



BHS SENIOR COLLEGE PLANNING MONTHLY CHECKLIST



August/September

- Draft, review and refine your Common App essay.
- Register for the SAT and/or ACT. It is recommended to take these tests with writing. College admissions policies vary; therefore, results from “optional” writing sections may help you access certain colleges. (www.collegeboard.org, www.act.org)
- Make sure your schedule is rigorous and challenging for your senior year and all graduation requirements will be met.
- Make an appointment with your school counselor to discuss the college application process, Naviance, Letters of Recommendation, and the Common App.
- Complete NCAA requirements if planning to participate in college athletics (www.eligibilitycenter.org).
- Return completed forms:
 - Transcript Release Form
 - Teacher Feedback Form
 - Confidential Parent/Guardian Feedback Form
 - Student Personal Information Survey
- Ask one or two teachers (depending on college requirements) for letters of recommendation, preferably academic teachers from your junior or senior years. Be sure to make this request in person by Oct. 1. Also ask what the teachers need from you to write your letter.
- In Naviance, under the Colleges Tab, enter the names of the people you asked for letters of recommendation.
- Compile and fine tune your perspective college list. Use Naviance as a resource for college searches. Enter your list of colleges that you are considering under the Colleges Tab in Naviance. Specify colleges you are actually applying to under “Colleges I’m applying to” and check the box to request that your transcript be sent. You must indicate application deadlines so teachers can prioritize their letter writing.
- Consider whether you are applying to colleges Early Action or Early Decision.
- For each college you plan to apply to, request official test scores from CollegeBoard (SAT) and/or ACT. *Please note that high schools do not maintain or send official scores.*
- Create a Common Application account (www.commonapp.org). Check if colleges you are considering use the Common Application (if so, “CA” will appear in Naviance next to the college name). Check with your counselor to match your Common Application to your Naviance account. Without matching these two accounts, we cannot submit your materials on your behalf.
- Schedule interviews at your colleges, if desired.
- Meet with visiting college representatives.
- Research the required essays for each college, and begin working on these. Some colleges require additional essays. Please check the Supplemental essay section as well as the Questions section of the Common App for each college. Have a teacher or another trusted adult review your drafts.

October

- Finalize your Common App essay.
- Work on your supplemental essays.
- Register for the SAT and/or ACT. (www.collegeboard.org, www.act.org)
- For each college you plan to apply to, request official test scores from CollegeBoard (SAT) and/or ACT. Please note that high schools do not maintain or send official scores.
- If applying Early Action or Early Decision, be aware of college deadlines (11/1, 11/15).
- Attend the VSAC Financial Aid Form Workshop.
- Remember to apply to UVM by November 1 to avoid paying the application fee.
- All financial aid applicants submit FAFSA and VSAC Financial Aid Forms (www.fafsa.ed.gov and www.vsac.org). Early financial aid applicants have better chances of receiving funding. Some private colleges require the CSS Profile Form (<https://student.collegeboard.org/css-financial-aid-profile>).

November

- Pay attention to early application deadlines.

- Register for the SAT and/or ACT.
- Keep your grades up. Colleges consider senior grades seriously.
- Check in with your school counselor.
- Finalize your supplemental essays.

December

- First semester ends before winter break. Plan ahead because the office is close during the break. Send in applications after review with counselor. Request all transcripts, application packets, etc. needed through early January by the first week in December.
- Early Decision and Early Action admissions decisions arrive; please notify counselor of results and update Naviance.
- Check that FAFSA and VSAC forms have been submitted.
- Be sure to request that CollegeBoard (SAT) and ACT send your scores to your colleges.

January

- If deferred from Early Action or Early Decision send additional information to enhance your file.
- When possible, set up interviews with admissions officers or alumni interviewers.
- Mid-year reports of first semester grades are sent.

February/March

- Keep your grades up. Second semester matters.
- Seniors receive admissions decisions. Please notify your counselor of results and update Naviance.
- Start researching scholarships through Naviance and local sources.
- Visits colleges during break.

April

- Visit colleges during break.
- Seniors receive admissions decisions. Please notify your counselor of results and update Naviance.
- Attend Admitted Students Day at colleges.
- Apply for any applicable scholarships.

May

- Make your college choice. Send deposit to just one college by May 1. Notify other colleges that you are going elsewhere.
- Update your college admittance status in Naviance so we know where to send your final high school transcript. Without this status, we cannot send your final transcript. Without the final transcript, the college could rescind their offer of admission.
- AP exams are administered. Keep your AP Grade Report if you're interested in earning college credit. Check with your college.
- Request official college transcript if you have taken a dual enrollment or other college course.

June

- If you plan to compete in DI or DII college sports, request that your final transcript be sent to NCAA Initial Eligibility Clearinghouse.
- Update your college admittance status in Naviance so we know where to send your final high school transcript. Without this status, we cannot send your final transcript. Without the final transcript, the college could rescind their offer of admission.
- Complete your final Final Exams!
- Pat yourself on your back – congratulations!