

College Application Checklist

South County High School (CEEB Code 471-251)

How do I apply to Colleges?

- ✓ Use Naviance Student to research colleges and make a list of those to which you will apply.
- ✓ Review the application requirements on the school's website. Note deadlines!
- ✓ Complete college applications carefully. Review before sending as accuracy is important.

How do I send my test scores?

- ✓ Request your official test scores be sent directly to your colleges of choice.
- ✓ Do this at the time you test or log back into the testing website.

SAT www.collegeboard.org ACT www.actstudent.org

How do I get my transcript?

- ✓ Complete a Transcript Release of Records Request (parent signature required) at least **three weeks** before application deadline.
- ✓ Submit form and fees to Mrs. Livingston, Transcript Assistant, located in Student Services.
Hours: Monday-Friday 9:00 am – 3:00 pm
- ✓ Track transcript requests through Naviance Student. When you log in, you will see a list of “My Favorites”. Select the “Colleges I am Applying to” tab and then choose “manage transcripts”.

How do I get a recommendation?

- ✓ Counselor Recommendation: Submit the Request for Counselor Recommendation form to your counselor. There is also an optional form for parents to complete. Both are located on SCHS website under Student Services in Post-Secondary Planning.
- ✓ Teacher Recommendation: Read application instructions. You will either need to ask your teacher's permission and provide her/his email address to the college, or you will need provide teachers with stamped, addressed envelope(s) to the college(s) so their recommendations can be mailed directly.

What do I do once I have been accepted?

- ✓ Review acceptances and any Financial Aid Award Letters.
- ✓ Submit deposit or paperwork to the college you have chosen.
- ✓ Complete the Senior Survey in May.