



College Application Process To Do List

Junior Year

- Submit WHS paper FERPA/Senior Release Form
 - Submit Student Brag Sheet
 - Submit Parent Brag Sheet
 - Verbally speak to teachers about writing a letter of recommendation
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Senior Year

by **September 30th...**

- Communicate with your teacher recommenders about 1st application deadline (must be at least 4weeks prior to your first deadline)
- Review your unofficial transcript for accuracy
- In Naviance add your teacher recommenders' names
- In Naviance add colleges to your "I'm applying to" list
- If using Common App, in Naviance you need to match your accounts
- Sign and return Student Contract to your school counselor

Ongoing

- Work on your applications
 - **Pay attention to supplemental requirements for each college - these can be very time consuming

For each college:

- Send official SAT/ACT scores if required via CollegeBoard/ACT
- Submit your college application
- Update Naviance - Use the Edit button to indicate:
 - The application was submitted
 - Application you used: Common App or Directly to Institution
 - Application type: ED, EA, RD, etc.
- Submit the WHS Senior College Application Form to your school counselor
 - **REMEMBER the **10 School Day** Rule for supplemental materials