

HTHNC College Planning Checklist - 12th Grade

12th grade! They made it! The first semester has lots of important deadlines, and while you can't keep track of all of them for all of your advisees, it's important to be aware that these deadlines exist! Many applications are due at the end of December, although early decision apps may be due as early as October. FAFSA needs to be filed by March. Don't forget that acceptance letters are usually received throughout the month of March as well. Be prepared!

First Semester

- Narrow the college search and visits
 - ✓ Discuss the different characteristics of colleges to consider (size, distance, focus, cost, programs, etc.).
 - ✓ Journal (Naviance) with "Reach," "Range," and "Really Sure" schools. Ensure that this entry has at least 1 4 year school

- Write in the Journal (Naviance) regarding "What do I still need to do in order to attend college?"

- Help students RSVP for upcoming college visits at school (Family Connection -> Colleges -> Upcoming College Visits)

- Request letters of rec by October 15th! Provide all needed information including brag sheets, deadlines, etc.
 - ✓ Advisors should be able to upload directly into Naviance (Students -> eDocs -> Counselor Documents)
 - ✓ Other adults should upload into Naviance (Students -> eDocs -> Teacher Documents)

- SAT/ACT Registration
 - ✓ Use Naviance to help figure out which schools require either a SAT/ACT score, as well as what those scores are (Family Connection -> Colleges -> SuperMatch College Search)
 - ✓ There is often a final SAT administered in December. Registration is in October
 - ✓ ACT registration deadlines vary depending on the test date. Test dates are approximately every 8 weeks beginning in September

- Review college entrance essays with advisees.

- ❑ Review previously taken surveys and inventories in Naviance and retake or make adjustments as needed.
- ❑ Remind advisees about upcoming financial aid/college info sessions, as well as college fairs.
- ❑ Help advisees schedule meeting with College Advisor to review CSU applications, UC applications, SAT/ACT scores, scholarship opportunities, etc.

Second Semester

- ❑ Check transcripts to make sure that advisees are passing courses or are prepared to take summer school.
 - ✓ Let your Director, Dean, and College Advisor know of students who are at risk to repeat the grade
 - ✓ Have students update their checklist in Naviance (Family Connection -> About Me -> Checklist)
- ❑ Discuss college plans in SLCs with advisees and their families.
- ❑ File FAFSA by March
- ❑ Be ready to discuss college acceptances and denials with advisees beginning in March!
 - ✓ Have students let the advisory know which acceptances they have received and are still waiting on.
- ❑ Celebrate college acceptances!