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School Counselor’s

**SENIOR**

**CHECKLIST**

|  |  |
| --- | --- |
| **Task:** | **Completed**  **(Check Off)** |
| Be sure to have scheduled your senior meeting with your school counselor well in advance to submitting an application to make sure that you have everything you need ready. Even if your post-secondary plans are not college, is important to still meet with Ms. Rice sooner than later to identify a plan! Make sure that you ATTEND the scheduled meeting as WELL. DO NOT miss this appointment! |  |
| Create a Common Application account if you already haven’t done so. <https://www.commonapp.org/ca4app/AppAccount/Register>  (In Naviance, click the **Colleges** tab at the top. Then **Colleges I am Applying To**. Click on Step 1: Create a Common App account on [Common App Online](http://www.commonapp.org/)) |  |
| Sign the FERPA Waiver.  (In Naviance, click the **Colleges** tab at the top. Then select **Colleges I am Applying To**. Click on Step 2: Sign the CA FERPA Waiver & Authorization on [Common App Online](http://www.commonapp.org/)) (\*You will only be able to sign the FERPA Waiver after you have actually selected a school to apply to in the Common Application.\*) |  |
| Link Naviance and Common Application accounts.  (In Naviance, click the **Colleges** tab at the top. Then select **Colleges I am Applying To**. Type in the email address used to set up your common application account and click *MATCH* and it will link the two accounts.) |  |
| Add colleges (of interest) to the list of **Colleges that I am Applying To** if you know you will be applying to. If you are unsure but slightly interested, add those colleges to **Colleges I am Thinking About.** (In Naviance, click the **Colleges** tab at the top. Both are listed.) Request information from schools if you are interested. |  |
| Create or update your resume/activity list. This should identify awards, activities and community service for each year of high school. Be thorough but try to keep it to a page minimum. Colleges do not want to read unnecessary documentation if they do not have to. Provide a copy to your counselor so that it can be referred to when writing counselor letters of recommendation. **(REMINDER: COMMUNITY SERVICE HOURS (50) MUST BE COMPLETED BY SPRING OF SENIOR YEAR!) Remember it is 40 HOURS REQUIRED FOR THE NEW HAVEN PROMISE!** |  |
| Follow up with regards to letters of recommendation! Although you requested teachers in the spring through Naviance, you need to have a face to face conversation with selected teachers and make sure that they are still able to provide you a letter of recommendation. |  |
| If you are eligible for a FEE WAIVER, please be sure to mark that off in the payment box (marked fee waiver). Make sure that you follow up by contacting your colleges to inquire if they require a mailed hardcopy in addition (from the four that you are eligible for provided through your CollegeBoard account). You are only eligible for **FOUR** college application fee waivers, unless the college/university provides their own fee waiver so be *mindful* on which schools you use them for. (Most expensive applications should be top priority for fee waivers!) |  |
| Do not forget to return your Senior Profile to your School Counselor ASAP. Your letter of recommendation will not be completed until the document is received. |  |
| When you are ready to submit your application, please be sure to inform your counselor! Your documents (transcripts, letters of rec, current courses, etc.) will not be sent to colleges of choice unless your School Counselor **KNOWS** to send them! School Counselors do not always receive notification in Naviance; face to face contact is BEST and RECOMMENDED! |  |
| Remember it is YOUR responsibility to submit your SAT scores! Make sure that you login into your CollegeBoard account to send your scores to schools that you are applying to ASAP. |  |
| Pay attention to college application deadlines! Once you select schools you are applying to, it will identify when the scholarship is due by. Do NOT wait until the last minute applying and making sure that you have all parts to your application! |  |
| After completion of submitting an application, be sure to check off that you have applied under **Colleges that I am Applying To** under the tab My App. |  |
| If you are in fact applying to the **New Haven Promise,** be sure to complete your New Haven Pledge Form online ASAP. You can access it at: <https://app.newhavenpromise.org/> ; In April, you will then complete and submit your New Haven Promise Application. DO NOT MISS THE DEADLINE! |  |
| If you are an athlete that plans to play college sports, be sure to register with the NCAA Clearinghouse at eligibilitycenter.org Make sure you send your SAT scores directly from CollegeBoard to the NCAA as well as inform Ms. Rice so that a transcript and fee waiver can be provided. |  |
| Research scholarships and be mindful of their deadlines! (In Naviance, click the **Colleges** tab at the top. Then select **Scholarship Match**.) |  |
| Be sure to register a FAFSA account and SUBMIT an application starting October 1, 2020. The sooner you complete this, the sooner it is done and out of the way! |  |
| Do NOT hesitate to ask for help if you need it! I am here to help you! |  |

