College Prep Timeline

Summer prior to senior year
- Continue to provide assistance with setting up FSA ID for students and parents
- Plan and organize college information and FAFSA assistance workshops for upcoming year
- Participate in professional development opportunities for college admissions and financial aid updates

Fall semester
- Schedule one-to-one meeting with all seniors
- Encourage students to meet with college reps visiting their school
- Assist with ACT/SAT test registration and securing fee waivers
- Clarify services available to seniors from your program
- Offer/Co-host college and financial aid information night
- Help students arrange college visits/attend college fairs
- Assist students with final college choice list and application preparation
- Provide FSA ID set-up assistance to students and parents
- Host FAFSA completion workshop(s) or individual family appointments
- Assist with completion of CSS Profile if needed
- Review Student Aid Reports
- Assist families in submitting documents required for verification
- Review early award letters
- Discuss Early Decision offers and commitments
- Assist students with local/regional scholarship search and/or submission of institutional scholarship applications

Spring semester
- Assist students who still need to complete college admissions applications
- Continue to review Student Aid Reports and award letters as students receive them
- Provide students with any applications needed to request funding from your program (if available)
- Assist students with completion of local/regional scholarship applications
- Assist students/families with submitting any requested paperwork to complete verification
- Review all award letters received to assist students with making final college choice
- Guide students through any financial aid acceptance procedures and notifying colleges that students will not attend
- Remind them to submit any enrollment and/or housing deposits required by May 1
- Assist students with completing college orientation registration
- Collect any necessary paperwork for any funding provided by your program (if available)
- Host high school-to-college transition workshop
- Plan summer melt activities