

SENIOR—COLLEGE TO-DO LIST

- ☐ Submit to your counselor *ASAP*, your **character sketch**, **resume/activity list**, and **parent brag sheet**.
Complete all tasks assigned to you on Google Classroom. Promptly **inform your counselor of your earliest application deadline** during a scheduled appointment.
- ☐ Carefully review your **transcript** through the Student Portal under “*Campus Backpack*.”
- ☐ Attend individual college representatives’ visits to North High. The frequently updated schedule can ONLY be found on Naviance under the “What’s New” section. Be sure to register for each event in order to attend.
- ☐ **SATs & ACTs** – Make sure you have registered for any additional standardized testing (www.collegeboard.org & www.act.org). ***YOU are responsible for having your scores officially sent to colleges through the College Board and/or ACT website. If you are applying Early Decision or Early Action, and plan on taking any standardized test(s) this fall, you are advised to check the application guidelines for that school.***
- ☐ **Teacher Letters of Recommendation** – If you haven't already, ask 2 (major academic subject) teachers (from junior or senior year) to write you a letter of recommendation for college; inform them of your earliest deadline.
 - ✓ *Teachers will NOT be able to submit their recommendation until you meet with your counselor to activate your colleges (see other side for specifics).*
 - ✓ *After activating colleges with your counselor and verbally requesting a letter of recommendation from a teacher; log into Naviance and officially submit that “request” (see requesting teacher recommendation video on Guidance website).*
 - ✓ *Naviance displays the required and allowed number of recommenders for each **activated** college; manage and monitor your requested letters there. **DO NOT USE THE “ALL APPLICATIONS” INVITE FUNCTION.***
 - ✓ *For non-Common App schools, look for “Teacher Recommendation Form” and complete the student portion prior to submitting to the recommender.*
 - ✓ *We suggest that you **waive** your right to view your recommendation and sign where required.*
- ☐ Continue to work on your **college essays** and consult an English teacher and your counselor for help, if needed. Look up the applications of your prospective colleges to see what essays they require.
- ☐ **Requesting submission of counselor portion**– Please refer to the checklist on the following page. **Your first request for the counselor portion to be submitted must be made at least 15 school days before the college deadline... subsequent requests are due 10 school days prior to the college deadline.**
 - ✓ College deadline of October 15th - due to counselor: **September 29th.**
 - ✓ College deadline of November 1st - due to counselor: **October 11th.**
 - ✓ Any college deadlines of November 15th - December 1 - due to counselor: **October 23rd.**
 - ✓ All remaining applications - due to counselor: **December 1st.**
- ☐ **Be sure to save all of your work on a drive (Google, flash, cloud) other than your home computer.**

- ☐ **Senior Year really matters!** Every college you apply to automatically receives your first & second quarter grades, and the college(s) you are accepted to will monitor your work for **all** of senior year! *Any drop must occur before your first college application gets sent out!* ***You must be enrolled in at least 6 courses, plus Phys Ed.**

Processing/Requesting Counselor & Teacher portions of your application:

You will need to meet with your counselor in person, to verbally request that we send your transcript, school profile and counselor portion of the application to your selected colleges.

- ☐ Complete all tasks assigned to you in Google Classroom, including the **Character Sketch, Resume/Activity List and Parent Brag Sheet** to your counselor.

COMMON APPLICATION SCHOOLS:

Complete these steps in the following order:

- ☐ Create a Common App Account
- ☐ Add college(s) to “My Colleges”
- ☐ Complete the **Education Information** section on the application
- ☐ Sign the **FERPA Waiver** (only needs to be completed once)

We suggest that you *waive* your right to view your recommendation and sign where required. Log onto Naviance – under “Colleges I’m applying to” complete “Common App Matching” if it’s incomplete

NON-COMMON APPLICATION SCHOOLS:

Look for one of the following forms (although it may not exist):

Secondary School Report or Transcript Request or Counselor Recommendation

- ☐ Complete the student section of the form & bring it to your counselor appointment

We suggest that you *waive* your right to view your recommendation and sign where required.

CUNY SCHOOLS:

- ☐ Complete in its entirety and submit the CUNY application
- ☐ Provide your counselor with your assigned CUNYFIRST ID number

- ☐ **Schedule a full period appointment with your counselor.**

Your first request for the counselor portion to be submitted must be made at least 15 school days before the college deadline... subsequent requests are due 10 school days prior to the college deadline.

- ✓ College deadline of October 15th - due to counselor: **September 29th.**
- ✓ College deadline of November 1st - due to counselor: **October 11th.**
- ✓ Any college deadlines of November 15th - December 1 - due to counselor: **October 23rd.**

✓ All remaining applications - due to counselor: **December 1st.**

- ☐ **AFTER** meeting with your counselor to activate colleges, sign into Naviance and officially ***“request” a letter of recommendation*** from your teachers (instructions are located on the Guidance website).

Email requests will NOT be processed.