

Class of 2024 Senior College Application Checklist

Begin completing this checklist two – four weeks prior to your application deadline.

Naviance Tasks:

- Login to Naviance: Under the “About Me” tab, click on Account, ensure your info is up to date
- Complete your Resume on Naviance “About Me”, “Resume”

Letters of Recommendation: (provide at least two weeks notice)

- For teacher letter: Request a letter of recommendation in-person:
 - Complete the request on Naviance by clicking “Colleges” then “Colleges I’m applying to” and then click on “Letters of Recommendation” and choose your teacher from the drop-down menu.
- For counselor letter: If required by the college or university, request a letter of recommendation from your counselor via email/in-person (keep in mind not all schools require a counselor letter of recommendation):
 - Complete the Counselor Questionnaire “About Me”, “Surveys from Your School”
 - Complete the request by using the electronic form found on the Class of 2024 Google Classroom page called “School Counselor Recommendation Form”

Applying:

- Apply to the college or university electronically via Commonapp, Coalition, college website, or paper copy (*Refer to Class of 2024 Common App Completion Guidelines document found in the Class of 2024 Google Classroom page with help in completing the application). Pay and submit your application.

Sending SAT/ACT scores:

- 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:
 - SAT www.collegeboard.org (Test scores will not be on your transcript)
 - ACT www.actstudent.org (Test scores will not be on your transcript)

Sending Transcripts/Letters of Recommendation:

- Match your account on Naviance by clicking “Colleges I’m applying to”, Match Account, and fill in the information requested
- Request your transcripts on Naviance by clicking under the “Colleges” then “Colleges I’m applying to” then click on “Request Transcripts” and by emailing: ccc@elpsk12.org The following will be sent by our registrar, Ms. Freeman, once both steps are completed:
 - Transcript with grades (No test scores!)
 - Recommendations and School Report on Naviance
 - High School Profile, 1st Quarter, Midterm & Final grades

ELHS Deadline to Request Transcript:	College Submission Deadline
October 27, 2023	November 1, 2023
November 10, 2023	November 15, 2023
November 27, 2023	December 1, 2023

Financial Aid/Scholarships:

- Remember to send a thank you note to each person that wrote a recommendation letter for you!
- Financial Aid: Complete the FAFSA or CSS Profile
- Scholarships: links located on Naviance and on the Class of 2024 Google Classroom page