

Topic	Approximate Date	Forms	Details
College Applications	Begin now, most deadlines are between November 1-January 15	Common Application or each college has its own individual application on their website.	Completed and paid for by the student/family
College Essay	Begin now	<p>We recommend using your SWHS Google Apps account (Google Doc) for this essay.</p> <p>For Common Application, there is a direct Google Drive link to attach your essay via. For other applications, it tends to be a cut/paste text box.</p> <p>Writing prompts are listed within the application</p>	<p>This essay also tends to be a class assignment within English class.</p> <p>Mrs. Carty in the Career Center makes herself available to proofread for students in need. Please reach out if assistance is needed: lcarty@swindsor.k12.ct.us</p>
Letters of Recommendation	Begin asking now, teachers typically ask for approximately 2-3 weeks to complete	<p>Students unofficially ask in person or email. Students officially ask within the Letters of Recommendation section of Naviance.</p> <p>If requesting a School Counselor Letter of Recommendation, neither of the above is necessary. Counselors are linked into this process on the Academic Records Request form.</p>	<p>Teachers attach the letters inside Naviance EDocs, which the School Counseling Secretaries access when sending out student records.</p> <p>Most counselors recommend students ask two classroom teachers whom the student has felt especially connected with during their time at SWHS, regardless of the subject area.</p>
SAT Scores	Students send scores either immediately after submitting the college application, or during the SAT test registration process (scores can be arranged to be pre-sent prior to actual testing)	Score sends are the student/family's responsibility within the student's CollegeBoard account.	<p>SWHS does not have access to student CollegeBoard accounts and is unable to send scores on the student's behalf.</p> <p>Due to COVID-19, many colleges are making SAT scores optional in the application process</p>
1st Quarter Grades	Approximately the first week of November	Student/family email communication to School Counselor	1st Quarter grades are only sent to colleges on student's college list if the student/family explicitly

			request.
Transcript	At least 10 school days prior to the application deadline	SWHS Academic Records Request Form	Students complete this form (online on the School Counseling website) indicating which schools to send Transcript, Letters of Recommendation, and Mid-Year Grades to. Parents/Guardians must electronically sign this form.
SWHS School Profile	n/a	Automatically sent with Transcript to each college on the student's list.	This document outlines key SWHS data to colleges.
Interviews	varies	n/a	Some colleges will contact the applicant in order to set up a face to face or virtual interview so that the 'school' can get to know the applicant better. School Counselors can arrange a practice 'mock' interview to help the student prepare.
Portfolio/Audition	varies	n/a	Students applying to an art/music/theater program at a college should research this possible requirement.
Mid-Year Grades	The first week of February	None, included in Academic Records Request Form	The student's Mid-Year grades are automatically sent to each school listed on the Academic Records Request Form unless the School Counselor is contacted with instructions of which school(s) should not receive these grades.
Final Transcript	End of June	Senior Graduation Survey in Naviance	Students must complete this survey indicating which college they would like their Final Transcript sent to. Colleges often ask for this in early June. SWHS can't send it until a few days after graduation.