

College Application Checklist

 Apply to Colleges/Universities: Apply to schools using online application forms. Make sure to proofread!

 Essay (if required): Include a thoughtful, well-written, Personal Statement with your application. Admission Reps are looking for 1-2 typed pages. Be creative; careful with your grammar and spelling; be sure to PROOFREAD!! Ask a parent or teacher to also proofread for you.

 Request Transcripts: On Parchment set up your account, and login to the secure site to request transcripts to be sent to colleges/universities, Common App, NCAA and/or yourself.

 ACT/SAT Scores (if required): If you did not have your ACT or SAT scores sent to the school you are applying to, you must submit requests online at www.actstudent.org (ACT) or www.collegeboard.com (SAT).

 Letters of Recommendation (if needed): If a Recommendation Letter is required for admissions, complete the KHS Recommendation Letter Form located on the **Student Services link**. Take the completed form with addressed envelope(s) for each college and/or scholarship to your recommending teacher(s). If you are using the Common App or SENDeDu, you will let your recommenders know that they will receive further information via email, and to not mail the letter.

Name of College/University	Tour (Y/N)	Application Submitted/Date	Transcript requested/ Date	ACT/Date	Letter of Recommendation requirement (Y/N)
1.					
2.					
3.					

Notes: *Save copies of everything you submit for your records.

*If you need assistance with any fees, please see Ms. Brendemuehl or Mrs. Daane for fee waivers.

Scholarships/Financial Aid Checklist

 Plan to attend Financial Aid Night at KHS: To be held in September 2018.

 Complete the Free Application for Federal Student Aid (FAFSA): Use this form to qualify for financial aid (loans, grants and scholarships for college). Application available online October 1 of senior year.

 Apply for state, federal, and local scholarships: Scholarships posted on KHS Student Services webpage in November.

ACT Scores

English	Math	Reading	Science	Composite
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Helpful Links

Please refer to KHS web page under **Student Services link** for important resources.

ACT Registration	<ul style="list-style-type: none"> • ACT Registration
Explore career interests	<ul style="list-style-type: none"> • Use Career Cruising Website and complete Academic Career Planning lessons taught during ELT.
Youth Options Deadlines: March 1: approval for Fall semester courses. October 1: approval for Spring semester courses.	<ul style="list-style-type: none"> • Youth Options Information • Youth Options FAQs • Applications can be picked up in Student Services
Search/complete scholarship applications and Financial Aid	<ul style="list-style-type: none"> • KHS Student Service's webpage • Fast Web • Scholarships.com • Good Call Scholarship Search Engine

	<ul style="list-style-type: none"> • Federal Application for Student Aid (FAFSA)
Attend a college/career/job fair Visit Colleges	<ul style="list-style-type: none"> • WEF Wisconsin Education Fairs • NACAC National Association for College Admission Counseling • Wisconsin Private Colleges visits/information • UW-System visits/information
Select Services (males)	<ul style="list-style-type: none"> • Register Online

Junior and Senior Year Checklist

Junior Year

September-January	<input type="checkbox"/> Discuss as a family the student's goals, options, and finances <input type="checkbox"/> Determine characteristics of ideal school or program <input type="checkbox"/> Sign up/visit college reps in Student Services <input type="checkbox"/> Compare academic progress with college readiness (choose courses for SR year wisely!)
February-May	<input type="checkbox"/> Continue to identify schools and/or programs of interest <input type="checkbox"/> Begin visiting schools or other sites (on-line or in person) <input type="checkbox"/> Apply for technical college program (if you are ready) <input type="checkbox"/> Take ACT <input type="checkbox"/> Take AP exams in MAY
June-August	<input type="checkbox"/> Retake ACT if needed <input type="checkbox"/> Take SAT if school requires <input type="checkbox"/> Visit, visit, visit <input type="checkbox"/> Narrow down list of possible schools or programs <input type="checkbox"/> Begin to discuss financial options with your family <input type="checkbox"/> Create resume of work/activities to include in college and scholarship from grade 9 to present.

Senior Year

September-November	<input type="checkbox"/> Meet with your counselor to confirm graduation requirements <input type="checkbox"/> Attend Financial Aid Night in September <input type="checkbox"/> Submit the FAFSA and other financial aid information (October 1) <input type="checkbox"/> Complete college applications (UW priority deadline November 1) <input type="checkbox"/> Apply for scholarships (November roll out) <input type="checkbox"/> Register and take the ACT/SAT or other necessary exams <input type="checkbox"/> Gather letters of recommendations <input type="checkbox"/> Re-visit schools or programs
December-February	<input type="checkbox"/> Make college/career decisions <input type="checkbox"/> Accept college/program admission <input type="checkbox"/> Retake ACT as needed
March- May	<input type="checkbox"/> Submit your deposit and other necessary materials to college <input type="checkbox"/> Register for orientation and placement exams at your college <input type="checkbox"/> Take AP exams <input type="checkbox"/> Request final transcript through Parchment to send to selected college
	Enjoy the end of your high school experience!

Action Steps Needed for Your Academic & Career Plan		Timeline to Complete
1	Prepare for ACT Exam	Right away!
2	Begin visiting colleges	Right away!
3		
4		