






College Application Checklist




Spring/Summer - Junior Year

Step	Task	Timeframe	Where
<input type="checkbox"/>	1. Ask Teachers for Letters of Recommendation Ask 2 teachers to write a letter of recommendation for you.	Spring Junior Year by June 1	Talk to your teachers in-person
<input type="checkbox"/>	2. Complete the <i>Counselor Information Form</i> Answer the questions in great detail - pretend these are questions on your college applications! Your answers will help your counselor write a comprehensive letter of recommendation. Counselor Information Form Screencast	Spring Junior Year by June 1	 Student Account "About Me" <i>About Me → Surveys → Surveys from My School</i>
<input type="checkbox"/>	3. Complete the <i>Teacher Information Forms</i> This should be completed for both teachers you are asking to write a letter of recommendation. The information on this form will help your teachers write a more personalized letter for you. Teacher Information Form Screencast	Spring Junior Year by June 1	 Student Account "About Me" <i>About Me → Surveys → Surveys from My School</i>
<input type="checkbox"/>	4. Have your Parent/Guardian Complete the <i>Parent Information Form</i> This is optional but it gives your school counselor additional information from your parent/guardian that may assist in writing your letter of recommendation.	Spring Junior Year by June 1	 Parent Naviance Account HS Website → Essential Applications → Naviance
<input type="checkbox"/>	5. If you are Planning to Play a Sport in College, Register with the NCAA Eligibility Center <i>Go to www.eligibilitycenter.org and click on "New Account" in the upper right hand corner. Once you create an account, you must request an official transcript from the school by adding NCAA to the BLUE Transcript Request Form. Official SAT/ACT scores must also be sent to the NCAA.</i> <i>Note: When you commit to play a DI or DII sport in your senior year, you must also request a Final Transcript from the Registrar to be sent to the NCAA</i>	Summer 2022	



College Application Checklist

Fall - Senior Year

Step	Task	Timeframe	Where
<input type="checkbox"/>	<p>6. Submit Transcript Request & Records Release Form</p> <p>The Transcript Request and Records Release Form allows students to inform their high school where they are applying so we know where to send transcripts, and allows our letters of recommendation to be submitted to colleges confidentially.</p>	<p>20 School Days prior to first college deadline</p> <p>HCPSS College Due Date Chart</p>	<p>Transcript Request & Records Release Form Fillable</p>
<input type="checkbox"/>	<p>7. Invite teacher recommenders in Naviance (teachers cannot submit without this invitation)</p> <p>Select the teacher you would like to write a recommendation for each college from the drop down menu. Repeat for additional teachers. NOTE: You will not invite teachers to complete a recommendation through Common App and Coalition. You will <u>only</u> invite through Naviance.</p>	<p>20 School Days prior to first college deadline</p> <p>HCPSS College Due Date Chart</p>	 <p><i>Colleges → Letters of Recommendation → Add Requests</i></p>
<input type="checkbox"/>	<p>8. If Using Common Application:</p> <ol style="list-style-type: none"> 1. Create a Common App account 2. Add the colleges listed on your <i>Transcript Request Form</i> under “My Colleges” in your Common App 3. Complete the “Education” section 4. Sign FERPA 5. Then, MATCH your common app/Naviance accounts 	<p>20 School Days prior to first college deadline</p> <p>HCPSS College Due Date Chart</p>	
<input type="checkbox"/>	<p>9. Request Test Scores Be Sent To Colleges</p> <p>Test scores MUST be sent directly by the student from ACT or The College Board. Log on to your ACT and/or Collegeboard account and follow the instructions to have your scores sent to your list of colleges.</p>	<p>Fall Senior Year - Check ACT/SAT Deadlines If Sending Scores</p>	
<input type="checkbox"/>	<p>10. Complete the Free Application for Student Aid</p> <p>Complete the form as early as possible after October 1. Maryland FAFSA deadline to be considered for state aid is March 1st. It's FREE to complete the FAFSA!</p>	<p>Available Oct. 1</p>	<p>FAFSA Application</p>
<input type="checkbox"/>	<p>11. Complete the College Scholarship Profile (CSS)</p> <p>Refer to the list of participating colleges/universities. IF applicable, should be submitted 2 weeks prior to the earliest college application deadline.</p>	<p>Available Oct. 1</p>	<p>Collegeboard</p>

<input type="checkbox"/>	<p>12. Submit applications by the deadline dates posted by the college. Students do not need to wait for school materials to be sent.</p>	<p>Varies based on deadlines</p>	<p>College Website</p>
--------------------------	--	----------------------------------	------------------------