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