

College Planning Checklist

In order to ensure successful and timely submission of your college applications and supporting documents please complete the following checklist at least 30 CALENDAR DAYS before your earliest college deadline.

Projected Completion Date	Task	Task Completed
	College List	
	Update your list of "Colleges I'm Thinking About" in Naviance .	<input type="checkbox"/>
	Explore the "Colleges" section of Naviance: Find Your Fit, Research Colleges, College Compare, College Maps, Scholarships and Money, etc.	<input type="checkbox"/>
	Sign up for College Visits with college representatives in Naviance .	<input type="checkbox"/>
	Deadlines	
	Make note of your earliest college deadline here:	<input type="checkbox"/>
	Use the Transcript Request Deadlines to find the date which is 30 calendar days before your earliest college deadline. This is the latest you should submit your transcript request. Make note of the deadline here:	<input type="checkbox"/>
	Individual Post-Secondary Meeting	
	Students will meet with their counselor to discuss post-high school plans through Government classes some time during the last two weeks of September. Students who do not have a Government class in the building should email their counselor to schedule an appointment.	<input type="checkbox"/>
	Resume	
	Share a detailed activity list/resume with your counselor. (If you need a template, use this one by logging into your FCPS Google account.) Check out the resume information in Schoology > Student Services > College & Career Center folder	<input type="checkbox"/>
	Essay	
	Determine how many essay(s) will be required for each college on your list. Give yourself time to write rough drafts of your essay(s) and seek feedback.	<input type="checkbox"/>
	Student Self-Evaluation & Resume	
	Complete the Student Self-Evaluation Form to share information with your school counselor for writing a college recommendation. You should also share a detailed activity list/resume with your counselor. If you need a a template, use this one .	<input type="checkbox"/>
	Share these items with your counselor via Google Docs. It is recommended that all 12th graders complete this information, with the assumption they will need a counselor recommendation for college.	<input type="checkbox"/>
	Parent/Guardian Information Form	
	Counselors welcome feedback from parents/guardians to use in our letters of recommendation and evaluations.	<input type="checkbox"/>
	Complete the Parent/Guardian Information Form .	<input type="checkbox"/>
	Email the form to your child's school counselor. Email addresses are available on the Parent/Guardian Information Form .	<input type="checkbox"/>

	Teacher Recommendations	
	Talk with or email your teacher(s) whom you would like to write you a letter of recommendation. Use this form to provide your teachers with helpful information to assist them in writing your recommendation letter. Some teachers have their own questionnaires and will be used in place of this form.	<input type="checkbox"/>
	Refer to the Teacher Recommendation Request Form .	<input type="checkbox"/>
	Verify which of your schools require teacher letters of recommendation and how many they require.	<input type="checkbox"/>
	Transcripts	
	Refer to the Transcript Request Procedures . Submit the Consent for Release of Student Records Form .	<input type="checkbox"/>
	Determine if any schools are self-reporting. If so, include it on the transcript form so we know where you are applying. You will report all of your courses/grades to a self-reporting school.	<input type="checkbox"/>
	NOTE: All students have access to their unofficial transcript through StudentVue (or ParentVue) > Course History > Unofficial Transcript. You may also request an unofficial transcript from your counselor or Mrs. Geary (lkgeary@fcps.edu).	<input type="checkbox"/>
	Complete the Transcript Request Form and email it to Mrs. Geary (lkgeary@fcps.edu).	<input type="checkbox"/>
	Test Scores	
	Students must request for College Board and/or ACT to send official test scores to colleges.	<input type="checkbox"/>
	JMHS does NOT send test scores (SAT, ACT, TOEFL.)	<input type="checkbox"/>
	College Application	
	Complete your application online.	<input type="checkbox"/>
	Submit your application directly to the college/university with your payment.	<input type="checkbox"/>
	Common Application only – you must invite your school counselor, even if you are not requesting a counselor recommendation. This is the only way your counselor will be able to submit your transcript to your Common App colleges.	<input type="checkbox"/>
<i>Madison High School will send a school profile, official transcript, counselor recommendation (if required).</i>		
8/2023		