

Junior Class College Meeting Priority List

- ☐ **Check Email in Naviance:** Use your PERSONAL email also used for college applications. Check your email regularly.
 - ☐ To update your email in Naviance - Go to ABOUT ME>>MY ACCOUNT>>General Information. Under "Contacts," click on the edit button and enter your email.

- ☐ **Naviance Assigned Tasks-** most tasks are due 8/6. Complete over the summer.

****MUST BE COMPLETED prior to your individual college meeting with your counselor.
If not completed, meetings will be canceled and rescheduled to a later date.***

- ☐ Colleges I'm Applying To - only list colleges you are intending to apply
 - ☐ Resume - Must save a printable version of the resume
 - ☐ Input Test Scores, if available (SAT and/or ACT)
 - ☐ Counselor Questionnaire
 - ☐ Teacher Questionnaires (as needed)
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- ☐ **Letters of Recommendation** - Only required by some colleges. **November 22th** is the last day to request. Three weeks advance notice required.
 - ☐ Speak FACE to FACE with a teacher to request a letter first.
 - ☐ Check each college website or Common App for requirements. Often requirement is two academic teachers (possibly your counselor). Some programs allow a youth pastor, art teacher, coach or employer.
 - ☐ **DO NOT REQUEST LETTERS BE SENT TO UC and CSU**
 - ☐ Send request in Naviance for Oak Park High School teacher letters of recommendation. Indicate each school separately needing a letter. **DO NOT SELECT SEND TO ALL SCHOOLS!!**
 - ☐ Proper Etiquette - Follow up with a thank you note.
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- ☐ **SAT/ACT Test Scores**
 - ☐ Sign up on the testing website (College Board and/or ACT) to take junior year or fall of 12th grade.
 - ☐ Send test scores directly from the testing website to colleges.
 - ☐ Enter Scores in Naviance to assist with Scattergrams/graphs.
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- ☐ **Summer Goals**
 - ☐ Look at the UC and Common App essay prompts. Work on them.
 - ☐ Enter basic information into the Common App after August 1. Or start early and roll over after August 1st to 2019-2020.
 - ☐ Look at deadlines and decide on your plan. Decide if early deadlines are best for you.
 - ☐ Research colleges - Super Match and Scattergrams/College Compare in Naviance.
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- ☐ **Senior Year**
 - ☐ **Attend Senior group Meeting with your Counselor** - in August

- ☐ **Schedule one on one College meeting with your counselor** - no later than October 31st!
- ☐ **Submit College applications** - check college deadlines (UC/CSU due by Nov 30th)
- ☐ **Order Transcripts** - Complete Order Form; found online and in the main office on the counter.
- ☐ **Apply for Financial Aid/Scholarships**