

A PLAN FOR COLLEGE GRADE 12

FALL - August through December

- _____ Make sure you are meeting high school graduation and college admissions requirements.
- _____ Organize relevant dates on a calendar so you can best manage your year.
- _____ When applying for admission and financial aid, photocopy the forms and proof read before submitting them.
- _____ Arrange visits to schools you are considering and schedule admissions interviews if required.
- _____ **APPLY TO SCHOOLS AND BE AWARE OF THE DEADLINE DATES.**
- _____ Prepare a budget with your parents for your freshman year in college.
- _____ Take or retake the ACT or SAT.
- _____ While meeting deadlines for admissions, financial aid, and scholarships, keep records of everything you submit.
- _____ Identify at least two of the following to write solid recommendation forms for you: a teacher, an extracurricular advisor, a counselor, a principal, or an employer. When seeking references for admissions and scholarships, give recommendation forms to teachers, counselors, etc. at least one month before they are due.
- _____ If seeking athletic scholarships, contact the coaches from the schools you are considering and include a resume of your accomplishments.
- _____ Make the final preparation of your portfolios, audition tapes, writing samples, or other evidence of talent required for admission and/or for scholarships.
- _____ Meet with visiting recruiters from potential schools and attend local college fairs.
- _____ If planning to attend a private institution, contact financial aid office to see if College Scholarship Service (CSS) Profile is required.

COLLEGE PLANNER - GRADE 12

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SPRING - January through May

- _____ Apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA). You can list up to six schools on the FAFSA that you wish to receive your financial aid application. Be in contact with the schools should there be additional information or documentation required.
- _____ Call the school of your choice and confirm that they have received your admissions applications materials, including letters of recommendation and housing applications.
- _____ Request that your high school send a copy of your transcript to the school where you have applied. Make sure your first semester senior year grades are included on the transcript.
- _____ The information you receive back, after the FAFSA is processed, is the Student Aid Report (SAR). If any portion of the information on the SAR is incorrect, please correct it and resubmit it to the processing center.
- _____ After deciding which school you are going to attend by the proper deadline, notify the school in writing as to whether you are accepting or declining admission.
- _____ Review your financial aid award letter with your parents and be sure that you understand the terms and conditions that accompany each kind of aid.
- _____ Notify the financial aid office of other outside scholarships or grants you have accepted since your initial application.
- _____ Be aware of due dates for tuition, fees, room and board, and other expenses.
- _____ Respond immediately to all correspondence regarding school, scholarships, and financial aid.
- _____ Meet all class registration deadlines.

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