

College Application Calendar and Checklist

| Task | Time Frame | Completion Date | Student/Parent Initial |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------|------------------------|
| Complete a college search and develop a list of schools to which you will apply. | Spring of Junior year | | |
| Register for the spring SAT exam | March of Junior year | | |
| Research the colleges on the search and narrow your choices | July and August | | |
| Contact colleges and arrange to visit several colleges on your list | Spring, Summer | | |
| Narrow your college choices and develop the list of schools you will apply to. | Summer | | |
| Make a list of application deadlines | | | |
| Register for the NCAA Clearinghouse if you plan to compete in Division I or II college sports and bring the 2 transcript request forms to Guidance. | September | | |
| Register for the October or November SAT and arrange for scores to be sent directly to the colleges you are applying to. | August | | |
| Choose 2 teachers to ask for letters of recommendation. Provide them with stamped, addressed envelopes to the colleges you are applying to along with a copy of your activity sheet. | September | | |
| Complete your activity sheet and turn it in to the Guidance Office. | September | | |
| Turn in your transcript release form to Guidance. | September | | |
| Turn in your Name on Diploma Form to Guidance. | September | | |
| Attend the senior conference with your Guidance Counselor to review your progress to date. BRING THIS FORM WITH YOU. | October-November | | |
| Obtain college applications and begin filling out the applications. | October | | |
| Register for the December SAT and ACT tests if you still want to try to improve your scores | October-November | | |
| Complete and turn in applications for schools with Early Action or Early Decision. | October-November | | |
| Complete and turn in applications for schools with regular decision. | November-February | | |
| Complete any required supplemental applications and send them directly to the colleges. | December-February | | |
| Obtain from Guidance and complete an online application form for all schools where you applied online so that school records can be sent. | November-February | | |
| Bring requests for Semester 1 grades to the Guidance Office | When received from the colleges. | | |
| Keep up with correspondence from the colleges and let counselors know if additional information is needed. | October-February | | |
| Complete the FAFSA and apply for other sources of financial aid. | January | | |