



Senior Year Academic “To-Do” Checklist

FALL

- _____ Review my transcript and check sheet to ensure I am on track for graduation (# of credits as well as the necessary credits)
- _____ Sign up for the SAT or ACT if you have not already done so
- _____ Complete your “Senior Brag Sheet,” which your counselor, teachers, and other professionals will use to write letters of recommendation. If you need letters of recommendation, give whoever you are asking 2 weeks’ notice; do not ask last minute
- _____ Create an account at www.parchment.com to request transcripts for college applications. Every time you fill out a college application that is NOT being completed through Common App, you will log on to Parchment and request an official transcript for each school you are applying to. To reiterate, you must request a transcript through Parchment every time you apply to a college; so if you are applying to 3 different schools, you need to make 3 separate Parchment requests to have transcripts sent to those schools
- _____ Create an account with www.commonapp.org if you are applying to schools that use Common App for their application process
 - Here are the step-by-step directions on what you need to do to complete your applications through Common App: <https://www.commonapp.org/apply/first-time-students>
 - If you are applying to multiple schools through Common App, you will need to fill out all of the appropriate information under each college in the “My Colleges” section of your student account
 - Make sure you fill out the Recommenders & FERPA section of Common App and include your counselor so your counselor can complete his/her portion of your application
 - Your counselor will upload your transcript to Common App when they complete their portion of your application; you do NOT need to request a transcript from Parchment if you are using Common App
- _____ If you have not begun the college search process yet, you need to do that immediately. Here is a website that can help you begin to narrow down your choices:
<https://learnmoreindiana.org/college/choosing-a-college/#choose-right-college>
- _____ Start applying to colleges now! Many college applications will be due November 1st
 - You should aim to have everything submitted by the middle of October
 - Do not wait until 1-2 days before the November 1st deadline to complete your applications and ask for letters of recommendation
 - If the colleges you are applying to require essays for their applications, make sure you take the time to make those essays personal to you; college reps do not want to see generic essays. Have a trusted adult proofread your essay for you.
 - Some colleges will be waiving their application fee during College Go! Week

_____ Start looking for scholarships now! Many scholarships will require you to write personal essays. You should check the following websites: CHS Guidance website, Community Foundation of Greater Fort Wayne, Financial Aid website of the college(s) you are applying to, www.fastweb.com, www.scholarships.com, www.finaid.org, www.fafsa.ed.gov,

_____ File the FAFSA - The Free Application for Federal Student Aid (FAFSA), which is required for ALL students who plan to attend college, regardless of financial need, will open on October 1st. Go to www.fafsa.gov

WINTER

_____ Make sure to pass first semester REQUIRED courses for graduation. See counselor ASAP, if necessary, to make up that needed credit for 2nd semester

_____ Review my transcript and check sheet again to ensure I am on track for graduation (# of credits as well as the necessary classes)

_____ Continue discussing a financial plan for college with my family

SPRING

_____ Continue exploring career choices and possible majors (www.bridges.com, <https://indiana.kuder.com> or www.learnmoreindiana.com)

_____ Let the college of which you have decided to attend know you will be attending by May 1st