

## **College Planning Checklist**

- Complete your questionnaires by June 1<sup>st</sup>, 2017 in Naviance. Remind your parents to complete their questionnaire, as well.
- Request Letters of Recommendation from teachers, coaches, club/volunteer advisors, both in person and in Naviance.
- Enter all schools you are applying to into your Naviance Family Connection account under "Colleges I am Applying To".
- Be sure your resume is in Naviance and give a copy to your counselor.
- Complete Applications (via the Common Application or on each colleges website)
- Complete required essays and supplements.
- Complete Transcript Release Forms and request transcripts in Naviance. Submit forms to Guidance 15 days prior to the application deadline.
- Send SAT and ACT scores directly to colleges from Collegeboard.org and ACTstudent.org.
- Take SAT subject test if your colleges require them.
- Complete the FAFSA with your parents.
- Complete the CSS Profile (on Collegeboard.org) if your colleges require it.
- Search for scholarships and look at SPHS Scholargram starting in the fall of senior year. This is on the Guidance website and in Naviance.
- Register online with the NCAA if you are planning on playing a sport in college.
- Give copies of all acceptance letters to your counselor and enter your acceptances in Naviance.