

## COLLEGE APPLICATION PROCESS CHECKLIST

- \_\_\_\_\_ Identify colleges prior to senior year.
- \_\_\_\_\_ Select which colleges to submit applications to in the fall of your senior year.
- \_\_\_\_\_ Fill out applications on-line or pick up applications from the counseling office. Print copies of the school report or counseling report pages from the individual colleges to which you have applied. If you apply on-line, print the first page of your application and put a sticky tab instructing us NOT TO SEND.
- \_\_\_\_\_ Request teacher recommendations/evaluations from teachers for colleges that require them. You may request a recommendation from your counselor at this time.
- \_\_\_\_\_ Submit mid-year report forms to your counselor when applicable.
- \_\_\_\_\_ Fill out a college application folder for each college you are applying to in the Guidance Office and submit the counselor/school report form to your counselor with it.
- \_\_\_\_\_ Submit your completed application folder to your counselor in the Counseling Office.

**WHEN THIS IS COMPLETED, MS. JOHNSON, THE COUNSELING REGISTRAR, WILL MAIL YOUR TRANSCRIPT WITH THE COUNSELOR/SCHOOL REPORT AND A SCHOOL PROFILE TO YOUR SELECTED COLLEGES. REMEMBER TO APPLY AS EARLY AS POSSIBLE TO MAXIMIZE YOUR OPPORTUNITES FOR ADMISSION.**