**COLLEGE APPLICATION TRACKING SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **College Name** | **College Name** | **College Name** |
|  |  |  |
| **Applications** |
| Locate online application |  |  |  |
| Common App or Institutional App? |  |  |  |
| Username & Password for application | UN:PW: | UN:PW: | UN:PW: |
| Other requirements (supplements, portfolio submissions, etc) |  |  |  |
| Application deadline (Regular, ED, EA) |  |  |  |
| Safety? Likely? Reach? |  |  |  |
| Application Fee |  |  |  |
| Online Application submitted |  |  |  |
| Other requirements submitted |  |  |  |
| **Essays** |
| How many essay(s) & short answer(s) |  |  |  |
| Write essay(s) & short answer(s) |  |  |  |
| Have two people review essay(s) |  |  |  |
| Revise essay(s) |  |  |  |
| **Common App – Under “Education”** |
| “Assign Recommenders”? |  |  |  |
| Submit FERPA Waiver |  |  |  |
| Clicked on “Send Invite”? |  |  |  |
| **Transcript Request** |
| Submit “Transcript Request Form” (located in the Counseling Office & online) to Counseling Office five (5) working days in advance :Type needed--Official, Unofficial, Not-needed, Needed only upon admission |  |  |  |
| **Test Scores – must be sent officially through testing agency** |
| SAT required/Date Sent |  |  |  |
| ACT required/Date Sent |  |  |  |
| SAT Subject Tests required/Date Sent |  |  |  |

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| --- | --- | --- | --- |
|  | **College Name** | **College Name** | **College Name** |
|  |  |  |
| **Letter of Recommendation – at least TEN WORKING DAYS in advance** |
| Counselor Letter required? |  |  |  |
| Counselor Letter of Rec. requested? |  |  |  |
| Teacher Letters of Rec. required? |  |  |  |
| Fill out “The Brag Sheet” (located in the Counseling Office & online) Due 3 weeks prior to college deadline |  |  |  |
| Request Recommendations:Teacher 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |  |  |
| Follow-up w/teachers & counselor to see if they need anything else |  |  |  |
| Send thank you notes to recommenders |  |  |  |
| **Interview – if required OR recommended** |
| Interview at college |  |  |  |
| Interviewed with? Name(s) & Title(s) |  |  |  |
| Send thank you notes to interviewer(s) |  |  |  |
| **Track Your Application**  |
| Confirm receipt of application materials(usually you can check your status online…but give it at least 2 weeks after it’s sent) |  |  |  |
| Notify your counselor of the outcome! |  |  |  |
| **Federal Financial Aid** |
| Need based aid? |  |  |  |
| Create FAFSA PIN Number [www.pin.ed.gov](http://www.pin.ed.gov) |  |  |  |
| Priority Financial Aid deadline |  |  |  |
| Regular Financial Aid deadline |  |  |  |
| Submit FAFSA or CSS Profile (if needed) |  |  |  |