

Senior Year Calendar

Prior to the start of school

- ___ Make your initial list of colleges
- ___ Visit each college web site and read all requirements for admission
- ___ Make sure you have established an application account online for each college on your list.
- ___ Make a list of **all** essay and short answer topics for each college. Brainstorm ideas for all essays
- ___ Complete your personal resume.
- ___ Student athletes must complete the NCAA Clearinghouse form, pay the registration fee, send an official transcript and official SAT / ACT test scores to the NCAA (code is 9999).
- ___ Register to take the SAT and or ACT tests in the fall, if you need to raise your scores.

September

- ___ Check the website for each college and your high school college center for the dates that college representative plans to visit your high school or the Reno/Tahoe area. Mark your calendar for the date and RSVP or sign-up for the visit.
- ___ Your high school counselor will give you instructions on how to request a letters of recommendation or a part of the application to be completed by the counselor. Be sure to follow instructions and meet the deadlines.
- ___ Make list of the colleges that require a letter of recommendation
- ___ Contact each teacher that you want to write a letter of recommendation.
- ___ Provide the teacher with large envelope that contains the necessary forms for each college, addressed and stamped envelopes, and any personal information or questionnaire requested.
- ___ Request an official transcript be sent to each college on your list.
- ___ Begin to complete the college applications usually in the order of the application deadline.
- ___ Organize and begin to write your college essays.
- ___ Request your SAT and/or ACT score report to be sent to each college or if you are retaking the tests, add the colleges to your test registration.

October

- ___ Start your applications.
- ___ Complete your applications and submit.
- ___ Complete all "Rolling Admission" college applications and submit by Oct. 31st.
- ___ Complete all EA or ED college applications and submit prior to Nov. 1st.
- ___ Continue to work on applications and essays.
- ___ Retake SAT or ACT tests if necessary.
- ___ Register or request interviews for the colleges that offer or require an interview.
- ___ Complete ALL requests for letters of recommendation and give all required information to counselors and teachers.
- ___ Double check that all transcripts and test score reports have been sent to each college on your list.
- ___ Complete the Free Application for Federal Student Aid (FAFSA) form.

REMINDERS:

- Always print a copy of your completed application before you submit.
- Always double check each application before submitting.
- Always have at least one other person read your essays before you add it to the application.

November

- Check with your counselor and teacher about the progress of your letter of recommendation. This also can usually be checked online once the application is submitted.
- Complete writing your essays.
- Complete your Regular Decision applications. Submit before Thanksgiving.
- Begin to check on scholarship information and deadlines.
- Continue to complete all essays and applications.
- Complete the CSS Profile form if required by any college. (financial aid form)

December

- Register for your FAFSA pin number if you will be filing for financial aid.
- Complete all other applications.
- Call or check online with each college to see that your application is complete.
- Write a thank you note to each teacher and counselor who sent a letter of recommendation.
- Have a good holiday.

January

- Be sure all applications are complete.
- File your completed FAFSA form after Jan. 2nd.
- If needed, submit your mid-year reports and 7th semester grades to colleges that require the information
- Respond to all requests for additional information for your colleges.

February/March

- Final Deadline to complete FAFSA is February 1
- Complete any scholarships forms.
- Keep in touch with all colleges and check your e-mail regularly.
- Notify all colleges in writing if you have made a change to your schedule of classes.

March/April

- Visit schools you have been accepted by and want to attend.
- Stay in touch with the financial office at the school you plan to attend.
- Make your decision on which school you will attend.

May

- By May 1st, you must notify the one school you plan to attend.
- Complete intent to register forms and pay the required deposit.
- Complete housing forms and pay the required deposits.
- Take your AP tests.
- Take the Subject A test for UC, if required.
- Register for any English or math placement tests required by your college.
- Continue to attend classes; you **must** maintain your GPA. If your GPA drops and/or you drop a class you listed on your application, the college has the right to rescind your offer of admission if you have not notified them of the change.

- ___ Request your final transcript to be sent to the college you plan to attend. It is YOUR responsibility to make this request.
- ___ Student athletes must request a final transcript be sent to the NCAA