

Grade 12 Checklist

September/ Early October

- Attend Senior Classroom Lesson/Senior Parent & Guardian Night
- Check your credits and course requirements for graduation (**Sr. Letter**)
- Make an appointment with your counselor to discuss your post-high school plans
 - College, Career, Technical/Vocational, Trade, Military, Gap, Volunteer, etc.
 - Narrow list to Safety/Match/Reach
- Create a calendar of:
 - College application deadlines
 - College Application Workshops in School Counseling – **No Appointment Necessary**
 - 9/29: Period 8 and after school
 - 9/30: after school
 - Campus/program visits
 - Check Naviance for college/career/military representative visits. Visits are offered at various times throughout the fall in the SWHS Career Center and attendance is excused.
 - Standardized tests
 - SAT, ACT and/or ASVAB
 - SAT 10/2, 11/6, 12/4
 - ACT 10/23, 12/11
 - Deadlines for late registration typically 2 weeks before test date
 - ASVAB in early Winter
 - Sign ups in School Counseling in early November
 - Financial Aid deadlines
 - FAFSA
 - Free Application For Federal Student Aid (Loans and Grant Application)
 - Opens 10/1, but due dates vary
 - CSS Profile
 - Additional Financial Aid Application
 - Small % of private, often prestigious colleges, looking for more financial info.
- Create your Common Application account and link it with your Naviance account (done within Naviance, after FERPA is completed)
 - Determine how many schools on your list accept the CommonApp and locate other applications you may need (non-Common Application Schools).
- Finalize college essay (attend College Essay Workshop and/or ask Mrs. Carty for editing help)
- Complete Senior and Parent Brag Sheets in Naviance
- Update Resume in Naviance
- Confirm/create Letter of Recommendation requests with teachers within Naviance
- Register with the NCAA Clearinghouse if you plan to participate in Division I or II sports.

Mid October/November

- Start sending SAT scores to colleges where you have applied (directly from *collegeboard.org*).
 - Start submitting applications to colleges
 - Early Decision or Early Action Applications are often due by November 1st
 - ED is binding
 - EA is not binding
 - Other deadlines include Regular, Rolling (no firm dates), and Open (never close)
- South Windsor High School **cannot** send out test scores

Processing of an Academic Records Request Form can take up to 10 school days. Please submit forms to the School Counseling office at least 10 school days prior to the application deadline.

A complete college application includes:

1. **Application** - submitted by student/family
2. **SAT/ACT scores** - submitted via *collegeboard.org* by student/family (if required by college)
3. **College Essay** - submitted within the student's college application
4. **Transcript** - Sent by SWHS
5. **Letter(s) of Recommendation** - Sent by SWHS
6. **School Profile** - Sent by SWHS

(Items 4-6 are sent via the Academic Records Request Form.)

- Provide School Counseling with written notice and details if First Quarter grades need to be sent to any colleges. These are **not** automatically sent by SWHS
- Start to begin financial aid forms
 - Free help sessions offered around CT throughout the year

December/January

- Continue to submit applications (Regular Decision deadlines are often January 1st or 15th)
- Start to check Naviance for scholarship opportunities
 - **Hartford Foundation for Public Giving** offers a variety of scholarships, many of which have a January 15 deadline
 - **South Windsor Dollars for Scholars** portal opens January 21
- Double check deadlines and file appropriate federal and college financial aid forms.
- SWHS School Counseling will automatically send mid-year grade reports to all colleges where each student has an active application on file.

February/March

- Compare Financial Aid packages from each college that accepts the student.
- Continue to check Naviance for scholarship opportunities.

April/May/June

- Decide on the college the student will attend.
 - **Deposits often due on May 1**
- Notify the Counseling Office where to send your final transcript by completing the **Senior Graduation Final Transcript Survey** in Naviance

REMINDER

The SWHS Counseling Department requires as many as 10 school days to process an Academic Records Request Form. SWHS **cannot** guarantee deadlines will be met without this processing time. Visit the School Counseling office or the Career Center for a helpful schedule of deadlines.