

SEPT - Getting Started / Organized - *take a breath and start a calculated approach*

1. Determine your final, realistic and balanced college application list (formula: match, safety, reach)
2. Your transcript, GPA, class rank are official and final
3. Start to manage the process – *you are entirely responsible to complete this process*
 - a. Print paper copies of each APP.
 - b. Create folders for each APP. to organize materials
 - c. Read each APP. for tasks/data required (note differences, ask Q's directly to the college)
 - d. Put a check list on each folder for steps
 - e. Create a timeline for completion
 - f. Keep track of your online ID numbers
 - g. Be aware of different deadlines and adjust accordingly
 - h. Fill in the app on paper first time while gathering your data
 - i. Determine if you need the “additional materials” and plan accordingly, Requests go to teachers about Letters of Reference/Online Reference Forms – give required info, deadlines, plenty of time
4. Start writing/polishing required essays – *highly critical and often underestimated*
 - a. Carefully follow each individual prompt
 - b. Look at best practices in handbook
5. Think about campus visits, college rep visits, national college fair
 - a. NACAC October 18,19
 - b. Performing Arts Oct 22
6. Work to polish resume and read/know the information in your College Resource Handbook *

OCT - Start and Complete Your Actual Applications Online

1. Move your data, essays from offline to online (accuracy and completeness are critical)
2. Public in-state schools don't require anything beyond your own data
3. Private schools, common applications, etc require additional materials, so ...
 - a. after submitting APP. online always print submission receipt (for Appendix E*)
 - b. leave Nov to work on your additional materials* (unless your deadline is sooner)* supplemental materials are in your handbook (Appendix A, B, E)

NOV - Submission and follow-up (*your goal is to be done by Thanksgiving*)

1. Additional Materials require 2-3 weeks to process
 - a. Complete check list on Appendix E* prior to coming to Counseling office
 - b. Completed appendix A and B go with your Appendix E to counseling office
 - c. School / Counselor Report form is generally online, but can be paper copy (need mailing materials*)
 - i. Some require a transcript sent via mail and other info. done online
 - ii. Some online reports require a PDF copy of transcript - such as Common App.
 - d. Teacher Reports – again online (or by paper) give plenty of time and info up front
 - e. Letters of Recommendation - same, but mailing instructions should be followed*
 - f. When using paper forms you supply mailing envelope (addressed and stamped), a deadline and these are mailed directly to college – *after you have submitted your application*
 - g. Always follow up an email notice sent to school staff regarding an online form with a visit to confirm that you have everything needed on file (appendix E*)
 - h. Realize it's your responsibility to give enough time to school staff to complete their part to meet deadlines – no last minute crises will put you before others who have planned ahead. (esp. for those waiting until Dec.)
2. Order transcripts
 - a. Three official *paper* copies are provided
 - b. Pay for additional *paper* copies at cashier, bring receipt to counseling (use appendix C*)
3. Don't forget to send your official SAT/ACT scores directly to your colleges

DEC & JAN - Some regular deadlines start and college responses start (some colleges might notify Nov 1)

Be aware that waiting after November to submit app's becomes increasingly risky the longer you wait. Colleges have fewer spaces each passing week.

FEB and beyond - later regular deadlines and college responses

Other items: * **Appendix A, B, E are in college resource handbook**, NCAA eligibility, Scholarships, additional applications/essays for honors programs (might change your formula and affect scholarship chances). **Transcript / Rank / Cumulative GPA**