

**Baxter Senior College and**  
**Financial Aid Application Responsibilities**

The student will:

- ☐ Identify and meet college admissions and scholarship deadlines
- ☐ Request your Baxter transcript, counselor recommendation, and teacher recommendations **a minimum of two weeks before deadlines**
- ☐ Confirm that your counselor and teachers have received all your electronic transcript and letter of recommendation requests (Common App and other applications)
- ☐ Identify standardized tests your colleges require (e.g. some require subject tests in addition to SATs or ACTs)
- ☐ Send standardized test scores directly from the testing agency to the colleges to which you are applying
- ☐ Complete FAFSA (opens Oct 1; colleges have varying deadlines) and send it to the schools to which you are applying
- ☐ Find out if any of your schools require the CSS Profile; complete that by the deadline
- ☐ Find out if any of your schools require an interview or audition; schedule as needed
- ☐ **Request that the transcripts of any college courses you've taken be sent directly from the college where you took the class to the colleges to which you are applying**
- ☐ Check your email for info from your colleges; login to and check college portals regularly
- ☐ Alert your counselor immediately if your colleges report that you are missing any pieces of your application that come from Baxter (transcript, letter of recommendation)
- ☐ Submit your enrollment deposit to the college of your choice by May 1
- ☐ Tell your counselor where to send your final transcript

Counselors will:

- Send your transcript and counselor letter of recommendation to colleges by your deadlines (if we are given at least 2 weeks notice; asap otherwise). *Please note, teachers send their letters directly, so confirm dates and requirements with them directly*
- Answer admissions representative's questions about your transcript, at their request
- Send an updated mid year transcript to your schools (unless your application happens at or after the mid year updates)
- Provide your transcript and letter of recommendation to scholarships, at your request
- Send your final transcript where you ask us to, at your request
- **Help in any way we can! Please ask us for help with ANY of the steps above.** *We can help you ID colleges you might want to attend, work through issues with your application, read your essay, talk about financial aid... the list goes on and on! But we don't know you need help if you don't tell us, so please keep us updated as you move through the list above.*