**Class of 2019 Senior College Process**

**Prior to your application: Timeline: By Oct 1st**

1. Complete the Counselor Questionnaire and Resume on Naviance by October 1st
2. If required by the college or university, request a letter of recommendation**(in person and *provide at least two weeks notice)*** for any letter of recommendation request
   * 1. To request a letter from your counselor: Fill out the yellow form in A200 or in College & Career (keep in mind that not all schools require a counselor letter of recommendation)
     2. To request a letter from a teacher: Request in person and then complete the request on Naviance by clicking “Colleges I’m applying to” and then click on “Letters of Recommendation” and choose your teacher from the drop down menu. Fill out the Teacher Recommendation form (available in A200 or College & Career) or necessary paperwork from the teacher.
3. Remember to write a thank you note to each person that wrote a recommendation letter for you!

**Applying and Completing your Applications: Timeline: Oct - Dec**

1. **Apply to the college or university:**
   * Electronically via Commonapp, Coalition, college website, or paper copy
   * Pay and send in your application
2. **Send test scores, if required by the college or university:** 
   * Keep in mind that it can take up to two weeks for scores to arrive to colleges
   * Request to have your SAT and ACT scores sent directly to your colleges by:
     1. SAT www.collegeboard.org
     2. ACT www.actstudent.org
   * Test scores ***will not*** be on your transcript
3. **Request your transcripts on Naviance**
   * Under the “Colleges I’m applying to” click on “Request Transcripts”
   * ***Please note: Transcripts will not actually be sent until you have completed step number four***
4. **Send your transcripts by going to the College & Career Center:**
   * The following will be sent once you visit the College & Career Center and complete the tracking sheet:
     + School Report
     + Recommendations on Naviance
     + Transcript with grades (No test scores!)
     + High School Profile
     + 1st Quarter, Midterm & Final grades

**Next steps: Timeline: Start Oct 1**

* Financial Aid: Complete the FAFSA or CSS Profile (both available beginning October 1st)
* Scholarships: Naviance (under “colleges” tab and select “Scholarship and Money” then select “scholarship list”, www.fastweb.com, etc.