

**COLLEGE APPLICATION TRACKING
SHEET**

	College Name	College Name	College Name
Applications			
Locate online application			
Common App or Website 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—students must request from Guidance			
Submit “College Application Submission Form” (located in the Guidance Office) to Guidance Office five (5) working days in advance			
Test Scores – must be sent officially through testing agency			
SAT required/Date Sent			
ACT required/Date Sent			
SAT Subject Tests required/Date Sent			

	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 “Counselor Letter of Recommendation Form” (located in the Guidance Office & Naviance) 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 – Oct. 1 Every student needs to complete financial aid applications			
Need based aid? Merit?			
Create FAFSA.PIN Number www.pin.ed.gov			
Priority Financial Aid deadline			
Regular Financial Aid deadline			
Submit FAFSA or CSS Profile (if needed)			