

## College Prep Checklist

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01

### **Create a college admissions folder**

Compile important information for college applications (digitize hard copies of certificates for ease in uploading later).

Include: Transcripts / Community Service Log  
SAT or ACT test scores / Achievements / Honors / Awards  
Extracurricular Activities Log / Letters of Recommendation

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02

### **Cover the Basics!**

Plan your core academic courses and yearly schedule to meet graduation requirements. Use our credits chart and four year planner to help!

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03

### **Identify potential career pathways.**

Use online assessments to help!

Become involved in community activities and leadership opportunities that reflect your interests.

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04

Browse college planning resources and learn more about higher ed opportunities.

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01

**Prepare and take PSAT/NMSQT**

(National Merit Scholarship Program)

WHY? PSAT scores are required for many scholarship opportunities.

Schedule at least a month prior to testing date on College Board. Practice with online test prep exams.

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02

**Cover the Basics! Check your plan!**

Stay on top of your core credits.  
Add electives that reflect your passions and interests.  
Consider AP and Honors courses.

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03

Continue to explore career pathways and community activities that reflect your interests.

Find internships or mentoring for special interests.

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04

**Learn how to pay for college!**

Check out scholarships, grants, and work-study options.  
Know how, what, and when to prepare.

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01

**Research college and university options. Calendar admissions deadlines.**

Check out Degrees and Majors for your preferred career.

Visit near by campuses on Open Visit days and distant colleges as a family destination vacation.

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02

**Check your Credits Summary!**

Stay on top of credits needed for graduation.

Plan summer courses for credit recovery if needed.

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03

**Practice writing personal essays.**

Check out award winning essays. Practice writing a stellar personal essay for college admissions!

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04

Spring: **Check Senior Year scholarship deadlines. Register for Spring SAT and AP exams.**

Register for FALL Dual Enroll courses.

## College Prep Checklist

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01 Register for final Fall SAT or ACT Exam if needed.

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02 FALL: **Request transcript, test scores, and letter of recommendation 30 - 60 days prior to deadlines.**   
**Fill out online college admissions applications with personal essay prior to deadlines. Submit scholarship applications.**

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03 FALL: **Complete FAFSA and apply for financial aid**   
Use the Federal Student Aid Calculator for planning.

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04 Spring: Consider college acceptance offers and finish submitting scholarship applications.   
**Complete all courses and credits needed for high school graduation.**

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05 Spring: **Finalize college choice and contact the school to accept their offer. Plan for financial aid and apply for grants and student loans.**