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COLLEGE PLANNING CHECKLIST

SENIOR APPOINTMENT (Before Applying)

- Graduation requirements/transcript review
- Your college list: Update list of “colleges I am thinking about” on Naviance. Do you have a good balance of reach, target, and likely schools?
- Testing plan (SAT, Subject Tests, ACT) – be sure to send your score 3 weeks prior to deadline
- Your timeframe for meeting deadlines
- **If you plan to apply Early Decision/Early Action OR if your school has rolling admissions, make an appointment to see your counselor ASAP. 15 school days’ notice is required to process transcript requests, teacher recommendations, counselor forms, etc.**

TESTING

- Register for and take the SAT, SAT II, and/or ACT as needed and **request** official test scores be sent from the testing agency to colleges:
www.collegeboard.org or www.actstudent.org.
- **STUDENTS ARE RESPONSIBLE FOR SENDING OFFICIAL TEST SCORES** to their colleges.
- **We do not have your account username/password.** Please contact College Board/ACT to help with lost account information.

THE COMMON APPLICATION

- Most colleges that AHS students apply to belong to the Common Application. Create your account on www.commonapp.org and begin filling out the form. **You must use your personal email on your account. Do not use your school email.**
- Add colleges to “My Colleges”.
- Complete the “Important Privacy Notice for Common Application (FERPA) found under the “my colleges” tab in the “recommender and FERPA” section. NOTE: you must have already added a school to your CommonApp in order to be prompted to complete the FERPA.
- **If you don’t complete this section on YOUR end, your counselor CANNOT send materials to your college.** The Family Educational Right to Privacy Act asks you to waive or not waive your right to review your application at a later time. Until you have done this (the vast majority wave the right), AHS staff cannot process your application. Therefore, recommendations, transcripts, and other documents cannot and will not be sent until FERPA has been completed.
- Some colleges may waive fees if you use “their” electronic application. **IF YOU USE ONE OF THESE “FAST APPS” you must notify your counselor so we can update your Transcript Request Form** in order for your transcript to be sent. Otherwise, we will not be prompted to do so, and your transcript will not be sent.
- **Things you’ll be asked for along the way:**
 - Avon High School’s **CEEB code is 070-008.**
 - Avon High School uses a **“weighted 4.0 GPA.”**
 - Avon High School **does not rank students.**
 - There are **226 students** in the Class of 2019.
 - **Current classes – accessible in PowerSchool.**

NAVIANCE

- Complete the Common App **Matching Process** found under “colleges I’m applying to” in **Naviance**.
- Add your email used for the Common App and verify your DOB. This will sync with your Common App every 24 hours.
- Add colleges to your list (if not in Common App). Update College Deadlines: Regular Decision, Rolling Admission, Early Action, Early Decision, or Priority.
- Update “**How you are applying**” – Common App/Coalition App/Through College
- Regularly check the list of **visiting colleges**. Sign up, say hello, and make a positive impression!
- Regularly check the “**scholarship list**” at the bottom of the College tab for scholarship notifications and other opportunities.

FINANCIAL AID

- **Students are responsible for knowing and meeting all financial aid deadlines imposed by individual colleges.**
- Use the **Net Price Calculator** on each college’s website for a rough estimate.
- Begin work on the “FAFSA4caster” (<https://fafsa.ed.gov/>). This will save you time later. Apply early; colleges can run out of money to give! Be the early bird.
- **FAFSA** is available starting **October 1, 2018**.
- In addition to FAFSA, many private colleges require the **CSS Financial Aid Profile** (<https://student.collegeboard.org/css-financial-aid-profile>), and the deadline will be much earlier. See each college’s FA department for details.
- **Financial Aid Night** will be held at Avon High School in October (date to be announced).

LETTERS OF RECOMMENDATION

- Some schools no longer require letters of recommendation, particularly large public universities. Some ask only for a teacher letter. Some ask for a counselor letter. Some ask for both. **You must notify your counselor if a counselor recommendation is required.**
- Determine how many letters of recommendation you actually need for each college – request and complete the teacher recommendation survey in Naviance.
- **Follow up with teachers** who are writing your letters of recommendation.
- Send a thank you note! This is the courteous thing to do, and you may need to ask your teacher for another letter later, for other needs. Good manners never go out of style, and nothing beats a handwritten note. Email is okay too, but write thoughtfully and professionally.
- **You may begin requesting letters May 1st.**

SUBMITTING YOUR APPLICATIONS

- The application is comprised of multiple parts. Students are responsible for knowing and communicating their deadlines and meeting them.
- The School Counseling Department requires **15 SCHOOL DAYS** to process your applications.
- Once you have your preliminary list of schools, please see your counselor to update your TRF.
- **When you are ready (or almost ready!) to click SEND or SUBMIT, please sign up on your counselor's Google calendar for an application processing appointment.**
 - ❖ ***You will submit:***
 - ✓ Application
 - ✓ Application fee (fee waivers are available for special circumstances; see your counselor).
 - ✓ Test Scores
 - ✓ Supplements
 - ❖ ***Your counselor will send:***
 - ✓ Your official transcript
 - ✓ Counselor recommendation (if requested)
 - ✓ AHS School Profile & AHS Secondary School Report
 - ✓ Letters of recommendation uploaded to Naviance by your teacher
- **We will not automatically send your first quarter grades to colleges that require it.** Verify that your grades are correct and inform Ms. King.
- Mid-Year grades **will** be sent automatically.

AFTER APPLYING

- If you receive a request for missing information from a college, please follow these steps:
 - Check Naviance first to verify on "colleges that I am applying to" that all "initial materials submitted" is indicated under "office status."
 - If materials have been submitted **call the college** to verify. They often need more processing time and generate "reminders" automatically while their office catches up with the application materials.
 - **AFTER checking with the college**, if materials have NOT been submitted, check with Ms. King or your counselor.
- Maintain your efforts and **KEEP UP YOUR GRADES!** Remember that you will be submitting mid-year grades. These can and do impact admissions decisions. That's why colleges ask for them!

YOU'RE IN!

- You must inform your counselor and Ms. King of all decisions by colleges as well as updating your decisions in Naviance.
- **Complete the exit survey** in Naviance at the end of the year so that we know where to submit your final transcript.
- Pay attention to college registration, housing and orientation materials.
- Once you have made your final decision, mail any required deposits.
- **NOTIFY** your other colleges that you won't be attending. They have been saving a seat for you; let them offer a seat to someone on their wait list!
- Wait lists, denials, and other difficult news: please see your counselor to discuss. We will help you to understand where you stand and work with you to help you make decisions.