

Class of 2020 Quick Guide for Senior Year

Summer To-Dos

1. Attempt to relatively finalize your college list
 - a. Look up which colleges are on CommonApp, Coalition, CBCA, or none of the above so you can determine your application plan
 - b. Also determine your college deadlines (Early ACTION or Priority when possible)
2. College visits if you can
3. Service Hours, Service Hours, Service Hours
4. Draft college essays and your Resume
5. Prepare for the August SAT (Aug 24), regular registration deadline July 26 (Aug 13 is late registration deadline with extra fee)
6. Check out the Year-by-Year Planning Guide:
<http://cmitacademy.org/highschool/year-by-year-planning-guides/>

Fall Timeline from Day 1 to November 1

- Week of Sept 3
 - College Summit 12, meet your assigned Peer Leader
 - Goal setting for the year
 - Sept 6 registration deadline for October SAT
- Week of Sept 9
 - Draft your Counselor Questionnaire and Teacher Recommendation Brag Sheet
 - Send your Teacher Recommendation Requests on Naviance
 - Complete your SendEdu Secondary School Report and send to Ms. Gaudette
- Week of Sept 16
 - Ms. Gaudette Presentation in College Summit
 - Add Colleges to Naviance
 - Create individualized College Application Checklist
- Week of Sept 23
 - Counselor Questionnaires due to Ms. Gaudette
 - Make FSA ID for FAFSA completion
 - Sept 24 late registration deadline for October SAT (with extra fee)
- Week of Oct 1
 - FAFSA Opens
 - Financial Aid/FAFSA Night
 - October 5 SAT

- Week of Oct 7
 - Graduation Agreements (final 4-year plan document) distributed by Ms. Gaudette
 - Graduation Agreement parent letters due by Wednesday/Thursday
 - Students working on college essays
- Week of Oct 14
 - Students working on resumes
 - Send reminder email to teachers who haven't uploaded recommendations
 - **Service hours due October 15**
- Week of Oct 20 and 27
 - Students working on and submitting college applications
 - *Students need to submit applications *before* submitting request to Ms. Gaudette to prepare mailers and send materials on Naviance
 - **November 1 Deadline*****

Important Reminders

- When determining College Deadlines:
 - Early Action and Priority = good and strongly recommended
 - Early Decision = binding (not recommended)
 - Regular Decision = fine, but not recommended if there is an early deadline
 - Rolling Admissions = students should still apply early since they will find out soon after applying
 - **Shoot for November 1 for all applications (unless they have an earlier deadline, such as Hampton October 15 deadline)**
- Counselor Questionnaire and Teacher Brag Sheet Documents are available online now for you to begin drafting
 - Peer Leaders will assist students in making sure these items are strong before students send them to their teachers/Counselor
 - Counselor Questionnaires must be submitted to Ms. Gaudette via email
 - Students should communicate an October 15 deadline for teacher recommendation upload if they are applying for November 1 deadlines
- Materials Request Google Form
 - Students will use this Google Form for all college applications, all scholarship submissions, and for On-Site Admissions
 - Students will use the traditional transcript request form for any other requests (personal use, internships, jobs, etc.)
 - **New Form: Advance Request Form for Senior Transcripts**
 - Allows Ms. Gaudette to provide transcripts for all requests through the Google Form (to save time and in-case of need for quick turnaround)

- Application Submission Process
 - Step 1: Student adds college to Naviance (Colleges I'm Applying To)
 - Step 2: Student submits their application and sends SAT Scores
 - **Note: Ms. Gaudette cannot send test scores to colleges – students must send from CollegeBoard (SAT) and ACT**
 - Step 3: Student submits Materials Request Google Form (3 days prior to deadline for electronic submissions, 5 days prior to pick-up deadline for mail submission) – student should use the key below to determine if the school allows electronic submissions or if they will need to request a mailer
 - Ms. Gaudette will submit transcripts, letters of recommendations, tuition waiver forms when necessary, etc.

Naviance Delivery Types



This symbol indicates that the college is a Common App college and accepts documents electronically



This symbol indicates that the college is a Common App college and accepts ALL documents electronically (including non-Common App documents)



This symbol indicates that the college is a Common App college but the student has not yet indicated that they are applying to the college via Common App. Until a student selects CommonApp as their submission method on their Naviance account, materials will not be sent properly



This symbol indicates that though the college is not a Common App school, it will still accept documents (transcripts, letters of recommendation, school profile, etc.) electronically



This symbol indicates that the college does NOT accept documents electronically, which will require the student to request a Mailer and send the materials through the mail

Students Planning on Starting at Community College

- You should plan to submit your Community College applications in the fall and then you can make your decision about where you will attend along with your classmates and submit the FAFSA and apply for financial aid in the same time frame as well!