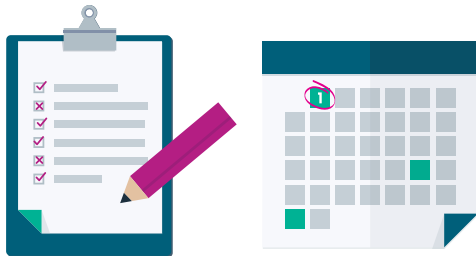


School Counselor

College Prep Timeline



Summer prior to senior year

- **Organize the process for college application processing**
- Organize the process for local/regional scholarship applications
- **Inform students of early fall ACT/SAT registration deadlines**
- Update your school profile document
- Rest up for the work ahead - helping seniors
- Write requested letters of recommendation
- **Prompt students to complete submission of admissions applications and the FAFSA**
- Remind students to add any colleges to FAFSA that were applied to after original submission
- **Process local/regional scholarship applications submitted with supporting documents**
- Review Student Aid Reports with students
- Review early award letters with students
- **Encourage students to establish all college requested email accounts for critical communications; advise them to keep list of log-ins and passwords**
- Assist students with any supplemental document requests from colleges

Fall semester

- Review student schedules to ensure graduation requirements are met
- Finalize college rep visit schedule
- **Provide students with ACT/SAT testing schedule and promote registration**
- **Provide fee waiver information to eligible students for testing and admission applications**
- Encourage students to finalize college list
- Help students organize admissions and financial aid applications as it relates to due dates
- Clarify admissions application processing at your school
- **Host college and financial aid information night**
- **Host/Collaborate with partners for FAFSA Completion Workshop**
- Encourage completion of CSS Profile (if needed)
- Promote college fairs and/or college visits
- Coordinate any Early Decision submissions
- **Provide continuous reminders about completing applications and FAFSA**
- Share local/regional scholarship application information
- Encourage students to set up scholarship search engines
- **Process admissions applications submitted with supporting documents**
- **Remind students of admissions applications and FAFSA submissions for those still in process**
- Continue to promote college visits
- Continue to review Student Aid Reports and award letters as students receive them
- Encourage completion of local/regional scholarship applications
- Provide any required mid-year reports
- Survey students for post-high school plans
- **Counsel students on final college choices**
- Provide guidance to any wait-listed students
- **Remind them to submit any enrollment and/or housing deposits required by May 1**
- Remind students to notify the colleges they will not be attending
- Encourage students to complete college orientation registration
- **Organize process for sending final transcripts, AP/IB scores, NCAA Clearinghouse documents**
- Ensure students know to send dual enrollment transcripts if needed
- Tally college scholarship totals for graduating class
- Plan a great summer vacation to recharge for next year

Spring semester