

Senior Checklist

Please note that in many places it refers only to college bound kids, but it also applies in most cases to vocational/trade school students.

August/September/October

- Register for the SAT and/or ACT if you didn't take it as a junior, or if you aren't satisfied with your score and want to take it again. (Remember that your counselor can help you with a fee waiver) Please include West's code (020000) so that we receive a copy of your scores.
 - Frontier Tutoring offers free practice SAT and ACT tests at West. In addition to the free practice tests, they provide a detailed report of your results. <http://www.frontiertutoring.com/>
 - A listing of testing dates for the SAT and ACT can be found at www.collegeboard.com and www.actstudent.org
- If you haven't already, create an account at www.collegeboard.com. This site includes a wealth of information for researching and preparing for college.
- Go with your parents online to <http://acpe.alaska.gov> for even more helpful information in planning for colleges and career preparation.
- Take a look at some college applications and consider all of the different pieces of information that you will need to compile.
- Visit with your school counselor to make sure that you are on track to graduate. If you're ahead of schedule, consider taking courses at a local university or community college to get a jumpstart on college credit. I have included an up to date transcript for you. Please review it for accuracy and make sure that there are no other Credit by Choice classes that you would like to include.
- The FAFSA will be available soon and may be submitted as early as October 1 this year. You may visit www.fafsa.ed.gov for help with this, or local help sessions are offered here in Anchorage, including Alaska Advantage on the second floor of the Dimond Center. The sooner that you complete it, the sooner you will have an idea of your financial aid options. Watch the mail for your Student Aid Report (SAR). It should arrive four weeks after the FAFSA is filed.
- Take every opportunity to get to know colleges; meeting with college representatives who visit your high schools during the fall, attending local college fairs, visiting campuses (if possible).
- Narrow down your list of colleges and begin to consider "safe", "reach", and "realistic" schools. Make sure that you have the application and financial aid information for each school. Find out if you qualify for any scholarships at these schools. This information is usually found on the individual schools' websites. Please note that there are additional scholarships available for students who are the first generation in their family attending college. All college bound students must complete the FAFSA (Free Application for Federal Student Aid). You can apply beginning October 1st this year. Religious and civic groups can also be a good source of scholarship information. You should never pay for scholarship information.
- If you cannot afford the application fees that many colleges charge, ask your counselor to help you request a fee waiver.
- Some colleges will have deadlines as early as this month. These would include rolling admission, priority, early decision, and early action deadlines.
- Finalize your college essay. Many schools require that you submit at least one essay with your application. Compile and maintain a portfolio with all of your awards and achievements throughout your high school career to showcase your talents and accomplishments.

- Request personal recommendations from teachers, school counselors, or employers. Fill out a Request for Letter of Recommendation and give at least 2 weeks for the counselor/teacher to write the letter.
<http://www.asdk12.org/counseling/>
- Common Applications are now being filled out online at www.commonapplication.org. Check to see if the schools that you are applying to participate.
 - Common Application Dates:
 - 1st Teacher/Counselor Report should be completed by the end of the fall semester.
 - Midyear Report should be done by February of your senior year.

Create a checklist and calendar to chart:

- Standardized test dates, registration deadlines, and fees
- College application due dates
- Financial aid application forms and deadlines
- Other materials you'll need for college applications (recommendations, transcripts, essays, etc.)
- West's application processing deadlines

November

- Finalize and send any early decision or early action applications due this month. Have a parent, teacher, counselor, or other adult review the application prior to submitting it.
- Every college will require a copy of your transcript from your high school.
 - Order online: www.asdk12.org. Click **Students**. Click **In the Pack**. Click **Transcripts**. Click **Online**. Fill out the form and **submit**.
 - Be sure to have your student ID and school information available when filling out the request.
 - The request is sent to our West High Registrar and a notice will be sent back to you when the request has been completed.
 - To pick up your Official Transcripts, come to the main counseling office to see our registrar.
 - **DO NOT OPEN THE ENVELOPE**. They will no longer be counted as "Official" if you open it.
 - Official transcripts requested in the fall will show grades up through your Junior year.
 - Official transcripts requested during the spring semester will include 1st semester grades from your Senior year.
 - Official transcripts requested after June will include all 8 semesters and whether you have graduated.
 - Final transcripts can be requested before graduation, just make sure to mark the "**End of the Semester**" box.
- Financial Aid Profile
 - Some schools require students to complete the CSS Profile. A list of schools that require the profile and directions on how to fill out the profile can be found at <https://profileonline.collegeboard.com/prf/index.isp>.
- Scholarship Portfolios
 - ASD Portfolio Guidelines can be found at www.asdk12.org/counseling (**See ASD Portfolio Guidelines**) This process may be changing this year, I will update you as I receive any new information
- National Collegiate Athletic Association (NCAA) Clearinghouse
 - Are you interested in participating in college sports at Division I, II, or III level? Visit www.ncaa.org. Please make sure that I know if you are NCAA bound. I will do another level of verification that you are in NCAA approved courses.
- Make sure testing companies have sent your scores directly to the colleges to which you are applying, as well as to West.

December

- Begin to organize regular decision applications and financial aid forms, which are usually due in January and February.
- Register for the January SAT (if needed). It is the last one colleges will be able to consider for a senior.

January

- Many popular and selective colleges will have application deadlines as early as January 1. Others have deadlines later in January and February. Keep track of and observe deadlines for sending in all required fees and paperwork.
- If necessary, register for the February ACT (some colleges will be able to consider it).
- Submit an Official Transcript request to be sent to the schools that you applied to.
- Turn in your Rough Draft of your ASD Scholarship Portfolio to your counselor by the 3rd week of January.
- The midyear report for the Common Applications should be submitted by February.

February/March/April

- Submit the final draft of your ASD Scholarship Portfolio to CRC (Unless this changes at the district level).
- While most of your applications will be complete and you are waiting to receive admission decisions, don't slack in the classroom. The college that you do attend will want to see your second semester transcripts.
- Acceptance letters and financial aid offers will start to arrive. Review your acceptances, compare financial aid packages, and visit your final choices, especially if you haven't already.
- ASD Scholarship portfolios will be reviewed by Scholarship Committees during March and April.

May

- Any required course not passed needs to be repeated or made up for credit through other alternatives.
- All coursework must be completed by the week before graduation (including BYU courses).
- Graduation!
 - Jostens representative will come to school for cap/gown/ring orders. Please go to <http://shop.jostens.com> and specific West High school to get specific school information.