

SHOREWOOD FOUR YEAR COLLEGE PLANNING TIMELINE

SENIOR YEAR TASKS

12TH GRADE	
Summer	<p>Finish the community service hour requirement. Be sure your service is with a nonprofit. Visit colleges. Keep Naviance “thinking about” list current. Draft application essay. Prompts on Career Center website: http://www.shorelineschools.org/swcollegeandcareer . Start the Common App commonapp.org if you have any Common App schools. Register to retake SAT/ ACT if needed.* Consider if you will apply Early Decision/ Early Action/ Regular Decision to your schools.</p>
September–November general steps	<p>Ask Mrs. Roma for an unofficial transcript. Review for accuracy and confirm you are on track for admissions requirements. Turn in summer Community Service hours to the College & Career Center. In Naviance or separately, keep track of your college application and financial aid deadlines. Order test score reports to be sent to colleges: SAT collegeboard.org and ACT act.org. Attend all daytime and evening college application events at Shorewood. Attend college visits at SW and the National College Fair in downtown Seattle. If you need letters of recommendation, ask teachers/counselor in person at least 3 weeks in advance and then request through Naviance. Fill out Teacher/ Counselor Brag Sheets (in Naviance, on shorelineschools.org/swcollegeandcareer or in hard copy in Career Center).</p>
September–December Naviance application steps	<p>Find detailed instructions on http://www.shorelineschools.org/swcollegeandcareer Transfer your Naviance “thinking about” list to your “applying to” list. Choose application type (deadlines for early, regular, and other options). If you need a date override, see Mrs. Stephens or Mrs. Roma. For rolling application deadlines (no date shows up), please have Mrs. Stephens or Mrs. Roma override the date to February 1. Choose how you will apply (some schools have only one option): Common App, college’s own application, Coalition Application. Letters of recommendation: ask in person first, then request in Naviance. Colleges tab > letters of rec > select teacher & “all” or particular schools. Type out answers to the questions on the Teacher Brag Sheet and give to your recommenders. If you have Common App schools, email your counselor and fill out a Counselor Brag Sheet. Request Transcripts. Colleges > Resources (on left side) > Transcripts. Ignore “send unofficial test scores”.</p>
October financial steps	<p>Start the FAFSA on fafsa.gov (or the WASFA at readyssetgrad.org/wasfa depending on your status) as early as October 1. Start checking Naviance scholarship listings regularly. Colleges > Scholarships & Money > Scholarship List and other options. Create scholarship profiles through engines such as www.thewashboard.org and www.fastweb.com. Check each college’s financial aid website for priority deadlines and possible required forms beyond the FAFSA. Some selective schools require the CSS Profile. “College Bound” students should indicate this on the FAFSA. Attend a College Goal Washington event for free FAFSA help: http://www.readyssetgrad.org/educators/grad/college-goal-washington .</p>
October-January application wrap-up	<p>Complete essays & applications at least two weeks before your deadline so the student portions are complete. Verify each school’s priority deadlines for financial aid & scholarships. Check on school portions of your applications. Politely remind teachers of your deadlines. Select at least three scholarships that meet your qualifications on Naviance, washboard.org and other search sites; some need letters of recommendation and brief essays. Finish FAFSA. Confirm that colleges received your information. If admitted by Early Decision, withdraw all other applications and cancel them in Naviance. You may need to ask Mrs. Roma or Mrs. Stephens to delete the applications you are not completing.</p>

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December–January senior stuff	If you have not met 40-hour community service requirement, make a plan to finish it and turn forms in to the College & Career Center. Look for Senior Culminating Project information so you are aware of what you need to do for completion. Write thank you notes to teachers/staff who provided letters of recommendation or application help. Check all email addresses diligently; respond immediately to requests from colleges. Keep up your academic performance. Acceptances are contingent on your consistent grades.
February	Supply mid-year reports or other information as needed to colleges. Keep checking Naviance scholarship listings. Colleges > Scholarships & Money > Scholarship List and other tools.
Spring	As you hear back from schools, record the outcome of every application in Naviance. Attend Accepted Student events at colleges. Compare financial aid offers from schools. If your current financial circumstances are not reflected in the FAFSA/ your EFC, then consider filing a Special Circumstances Appeal with the particular college(s). Each school's method/ form varies slightly; look online or call the Financial Aid office for instructions for the particular school. Check your email diligently. Schools may want additional information, or they may have priority dates for housing or other steps. Keep checking Naviance > Colleges > Scholarship List for local scholarships. Attend Senior Project Workshop & work on elements of project. Turn in as you complete.
March	Admissions decisions released for Regular Decision programs. Check your email!
April	Complete and turn in final Community Service hours by the Friday before Spring Break. Turn in final Senior Culminating Project Tracking Sheet with all evidence. Make decision about where you will attend and record in Naviance. If you received any scholarships or awards, let Mrs. Roma know so that you will be included in the Honors Program/ Graduation Program.
By May 1	Choose school and file letter of intent/make deposit by required date. Enter college/university school selection in Naviance. Let other colleges know that you plan to go elsewhere.
June	Complete Senior Survey. Record the outcome of every application you started in Naviance. If you did not complete an application but cannot delete it, see Mrs. Roma in the Counseling Office. Order your official transcript to be sent to your future school. Your Senior Survey must be complete for the Counseling Office to send. Thank your teachers and let them know where you are headed. Have Mrs. Stephens sign your Senior Checkout Form only after you complete the Senior Survey and record the outcome of every application.

Fee Waivers

Students who qualify for Free/Reduced Lunch generally qualify for fee waivers for the SAT/ACT and for several college application fees. See your counselor to request waivers, which are awarded on a first-come, first-served basis.

Resources

2th Grade Planning <http://www.readysetgrad.org/#12th-grade/grad/career-planning>

for College <http://www.readysetgrad.org/#college/financial-aid-101>

College Bound website <http://www.readysetgrad.org/college/college-bound-scholarship-program>