

SENIOR YEAR CHECKLIST

- Finalize college list
 - REACH: _____
 - TARGET: _____
 - LIKELY: _____

- Decide on Early Decision
- Complete application checklists
 - Individual College Application Tracking Form
 - Essay Requirements
 - Recommendations
 - Interview
 - Supplemental Materials

- Confirm recommendations
- Send Pre-Application forms where available
- Schedule additional testing
- Order sample transcript and check for accuracy
- Order all necessary transcripts
- Send test scores after last test completed
- Request and prepare for interviews
- Prepare and distribute recommendation packets to teachers and counselor
- Complete Common Application (including Arts/Athletic supplement if applicable)
- Complete resume
- Complete Common Application supplements
- Complete other applications
- Send supplemental materials (tapes, CDs, art portfolios) if applicable
- Proofread and submit applications
- Give Mid-Year Report forms to counselor