

College Planning Checklist & Timeline: Class of 2024 Alexandria City High School



Your School Counselor is your main contact throughout the college application process & will submit your school-based forms. **The application process has many deadlines, but it is NEVER too late to start!**

The College & Career Center (CCC) A-114 & the Scholarship Fund of Alexandria (SFA) A-115 & A-117 will help you with every step in the process. Follow us at @titansccc & @AC2College

Tools & Platforms

- Naviance is the link between the Common App, your AC School Counselor, & your colleges. All colleges must be in Naviance. Common App schools will import to Naviance AFTER you "MATCH"
- [Common Application](#)
 - Other applications: [Coalition Application](#), [Black College Common Application](#), [Apply Texas](#), [Univ. of CA System Application](#), [UCAS](#) (UK's shared admission service for higher education)
- School Counseling Resource Canvas Page: College Application Tools, Transcript Request, Naviance How-to Videos, and Events & Videos
- [ROTC](#) programs/scholarships: Apply by service: [Army](#), [Navy](#), [Air Force](#), [Marines](#), [Space Force](#)
- [Acceptd](#)- premiere application and audition platform for Performing and Visual Arts majors; manage auditions, applications, recruiting. [SlideRoom](#) is required for some Common App schools.
- If planning to play a sport in college, register with: [NCAA](#) (National Collegiate Athletic Association) Clearinghouse/Eligibility Center and/or [NAIA](#) (National Association of Intercollegiate Athletics)

2nd Semester Junior Year:

- ☐ Have a conversation with parent/guardian about the price and value of college-[College Affordability & Transparency](#), [Return on Investment](#), and [Value](#).
- ☐ Research & visit colleges (in person & virtual); GPA & Test Compare: [VA Colleges](#), [HBCU's](#)
- ☐ High Achieving, low income/first generation student? Research [Fly-in programs](#) & [Colleges that meet 100% of demonstrated need \(what 100% need means\)](#), [Posse](#), & [Questbridge](#)
- ☐ Prepare & take one [ACT](#) & [SAT](#) junior year. All juniors will take the ACHS school day SAT, April 25.
- ☐ Attend a Class of 2024-Juniors College Planning meeting
- ☐ Attend Common Application presentation
- ☐ Register to take a second [ACT](#) or [SAT](#) over the summer. Email Ms. Hawn marianne.hawn@acps.k12.va.us for a fee waiver if you qualify for free/reduced lunch
- ☐ Ask your two ACPS recommenders in person or over email (**DO NOT** make the official request in Naviance-will do this AFTER you MATCH your accounts in the fall).
- ☐ [Sign up](#) to receive the Scholarship Fund of Alexandria Newsletter and other important information
- ☐ Continue to build your resume: clubs, service, work, family responsibilities, etc.

Summer Before Senior Year:

- ☐ [Research](#) & build [college list](#), 5-10 colleges ([reach](#), [target](#), [likely](#)) that fit & [deadlines](#) ([ED](#), [EA](#), [Reg](#))
- ☐ Create Student Activities Resume [templates](#) & [helpful hints](#)
- ☐ Draft your [Common App personal statement](#) (could even start this end of Junior year)
- ☐ Establish a [Common App account](#) & complete general Common App tabs (profile, family)
- ☐ **After July 1**, request updated ACHS [transcript](#)
- ☐ **2023/2024 Common App goes live Aug 1**, Complete Common App, add colleges, build your [Activities List](#) & [Honors/Awards](#), search and draft [supplemental essays](#) (specific to each college)

Fall of Senior Year:

- ☐ Attend AC College Fair
- ☐ Register in Naviance to attend “College Rep Visits” at ACHS (priority to 11th/12th graders)
- ☐ Complete the FERPA waiver in Common App AND **MATCH** your Common App & Naviance accounts (ACHS turns on the MATCH feature Aug/Sept)
- ☐ **AFTER** you MATCH your Common App & Naviance account:
 - ☐ Make official Letter of Recommendation (LOR) request in Naviance at least four weeks before your first application deadline (first ask your recommenders in person or over email)
 - ☐ Contact CCC if requesting a LOR from a recommender outside of ACPS
 - ☐ MATCHING will import all your Common App schools to Naviance “colleges I’m applying to”
 - ☐ Add any non Common App schools to Naviance under “colleges I’m applying to”
- ☐ Complete & submit “Senior Info Packet for Counselor” at least 15 days before your first app deadline
- ☐ If applying [TEST OPTIONAL](#) to ANY college, request to have your SAT scores removed from your ACHS transcript-email Ms. Hawn, marianne.hawn@acps.k12.va.us . You can apply with tests to some colleges & test optional to others by changing your answers on the Common App.
- ☐ Create FSA ID -parents and students need their own, your electronic signatures for FAFSA
- ☐ Complete the 2024/2025 Free Application for Federal Student Aid ([FAFSA](#)) or Virginia Alternative State Aid Application ([VASA](#)) & if [required by a college](#) on your list, complete the [CSS Profile](#)
- ☐ Research and apply for scholarships:
 - ☐ Review “Scholarship Search Process & Resources” AND “AC Top Scholarships” on Canvas
 - ☐ [Sign up](#) to receive SFA monthly newsletter & Complete SFA [application](#) (opens Nov.)

After you submit applications: BIG DEADLINES Oct 15, Nov 1, Nov 15, Dec 1, Jan 1, Jan 15, Feb 1

- ☐ [MANY colleges](#) require you to [complete the SRAR](#) before the deadline as part of the app process
- ☐ Check your email (look in spam/junk) AND create an applicant portal for each college
- ☐ Check your email & portal 3x a week to see if the college needs additional admissions or fin aid info
- ☐ Attend “Admitted to College, What’s Next” presentations/workshops
- ☐ Tuition Equity Provision-Students who are not eligible for in-state tuition due to residency issues may qualify for in-state tuition through the [Tuition Equity Provision for High School Completers](#).
- ☐ If English is not your first language your preferred college may require a [TOEFL](#) score, Duolingo, or IELTS. [TOEFL vs. Duolingo vs. IELTS](#)

As decisions are released:

- ☐ Update your decisions in Naviance (admitted, denied, deferred, etc.)
- ☐ Check portals for Financial Aid award letters & status for instate tuition, CCC & SFA will help you compare Financial Aid awards from **ALL** your colleges before committing and paying a deposit
- ☐ After you commit/pay a deposit, look at next steps: placement testing (if needed), room & board (dorm & meal plan), supports/accommodations, appealing financial aid award, etc.

End of Year:

- ☐ Decision Day (usually May 1) unless applied ED, you do NOT have to commit until Decision Day
- ☐ Complete Senior Survey to indicate your finalized post-secondary plans

***All blue/underlined words are hyperlinks to additional info & resources. This document is available as a PDF on the School Counseling Resource Center Canvas page: “College Applications Tools”, “Seniors Click Here”.**