High School Senior College Checklist Plan

Summer: Study for the ACT and/or SAT.
Summer: Visit your top college selections.
Summer: Begin gathering documents you'll need to apply for financial aid.
Start of School Year: Schedule a meeting with your high-school counselor and parents to discuss your college plans and confirm you're on track.
Start of School Year: Ask your counselor about local scholarship opportunities.
Ongoing: Research local, college, and national scholarships and apply for them regularly.
Ongoing: Maintain or improve your portfolio and grades.
Attend an ACT/SAT preparatory workshop.
Register for and take the ACT/SAT and other necessary entrance exams. Have scores forwarded to your selected colleges.
Approach teachers, activity leaders, and others, who you'd like to get references or recommendation letters from.
Early/Mid Fall: Mail application forms to your top three colleges.

Ask your high school (in writing) to send your official transcripts to the top three colleges you're applying to.
Schedule to attend college and scholarship interviews, if requested.
Complete the FAFSA.
Attend scholarship workshops and finetune your essays.
Save your class essays. Record any honors and special recognitions you've received. Record any leadership roles, school publications, etc.
Track your extracurricular activities (ex. sports, volunteer work). Jot down when you participated, total hours served, your role, what you learned about yourself, and any other takeaways.
Update your college/scholarship resume and portfolio.
Ask your school to send your first-semester grades to your selected colleges.
Confirm that you've followed all the financial aid procedures and submitted any required documents.
Track admission decisions and respond to offers promptly.
Keep track of and adhere to all deadlines.

