

Countdown to College - Senior Year

[Naviance Login](#)

Plan your path to education success with these monthly activities:

August/September

- Meet with college admissions representatives visiting your school.
- Make a calendar of key application and financial aid deadlines.
- Ask, in person first, teachers, counselors, or other adults whom you know for letters of recommendation (if LOR are needed) for college or scholarship applications. Then, make requests in [Naviance](#).
- Attend College Night at AHS.
- Attend College Q&A Night and Financial Aid Night at AHS.
- Request transcripts in [Naviance](#) to send to schools to which you are applying. Pay for transcripts in [SchoolPay](#).
- Take the SAT and ACT if needed. (Links in [Naviance](#).) Link [Khan Academy](#) account and [College Board](#) account to study for the SAT. Visit the ACT website for ACT study material.

October

- Take the SAT or ACT if necessary.
- Work on admissions application essays.
- Revisit your top school choices. Talk face to face with current students and faculty.
- Continue to seek and apply for scholarships. Scholarship list located in [Naviance](#).
- Start preparing and submitting your college applications through [Naviance](#).
- Attend Eagles Soar to College at AHS.
- Gather data needed and complete the Free Application for Federal Student Aid ([FAFSA](#).) Attend the FAFSA workshop for assistance.
- Submit your completed FAFSA as soon as possible after October 1.

November

- Take the SAT and ACT if necessary.
- Obtain financial aid application from your college of choice.
- Continue your college applications through [Naviance](#).

December

- Study for final exams
- Update your resume in [Naviance](#).

January

- Continue researching and applying for scholarship opportunities in [Naviance](#). Scholarship list located in [Naviance](#).

February

- Check to see if the schools to which you applied need your mid-year transcript. Make a request in [Naviance](#) if necessary.
- Plan for AP/IB exams or College Level Examination Program (CLEP) exams. Check with the college or university you plan to attend to see which scores are accepted and if they offer CLEP testing on their campus.

March

- Look for your Student Aid Report (SAR) in the mail or your e-mail account. Pay particular attention to the Expected Family Contribution (EFC) and discuss it with your parents and family.
- Attend Career Night at AHS.

April

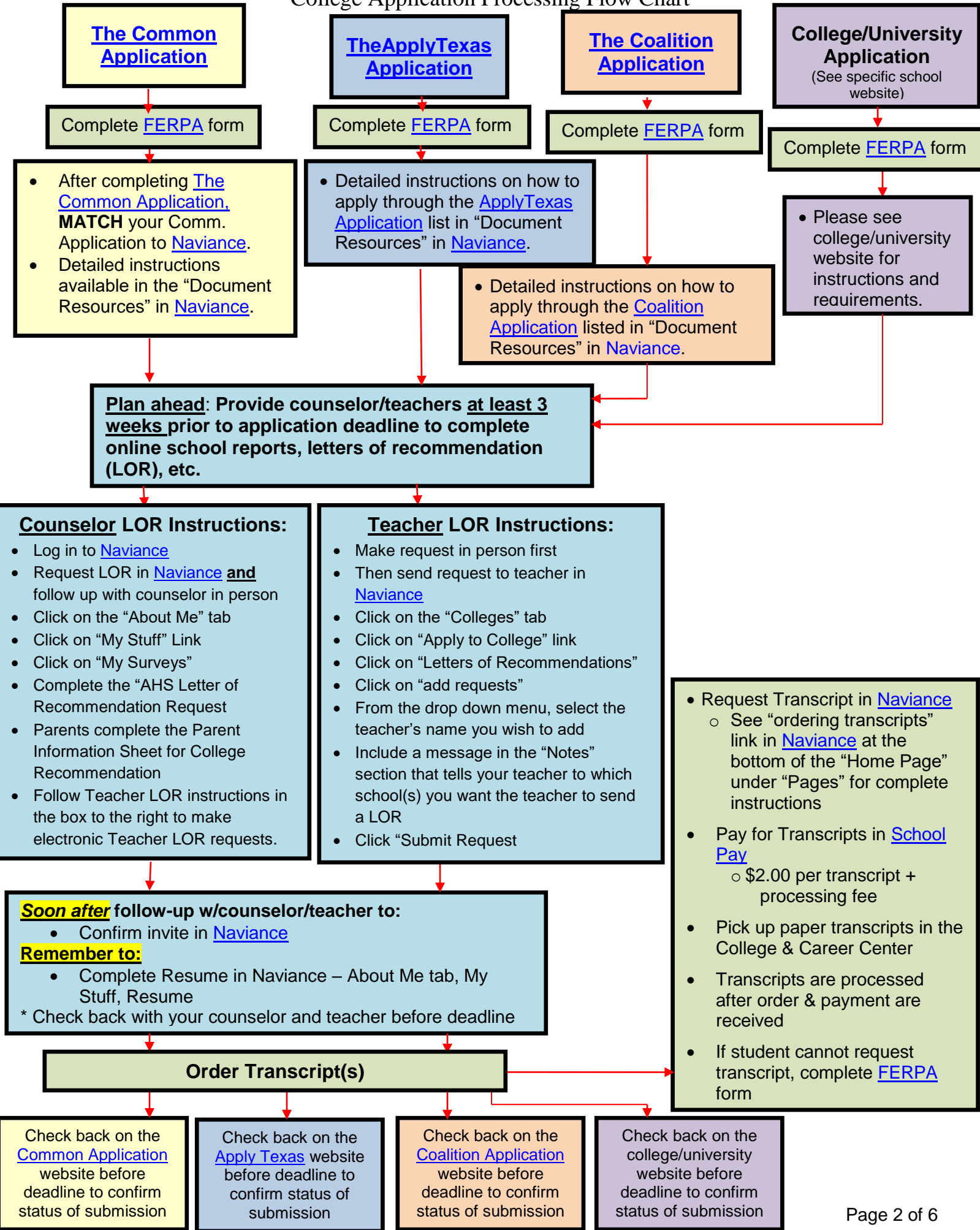
- Watch the mail or your e-mail for acceptance letters and financial aid award letters. Compare the financial aid packages.
- Choose a school and send in a deposit by the deadline.
- Contact the financial aid office at your chosen school to make certain your application is complete.

May

- Study for final exams.
- Take AP or IB exams.
- Finalize your resume in [Naviance](#).
- Write thank you letters to the people who wrote letters of recommendation for you.
- **Celebrate your high school graduation!**

Senior Year

College Application Processing Flow Chart



The Common Application

The ApplyTexas Application

The Coalition Application

College/University Application
(See specific school website)

Complete [FERPA](#) form

Complete [FERPA](#) form

Complete [FERPA](#) form

Complete [FERPA](#) form

- After completing [The Common Application](#), **MATCH** your Comm. Application to [Naviance](#).
- Detailed instructions available in the "Document Resources" in [Naviance](#).

- Detailed instructions on how to apply through the [ApplyTexas Application](#) list in "Document Resources" in [Naviance](#).

- Detailed instructions on how to apply through the [Coalition Application](#) listed in "Document Resources" in [Naviance](#).

- Please see college/university website for instructions and requirements.

Plan ahead: Provide counselor/teachers at least 3 weeks prior to application deadline to complete online school reports, letters of recommendation (LOR), etc.

- Counselor LOR Instructions:**
- Log in to [Naviance](#)
 - Request LOR in [Naviance](#) and follow up with counselor in person
 - Click on the "About Me" tab
 - Click on "My Stuff" Link
 - Click on "My Surveys"
 - Complete the "AHS Letter of Recommendation Request"
 - Parents complete the Parent Information Sheet for College Recommendation
 - Follow Teacher LOR instructions in the box to the right to make electronic Teacher LOR requests.

- Teacher LOR Instructions:**
- Make request in person first
 - Then send request to teacher in [Naviance](#)
 - Click on the "Colleges" tab
 - Click on "Apply to College" link
 - Click on "Letters of Recommendations"
 - Click on "add requests"
 - From the drop down menu, select the teacher's name you wish to add
 - Include a message in the "Notes" section that tells your teacher to which school(s) you want the teacher to send a LOR
 - Click "Submit Request"

- Request Transcript in [Naviance](#)
 - See "ordering transcripts" link in [Naviance](#) at the bottom of the "Home Page" under "Pages" for complete instructions
- Pay for Transcripts in [School Pay](#)
 - \$2.00 per transcript + processing fee
- Pick up paper transcripts in the College & Career Center
- Transcripts are processed after order & payment are received
- If student cannot request transcript, complete [FERPA](#) form

- Soon after follow-up w/counselor/teacher to:**
- Confirm invite in [Naviance](#)
- Remember to:**
- Complete Resume in Naviance – About Me tab, My Stuff, Resume
- * Check back with your counselor and teacher before deadline

Order Transcript(s)

Check back on the [Common Application](#) website before deadline to confirm status of submission

Check back on the [Apply Texas](#) website before deadline to confirm status of submission

Check back on the [Coalition Application](#) website before deadline to confirm status of submission

Check back on the college/university website before deadline to confirm status of submission



AHS Detailed Steps for Applying to College

- Log in to Naviance and enter the schools to which you plan to apply (under “colleges i’m applying to” tab)
- Check application deadlines for your schools of interest **as soon as school starts**
~Some deadlines are as early as October. Application deadlines vary among schools~
- Apply to each college by the method preferred by the school (most applications are made online through either the “[Common Application](#),” “[ApplyTexas](#)” or “[Coalition Application](#).”) Or, a school may require you to use its own application which may be either paper or electronic
- Once you have completed the application, do the following:
 - [FERPA](#) (Family Educational Rights and Privacy Act) – Download form from Naviance, complete, and return the form to the College and Career Center (this must be returned to the center *PRIOR* to ordering transcripts!)
 - [Transcripts](#) – Order transcripts through [Naviance](#) and pay for transcripts through [School Pay](#). Paper transcripts can be picked up in the College and Career Center. (\$2.00 per transcript + processing fee)
 - [ACT/SAT Scores](#) – Scores MUST be sent to schools DIRECTLY from your [ACT](#) and/or [SAT](#) account
 - [Letters of Recommendation](#) (for detailed click sheet, see back of page)
 - For Counselors – Complete the “AHS Letters of Recommendation” survey in the ‘About Me’ tab in My Stuff.
 - For Teachers – First, visit with your teacher to:
 - Inform him/her of your upcoming request for a letter
 - Ask what information he/she needs from you in order to write a good letter (Ex. your resume)
 - Request your teacher letter of recommendation electronically through [Naviance](#)
 - [Update Application\(s\) Status](#): Update your Application Status in Naviance to “Submitted” for each school to which you have applied (under “Colleges I’m Applying To”)
 - [Vaccinations](#): If applying to schools in Texas, you must get a Meningitis vaccination at least 10 days prior to starting classes



AHS Steps for Applying to College (continued)

Letters of Recommendation Click Sheet

- Prior to submitting your request of letters of recommendation:
 - Remember to give your counselor and teacher ample time to complete your LOR
 - 3 weeks
 - Visit with your counselor/teacher(s) and inform them of your upcoming request
 - Ask what information he/she needs from you in order to write a good letter
 - (ex. resume, AHS Letter of Recommendation Request)
- Log in to your [Naviance](#) account
- For Counselor:
 - **Counselors provide LORs for schools that require a counselor LOR**
 - **Counselors will also write LORs for scholarships or for schools in which the student falls under holistic review (individual review).**
 - Log in to [Naviance](#)
 - For Schools: Request LOR in [Naviance](#) **and** follow up with counselor in person
 - For Scholarships: Request LOR by emailing your counselor
 - Click on the 'About Me' tab
 - Click on 'My Stuff' link
 - Click on 'My Surveys'
 - Complete the 'AHS Letters of Recommendation Request'
 - Complete your Resume
 - Request Transcript in Naviance
 - [FERPA](#) form must be on file to request transcripts
 - If you cannot request a transcript, return completed FERPA form to Transcript Clerk in the College & Career Center
- For Teacher(s):
 - Click on the 'Colleges' tab
 - Click on 'Apply to College' link
 - Click on 'Letters of Recommendations' and click on add requests
 - From the drop-down menu, select those from whom you want to request letters
 - You must include a message in the 'Notes' section that tells to which schools you want the counselor/teacher(s) to send letters
 - Click 'Submit Requests'
 - **Note:** If you add more schools to the Common Application, please send a new request through [Naviance](#) to the counselor/teacher(s) for each new school added
 - Follow up with your counselor/teacher(s) to verify the information has been sent to your college(s)

Scholarships

Bring **all** scholarships you receive to the College and Career Center or your College and Career Advisor whether or not the student accepts the scholarships. You will be recognized on Senior Awards Night for your accomplishments. To search for scholarships, please log in to your [Naviance](#) account and click on the "colleges" tab.



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