

COLLEGE PLANNING CHECKLIST - Click File > Make a Copy > place in your drive and begin checking items off

FALL (Sept-Nov)	WINTER (Dec-Feb)	SPRING (Mar-May)	SUMMER (Jun-Aug)
9th GRADE			
• Begin Senior Biography • Take Naviance Strength Explorer • Take PSAT as practice (Oct)	•	• Complete Naviance Cluster Finder • Register for honors/AP classes if qualified	•
10TH GRADE			
• Complete Naviance Intelligences & Personality Assessments • Take PSAT as practice (Oct)	•	• Complete Naviance Game Plan • AP Exams (May) • Check that you're on track for Graduation Requirements	•
11TH Grade			
• Decide on SAT/ACT Test Dates • Complete Naviance Career Interest Planner • Take PSAT (Oct)	• Use Naviance Super Match College Search • Add "colleges you're interested in" to Naviance	• Complete Naviance Cluster Finder • AP Exams (May) • PCS College Tour (if offered) • Register for rigorous senior year classes to build your college app • Career Shadowing due (June 1)	• Common App (opens Aug 1) • Submit Rolling Decision apps asap • Submit Transcript Parent Release • Begin College Essays • Complete Senior Biography • Register for fall SAT or ACT • Decide college(s) you want early decision/action
12TH Grade			
• Make final selection of college apps • Make master list of deadlines/ dates • Request teacher, counselor, pastor, or other recommendations • Ask for essay reviews • Complete FAFSA (opens Oct 1) • CSS Profile if needed (Oct 1) • Send 1st quarter grades to early decision school • Upload Senior Biography to Naviance	• Withdraw other apps if accepted Early Decision • Follow-up with admission offices to see if all materials received • Request transcripts after applications are submitted • Request test scores be sent directly to colleges for any that you haven't already requested	• AP Exams (May) • National Decision Day (May 1) • Move "College You're Attending" in Naviance • Contact colleges you were wait-listed for to see how to get accepted	• Pack, plan, enjoy!

In general, the following will help make your college application look better and stand out.

- Keep up your grades. Colleges look at transcripts from 9th - 12th grade.
- Sign up for extracurricular activities.
- Stay organized and keep track of deadlines.
- Use summers to build your resume by volunteering or working.
- Continually update your Senior Biography as it will be required for teacher recommendations.
- Senior year coursework is important: Colleges want to see a rigorous schedule and many want final transcripts.