

What Goes Where

College Application Checklist

Please give the following to Mrs. Clark or to your counselor.

(filled out completely!)

- _____ Release to send transcript form
- _____ Student brag sheet
- _____ Parent/guardian brag sheet
- _____ Completed student activities sheet (typed, we sent this as part of your transcript)
- _____ Paper transcript request form

Please communicate with teachers

- _____ Let them know to expect recommendation requests through Naviance
- _____ Request teacher recommendations in Naviance
- _____ Send “thank you” notes to teachers for writing recommendation letters

Sent in on your own

- _____ You complete and submit your applications
- _____ You send in the application fee with each application
- _____ You go online to request SAT or ACT scores be sent to the colleges you are applying to (not all colleges require scores sent officially by testing agencies, but most will)

Done in Naviance by YOU

- _____ Request transcript be sent
- _____ Request teacher recommendations
- _____ Update Naviance with admissions status when you hear from schools