












COLLEGE APPLICATION PROCESS CHECKLIST

✓	Task	Timeframe	Where
1. <input type="checkbox"/>	<p><u>VIEW THE COMMON APP MATCHING VIDEO</u> (LOCATED HERE AND ON YOUR NAVIANCE HOMEPAGE)</p> <p>Common App (CA) Matching Helpful hints: Use a personal email, NOT MCPS email Waive the right to review under the FERPA Remember your Common App email & password</p>	AT LEAST 20 school days before college deadline date.	 
2. <input type="checkbox"/>	<p>MATCH YOUR COMMON APP TO NAVIANCE First make sure you: Create a Common App account Find and add your current high school Add at least one college to your CA list Sign the FERPA release Then: Sign into Naviance, Select "Colleges I'm Applying To" Click Match Accounts Enter Common App email and password Click "I agree" to authorize connection</p>	AT LEAST 20 school days before the college deadline date.	 
3. <input type="checkbox"/>	<p><u>REQUEST TRANSCRIPTS ON NAVIANCE</u> Click "Colleges" Click "Colleges I'm Applying To." Click the "Request Transcripts" Select type of application: CA or direct to institution Select the correct application type/deadline Click "Request Transcripts" Check for confirmation</p>	ONCE YOU COMPLETE THE EDUCATION SECTION OF COMMON APP. AT LEAST 20 school days before the college deadline date.	
4. <input type="checkbox"/>	<p>Transcript Request Helpful Hints: You must select how you are applying Common App if you are using it OR Direct to Institution if you are using Coalition or the college's own app. Make transcript requests for all colleges to which you are applying regardless if they are mailed or self-Reported or sent electronically Request initial only Churchill does not send test scores (SAT/ACT/AP)</p>	Ongoing	
5. <input type="checkbox"/>	<p><u>REQUEST LETTERS OF RECOMMENDATION ON NAVIANCE FROM CURRENT WCHS TEACHERS</u> Ask one or two teachers to write a letter. Once they have agreed to write: Go to Naviance Click "Colleges" Select "Letters of Recommendation" Click "Add Request" Select teacher name from the drop down menu Select type of request Click "Submit Request"</p>	AT LEAST 20 school days before the college deadline date.	

	<p>Letter of Recommendation Helpful Hints:</p> <p>If the teacher is not listed in Naviance Notify the teacher and have them contact Luana_P_Zimmerman@mcpsmd.org</p> <p>Only current WCHS staff can send LOR via Naviance Recommenders outside Churchill Send via the Common App or Coalition or however the College specifies</p>		
6.	<p>COPY and COMPLETE <u>CONFIDENTIAL RELEASE</u> Parent electronic signature is REQUIRED. Once document is signed by student and parent, share with your counselor.</p> <p>TRANSCRIPTS WILL NOT BE SENT UNTIL THIS FORM IS RECEIVED by your counselor.</p>	AT LEAST 20 School days before college deadline date.	
7.	<p>COALITION APPLICATION REQUIREMENT If using the Coalition Application, you MUST check the box on the official document page on each individual college application that you use stating:</p> <p><input type="checkbox"/> ✓ It is my responsibility to ensure that all required documents are received by (college name) whether through Coalition or separately.</p> <p>If this check box is not checked off, we will not be able to submit your documents electronically to the school.</p>	Ongoing	
REMINDERS			
<input type="checkbox"/>	<p>College Packet must be shared with your counselor if you missed the June 1 deadline. Transcripts will not be sent without the college Packet.</p>	Past Due	
<input type="checkbox"/>	<p><u>YOU NEED TO SEND YOUR SCORES DIRECTLY FROM ACT OR COLLEGE BOARD TO YOUR COLLEGES</u></p> <p>Send ACT/SAT scores directly from ACT or The College Board. Log on to your ACT and/or SAT account and follow the directions to have scores sent to any college.</p>	As soon as you finish testing.	
<input type="checkbox"/>	<p>COMPLETE THE FREE APPLICATION FOR STUDENT AID (FAFSA) Beginning October 1 Go to www.fafsa.ed.gov. Create a PIN Complete the form using 2019 tax return Apply early, money is often awarded on a first come, first serve basis. Virtual Financial Aid Program, September 30, 7:00 p.m. in the auditorium</p>	Begin October 1 End March 1	