

SENIOR YEAR CHECKLIST

Planning and preparation are essential components to accomplishing one's goals. While there is not any one way to approach the tasks needed to prepare for life after high school, the school counselors believe there are certain tasks that, when completed, will put a student on a path for success. The following is a calendar of tasks, activities and events that need to be completed along the way. Not everyone is ready at the same time nor will everyone need the same amount of time to devote to each of the listings, therefore the calendar is arranged by season. Use the following as a guide and as a prompt for discussion with your school counselor.

FALL	Completed
Schedule Senior Conference with School Counselor. Be prepared to share your post-secondary planning progress	<input type="checkbox"/>
Make sure you have all applications required for college admission and institution based aid. Write, phone, or use the Internet to request missing information	<input type="checkbox"/>
Register for SAT Reasoning Test, ACT or SAT Subject Tests as appropriate to your situation. Refer to testing section on website or via Naviance to check test dates	<input type="checkbox"/>
Follow-up with individuals with whom you've already secured a request for recommendations	<input type="checkbox"/>
Plan visits to colleges, open houses and/or set up interviews	<input type="checkbox"/>
Finalize college application essays and have several people review them, consider asking your English teacher	<input type="checkbox"/>
Log onto College Board and/or ACT website to have official test scores sent to colleges which you are applying	<input type="checkbox"/>
Check Family Connection for college representatives visiting CHS	<input type="checkbox"/>
Attend available college fairs to further investigate colleges to which you will apply	<input type="checkbox"/>
Submit applications in time to reach the colleges by deadline dates. If applying Early Decision or Early Action, past practice has been that deadlines are generally in October or beginning of November. Since deadlines vary, it is critical to check college websites in order to meet all deadlines	<input type="checkbox"/>
If you are applying for Early Decision or Early Action, consider and prepare applications for back-up schools. Remember, if you are accepted under the Early Decision option, you are expected to enroll at that college and withdraw all other applications	<input type="checkbox"/>
Submit 2 copies of Transcript Request form to your School Counselor so she/he can forward your transcript to the colleges to which you are applying. Please note the School Counseling office requires 10 school days to process your transcript request	<input type="checkbox"/>
Check to see if your schools require 1 st Marking Period grades	<input type="checkbox"/>
Check Monthly Scholarship Newsletters and FastWeb.com for scholarship opportunities	<input type="checkbox"/>

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WINTER	Completed
If you have a deadline that falls between December 15 and January 1, you MUST submit a transcript request form to your counselor by the first Monday in December	<input type="checkbox"/>
Continue to prioritize and meet application deadlines	<input type="checkbox"/>
Check high school website for CHS Scholarship and Hooey Scholarship applications	<input type="checkbox"/>
Attend Financial Aid Workshop at CHS	<input type="checkbox"/>
Finalize and submit financial aid information to colleges making certain to meet individual deadlines	<input type="checkbox"/>
Confirm with your counselor that mid-year reports have been sent	<input type="checkbox"/>

SPRING	Completed
Notification of admission decisions by colleges for regular decision application plans	<input type="checkbox"/>
Choose the college you plan to attend and notify others of your decision not to attend	<input type="checkbox"/>
Prepare for May AP exams	<input type="checkbox"/>
Stay focused on academics	<input type="checkbox"/>
Send <i>Thank You</i> notes to your recommendation writers and scholarship sponsors	<input type="checkbox"/>
Ensure the School Counseling department is aware of the school you will be attending in September so that a final transcript will be sent in a timely fashion	<input type="checkbox"/>