

College Planning Guide: *When do I do what?*

May (11th Grade Year):

- _____ Ask 1 to 2 teachers in person to write a recommendation letter (*this will give them ample time to prepare your letter*)

June/July/August (end of 11th Grade Year going into 12th Grade Year):

- _____ Research colleges using Naviance SuperMatch (*narrow your list of colleges to three to five schools*)
- _____ Schedule college campus visits to find the right fit (*set up through the college's web site*)
- _____ Register for the September ACT and/or SAT (*it is highly recommended that you take your College Admissions Exam more than once*)

September (12th Grade Year):

- _____ Register to retake the October ACT and/or the SAT (*if needed*)
- _____ Register with the **NCAA Clearinghouse** (*if you plan to play Division I or II sports*)
- _____ Create a master list (spreadsheet) that includes: college admission due dates, scholarship deadlines, financial aid deadlines (*many of these deadlines are well before the general admissions deadlines*)
- _____ Continue making college campus visits (register for these visits on the college's website)
- _____ Research and apply for scholarships (*check grade level Google Classroom for local and national scholarship notifications, and conduct a scholarship search on Naviance*)
- _____ Attend Financial Aid Night hosted by Colerain High School (*date and time TBD*)
- _____ **Begin applying to your choice college(s) and two "back up" schools** (*be aware of early application deadlines, competitive programs often have a November 1st deadline*)

October (12th Grade Year):

- _____ Register for the FAFSA Family Night, the FAFSA Application opens October 1st
- _____ Send teacher(s) Letter of Recommendation request (*requests made through Naviance*)
- _____ Write first drafts of college essay (*make sure to have a teacher/parent read your final essay before submitting*)
- _____ Continue to research and apply for scholarships
- _____ Continue making college campus visits (register for these visits on the college's website)

November (12th Grade Year):

- _____ Submit all additional material to each college (*beware of any November 1st deadlines*):
 - _____ Request Transcript (*requests must be sent through Naviance*)
 - _____ Counselor Written Evaluation (*if required*)
 - _____ Essay (if applicable)
 - _____ Letters of Recommendation (*request through Naviance if required*)
 - _____ Application Fee

November (continued):

- _____ Continue to research and apply for scholarships
- _____ Continue making college campus visits

December - January:

- _____ Continue to research and apply for scholarships
- _____ Be on the lookout for college admission notifications (*for those who applied Early Action*)

February:

- _____ Update FAFSA documents with your current tax information
- _____ Complete local scholarship packet (available on your grade level Google Classroom)

April:

- _____ Submit all scholarship letters to Mrs. Hunt for our Senior Awards Ceremony
- _____ Review Financial Aid package, (*determine what you will be using*)
- _____ Inform college of your acceptance or rejection of the offer of admission and/or financial aid by May 1
- _____ Complete **all** admissions paperwork (including housing confirmation and your deposit)

May:

- _____ Complete Final Transcript Request form and submit to Mrs. Hunt