your scores.
Ask teachers for letters of recommendations as needed. Not all schools take them.
Finalize your resume. It will help you with your applications.
Download copies of your colleges' applications or write to request them. Practice filling them out.
Have your transcript sent to those schools that want it. Some do not want it until you're accepted.
Work on your college essays and try some drafts. Have others critique them.
Get your college applications in as early as you can. Consider early decision/action etc.
Preferably set up on-campus interviews, but interview somehow if they are offered at all.
Prepare for interviews by looking at common questions and doing mock interviews with others.
Write thank you notes to anyone who has helped you. (those who wrote letters, interviewers etc.)
Have mid-year reports sent to any colleges that require them. Make sure all materials are in.
Fill out financial aid forms such as FAFSA, PROFILE etc. as needed.
Respond to all colleges that admitted you, either accepting or declining their offers.
Pay attention to housing, meal plan and other important information and deadlines.
Have your transcript sent to the school you will be attending.
If waitlisted at your first choice, accept somewhere else but write them an enthusiastic letter.
If rejected at your first choice, appeal only if you have something compelling & new to send them.
Take the last of the AP exams and/or your finals, then enjoy a fabulous graduation!
Consider a summer job to help offset college expenses.
Attend all college orientation meetings. Congratulations on a job well done!