

College Planning Checklist

To ensure the 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 identify the date that is 30 calendar days prior to your earliest college deadline. This is the latest date by which 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 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"/> |
| | Activity List/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 | |
| | Reach out to the teachers you'd like to ask for a letter of recommendation, either through a conversation or email. Each teacher will have their own process for writing you a letter, so be sure to follow their guidelines. | <input type="checkbox"/> |
| | Verify which of your schools require teacher letters of recommendation and how many they require. | <input type="checkbox"/> |

| Transcripts | | |
|---|--|--------------------------|
| | 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 college application online. | <input type="checkbox"/> |
| | Submit your application directly through Common App or 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> | | |
| 8/2024 | | |