

# SENIOR COLLEGE ADVISORY BINDER

Class of 2020

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## COLLEGE APPLICATION CHECKLIST

- ☐ Online Application - aim to submit 1 week before deadline
- ☐ Order SAT/ACT test scores to each college (Date ordered \_\_\_\_\_) SAT:  
[www.sat.org](http://www.sat.org)  
ACT: [www.actstudent.org](http://www.actstudent.org)
- ☐ Add all colleges in "Colleges I'm Applying to"
- ☐ If applying with Common Application, Match Naviance with Common App
- ☐ Request Transcript in Naviance (if needed)
- ☐ Request Letters of Recommendation (if needed)
  1. Ask in person
  2. Complete Recommendation Forms in Naviance "About Me"
  3. Provide Written Request in person

Counselor Request \_\_\_\_\_

Teacher Request 1 \_\_\_\_\_

2 \_\_\_\_\_

### OTHER

- ☐ EOP Application for CSU (if qualified)
- ☐ Apply to Honor's college (if applicable)

### HOUSING

- ☐ For CSU & Out of State may have first-come, first-serve applications
- ☐ For UC & most private housing process is done after decision to attend (May 1)

### FINANCIAL AID/SCHOLARSHIPS

<u>Form</u>	<u>Website</u>	<u>Deadline</u>	<u>Date Sent</u>
FAFSA	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>	March 2 or <b>earlier</b>	_____
CSS Profile (if needed)	<a href="http://www.collegeboard.org">www.collegeboard.org</a>	POSSIBLE IN OCT _____	_____ _____
Other	_____		

Student Name:\_\_\_\_\_

College Counselor:\_\_\_\_\_

MY RECOMMENDERS ARE:

Counselor Recommender Name:\_\_\_\_\_

Teacher 1 Name:\_\_\_\_\_

Teacher 2 Name:\_\_\_\_\_

Return this form to your college counselor by the deadlines you indicate below. Letters of rec. will not be sent until you return this completed form.

☐ Sept. 27 for early deadlines of Oct., Nov., or Dec. 1

☐ Oct 31 for all other deadlines, December 15 and later

COLLEGE APP SPREADSHEET							What are your College Requirements?					
College Name	Major	Deadline	App. Type ED/EA/RD / Rolling (R)	Type of App UC/CSU/ Common App (CA)/ Direct to Institution (DI)	For me this college is a Reach (R)? Target(T)? Solid(S)?	Counselor Rec	Teacher Rec (How Many)	SAT/ ACT	SAT Subj	Transcript	FAFSA	CSS Profile
For Example: Loyola Marymount	English	Jan. 15	RD	CA	T	Yes	Yes (1)	Yes	No	Yes	Yes	No

Student Signature:\_\_\_\_\_

Parent Signature:\_\_\_\_\_

Date:\_\_\_\_\_

In signing this form, I have discussed with my parent/guardian the reasonable and likely outcomes of admission decisions for the colleges above.

# Teacher Letter of Recommendation Request



Student Name \_\_\_\_\_

Date Delivered \_\_\_\_\_

**Deadlines in Oct., Nov., or Dec. 1:  
Complete the following by  
September 27**

**Deadlines of Dec. 15 or later:  
Complete the following by  
October 31**

Dear \_\_\_\_\_:

Thank you for agreeing to write my teacher letter of recommendation.

**I will complete the following steps by the date indicated:**

- ☐ Complete Teacher Recommendation Form on Naviance
- ☐ Enter my colleges on "Colleges I am Applying to" on Naviance
- ☐ Indicate on Naviance if I am using the Common Application or a different application
- ☐ Enter the appropriate deadline for each of my college applications on Naviance
- ☐ Request you to write my teacher recommendation letters on Naviance

**ALL of these tasks will be completed by:**

\_\_\_\_\_ Sept. 27 for early deadlines of Nov. 1, Nov. 15, Dec. 1 or earlier

\_\_\_\_\_ Oct 31 for all other deadlines, December 15 and later

Thanks again for taking the time to write my letters. Please let me know if you have any questions.

Sincerely,

\_\_\_\_\_

## Teacher Instructions—New for Fall 2019!

1. This paper serves as your written request for college letters of recommendation; please keep it in a file so that you can keep track of your requests if that's helpful for you.
2. When students complete the steps above, you will receive an email from Naviance alerting you that you have new requests for letters. Please also check your Naviance dashboard—you will see student college lists and the requests there, including the deadlines for the requests. You will also be able to upload and submit your letters from that page of the website.
3. Uploading letters and completing Teacher Evaluation Forms are the same as in years past.
4. When you submit a student's letter of recommendation please **update your dashboard** for that student so that they can see that their letter has been submitted.
5. We will get detailed instructions with screenshots out to you by mid-September.