

## College Process Checklist to Begin Junior Year

It is your responsibility to complete the following steps. We will teach you how to do each of these steps during our individual or X block meetings.

<b>You will need to:</b>	<b>Completed</b>
<b>Create a Naviance Account</b> using your First Class email. If you missed the meeting where we showed you how to do this or if you forgot your password, see your counselor for directions.	
<b>Do college searches</b> on Naviance or on Collegeboard.com. <b>During the Winter X block meeting Junior year, generate a list of colleges that meet your criteria.</b> Save the list in Naviance under “Colleges I am thinking about.” Visit college websites. Plan to visit and tour colleges.	
<b>Complete Counselor Forms:</b> The “ <i>Letter of Recommendation Questions for your Counselor</i> ” and the “ <i>Parent Questionnaire/Brag Sheet</i> ” are due by <b>March 15<sup>th</sup></b> . Your counselor needs to write you a personal recommendation and needs this information to do a good job. Even if you miss this deadline, you will need to turn in these forms.	
<b>Complete the “Resume” section</b> in Naviance in the “About Me” section by <b>March 15<sup>th</sup></b> , so teachers and counselors know about all your extra curricular activities. See sample resume.	
<b>Request two Teacher Recommendations</b> in Naviance under “Colleges I’m applying to” on <b>March 14<sup>th</sup></b> during X block. <b>Teachers will reply to you by April 12, 2013.</b>	
<b>Meet with your counselor</b> to discuss your initial college list. Include “Safety”, “Reach” and “Probable” choices. Discuss Early Action and Early Decision, and/or other needs you may have (e.g. LD services, athletic considerations, music/art program requirements).	
<b>Take College Entrance Tests (SAT, ACT and/or SAT II’s):</b> Meet with your counselor to discuss testing and interview requirements for your colleges. Some schools require SAT II tests and interviews, for example. Discuss Score Choice option.	
<b>After August 1<sup>st</sup> before your Senior year:</b> <b>Create a Common Application Account:</b> ( <a href="http://www.commonapp.org">www.commonapp.org</a> ) Save your log-in and password under the “About Me” tab in “Journal” in Naviance. Please check the “share with counselor” box. We will show you how to do this and the FERPA in our Fall X block meeting senior year	
<b>Complete FERPA Consent Form</b> in Naviance under “College” tab, “Colleges I’m Applying to.”	

