

KENNETT HIGH SCHOOL-College Planning Calendar

WINTER, JUNIOR YEAR

- _____ **Register to take the SAT or ACT in the early winter or spring.** KHS hosts the SAT in March.
- _____ **Complete the free online SAT prep program on Khan Academy: www.khanacademy.org/test-prep/sat or ACT Academy for ACT prep <https://academy.act.org/>**

SPRING, JUNIOR YEAR

- _____ **Take the SAT or the ACT.** Reviewing admissions tests policies and requirements at potential colleges.
- _____ **Meet with your school counselor to discuss your senior year courses, your college plans, and your academic progress.**
- _____ **Complete and review your results from the Do What You Are and the Career Interest Profiler assessments** in Naviance. Use the results to help focus your future career and major choices.
- _____ **Use online college search engines to find potential college matches and to start your research such as Naviance, College Board, and Cappex**
- _____ **Research the colleges on your preliminary list** by visiting college websites, consulting College Internet Resources on the guidance webpage and by speaking with current college students and graduates.
- _____ **Use the results of your research to begin to narrow the size of your list of colleges.** Use the "Compare Colleges" section of Naviance to help you compare schools.
- _____ **Discuss your college plans with your parents.** Make sure to include a frank discussion about finances in your talks. Check out www.finaid.org for information about college expenses and financial aid.
- _____ **Visit colleges that interest you.** You can arrange visits and tours by contacting college admissions departments.
- _____ **Identify 2 teachers** that you would like to write letters of recommendation to colleges for you. Ask the teachers if they will write recommendations for you in the summer or fall if required by the colleges.
- _____ **Plan additional college visits for the summer.**
- _____ **Finish your graduation project** if you have not already done so! You will lose privileges if you do not.

SUMMER, AFTER JUNIOR YEAR

- _____ **Begin viewing the application requirements for each of your colleges and start filling out the online applications.** Find out which of the colleges use the Common Application and begin it on www.commonapp.org for those schools.
- _____ **Begin working on your college application essays.** For tips go to www.collegeboard.com/student/apply/essay-skills/
- _____ **Schedule campus visits and interviews for any college you're interested in that you did not visit in the spring.** Schedule second visits to colleges that you want to see again. Try to arrange an overnight stay for second or third visits.
- _____ **Register to take the SAT or ACT in the fall.** KHS hosts the SAT in the Fall. Register early. Indicate at least four colleges to receive your scores for free. You will be charged for additional score reports.
- _____ **Complete your "Brag Sheet" in Naviance.** this will give your counselor valuable information to use in writing letters of recommendation for you.
- _____ **If you are planning to pursue a major in the arts, start getting your portfolio or audition ready.**
- _____ **Begin viewing the college representative visit schedule on Naviance.** Sign up to visit with the representatives of colleges that interest you.
- _____ **Begin searching for scholarships.** Start by viewing the "Scholarship List" in Naviance. Sort by local & other major specific categories. Use other sites such as fastweb.com and scholarships.com to search for national scholarships.

FALL, SENIOR YEAR

_____ **Check-in with your counselor to review your transcript and discuss college plans.** If you are considering applying for early decision, be sure to review this with your counselor.

_____ Encourage your parents to attend the Financial Aid Information Night at KHS!

_____ **Continue to research colleges & complete college apps.** Make a list of all your deadlines. Submit applications in a timely manner. Prioritize applications for early decision, early action, priority deadline and rolling admissions.

_____ **If required, ask teachers to write recommendations for you.** You will request letters of recommendation via Naviance after you have turned in the transcript release forms. See “Tips for Submitting Application Materials to Guidance” for more detailed steps.

_____ **Whenever you apply to a college, make sure to do the following:**

1. Submit the completed application online or in paper form directly to the college.
2. If you are applying through the Common Application, sign the FERPA waiver in your Common App account and match your Common App account in Naviance within the ‘Colleges I’m Applying To’ section.
3. Submit a signed Transcript Release/Application Submission form to the Guidance Office. Items must be turned into guidance at least 15 school days or one month before the application deadline.
4. Submit any required Secondary School Report forms or Counselor Information forms to the guidance office. Make sure you have completed the Brag Sheet on Naviance.
5. Send your test scores (SAT, SAT Subject, or ACT) directly from your College Board or ACT account

_____ **Use the ‘Colleges I’m Applying To’ section of Naviance** to track when your documents have been sent through the guidance office. Click ‘view detailed status’ to track the documents that have been sent.

_____ **If applying for financial aid,** check the financial aid application requirements and deadlines of each college. Submit your Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov as soon after Oct 1 as possible.

_____ **Make sure to keep your grades up!** Colleges will look closely at your senior grades.

_____ **FINISH ANY INCOMPLETE APPLICATIONS OVER THANKSGIVING BREAK!**

WINTER, SENIOR YEAR

_____ Provide the guidance office with notice of any mid-year reports that must be sent. Common Application mid-year reports will be sent automatically.

_____ Submit financial aid forms to colleges by their deadlines

_____ Complete any scholarship applications. Keep checking the Scholarships listing on Naviance.

SPRING, SENIOR YEAR

_____ Submit copies of all acceptance letters and scholarship awards to the guidance office.

_____ Make sure to complete the Local Scholarship Application which will be mailed to your home by the guidance office. This will ensure your eligibility for the scholarships that are awarded at graduation.

_____ At the end of the school year, counselors will come to classes to help you complete the ‘Graduation Survey’ in Naviance. This survey informs the Guidance Office of your plans for after Graduation, including the school you choose to attend. Your final high school transcript will automatically be sent to this school once available.