

SENIOR CHECKLIST.....HAVE YOU????

****** DIRECTIONS FOR ALL THESE STEPS WILL BE POSTED ON THE CHS COUNSELING WEBSITE UNDER “AT GUIDANCE PRESENTATIONS” EACH WEEK AFTER BEING COVERED IN AT ******

- HANDED IN YOUR PINK FORM (ASAP or AT LEAST 3 WEEKS BEFORE YOUR DEADLINE)?**
- LINKED YOUR COMMON APPLICATION AND NAVIANCE ACCOUNTS?**
- MADE SURE THAT ALL THE SCHOOLS THAT YOU ARE APPLYING TO THROUGH COMMON APP ARE ALSO LISTED UNDER “COLLEGES I’M APPLYING TO” IN NAVIANCE?**
 - You must make sure to mark “yes” or “no” on Naviance as to whether you are applying via Common App.
- SELECTED “REQUEST TRANSCRIPTS” ON NAVIANCE FOR ALL YOUR COLLEGES AT LEAST 3 WEEKS BEFORE YOUR DEADLINE?**
 - If it’s less than the 3 weeks’ notice, then you should contact all your colleges and make sure they are okay with your information coming in by the the deadline, but the school’s information possibly coming in after it.
- OFFICIALLY REQUESTED YOUR ACT AND/OR SAT SCORES BE SENT TO YOUR COLLEGES THAT REQUIRE THEM (AT LEAST 4 WEEKS BEFORE YOUR DEADLINE)?**
 - If not, you should do so right away at either www.collegeboard.org or www.actstudent.org. If your deadline is really close, you may need to expedite them by paying an extra fee (contact College Board or ACT with questions). You should also contact your colleges to let them know that your scores may not come in on time. ****SELF-REPORTING THESE ON COMMON APPLICATION DOES NOT REPLACE SENDING THEM OFFICIALLY FROM THE ABOVE WEBSITES.**
- REQUESTED YOUR TEACHER LETTERS OF RECOMMENDATION (BOTH IN PERSON AND IN NAVIANCE)?**
 - First, you’ll need to ask them in person AT LEAST 3-4 WEEKS BEFORE YOUR DEADLINE while bringing them a teacher evaluation form that can be found in guidance (let them know your first deadline).
 - You’ll need to invite your teachers again to write you a letter on Naviance and then pick and choose whose recommendations you need for each college. *****Detailed directions are on Naviance on the left hand side of the page under “Pages”, then under “teacher rec guide.”**
 - If any of your schools are not using Naviance, you’ll need to download a Teacher Evaluation form (if the school has one) to give to your teachers. They’ll then return that to you along with your recommendation which you’ll send to your colleges in the mail or you can provide them with a stamped envelope for them to do it themselves.
 - It is **HIGHLY** recommended to write your teachers, counselors, etc. a formal thank you note right away after they have written you a letter of recommendation....don’t wait!!.
- REQUESTED YOUR COUNSELOR LETTER OF RECOMMENDATION YET (IF YOU NEED OR WANT ONE) AT LEAST 3-4 WEEKS BEFORE YOUR DEADLINE?**
 - If not, you’ll need to fill out the Counselor Letter of Rec form on Naviance (under About Me) and then upon completion, go into guidance and make an appointment with your counselor to go over the form.
 - If it’s less than the 3 weeks’ notice then you should contact all your colleges and let them know that your information will come in by the the deadline, but the school’s information may come in after and make sure they are okay with that.
- FINISHED YOUR COMMON APP OR OTHER APPLICATIONS?**
 - If not, keep working on them to submit them by your deadline. Make sure to meet with an English teacher for help and editing on your essay (you can do this through the Writer’s Workshop as well).
 - Update Naviance under “have you applied” once you’ve submitted your application
 - Tell Ms. DeCelle in guidance if there is a school you are not applying to so she can take it off your list.