Senior Checklist

Common Application/Online Application

_____ Create Account
_____ Match Common App with Naviance
_____ Complete a section each day
_____ Upload Essay
_____ Pay fees

Recommendation Letters

_____ Ask teachers
_____ Complete brag sheet, give to teachers
_____ Add to Naviance

SAT/ACT

_____ Sign up for test (collegeboard.org or act.org)
_____ Send scores to colleges

Transcript Request Forms

_____ Get from guidance, fill out and give to counselor (2 weeks before college deadline)

What you are responsible for:

- Filling out and sending application
  - Essay
  - Application fees
  - Sending SAT/ACT scores
- Getting transcript request forms to guidance
- Notify recommenders of deadlines

What guidance is responsible for:

- Sending transcripts
- Sending recommendation letters
- Sending mid-year and final reports