

Planning Checklist

When	What Students Should Be Doing	Parents In the Process
Freshman Year	<p>Become familiar with college requirements, costs, and majors.</p> <p>Choose extra-curricular activities that will help you develop your special interests and talents.</p> <p>Begin your “activities/accomplishments” file.</p> <p>Take the ACT EXPLORE Assessment.</p> <p>Plan a productive summer – include community service.</p>	<p>Discuss your child’s 4 year plan and goals.</p> <p>Familiarize yourself with college costs and ways to finance college.</p> <p>Encourage your student to keep up with the “activities/accomplishments” file.</p> <p>Discuss summer plans with your student.</p>
Sophomore Year	<p>Take the ACT PLAN Assessment.</p> <p>Consider taking the PSAT.</p> <p>Review your academic record.</p> <p>How are your study skills? Get peer tutoring help if you need it.</p>	<p>Discuss taking the PLAN & PSAT and realistic career goals.</p> <p>Discuss academic goals and achievement level.</p>
Junior Year September – March	<p>Take the PSAT in October.</p> <p>Attend College Day at a local high school or college. Think about your reasons for going to college.</p> <p>Take the ACT or SAT or both.</p> <p>Identify the factors most important to you in choosing a college – 2 or 4 year? Location? Size? Selectivity? Atmosphere? Academic Programs? Cost?</p>	<p>Continue dialog with your student. Attend college night. Decide on the best time for college visits – fall or spring break, summer. Decide on and discuss your family budget for college.</p> <p>It is your child’s responsibility to register for the ACT/SAT on-line or to use the packets available.</p> <p>Plan college visits. Spring break is a good time to visit colleges.</p>

	<p>Make a list of colleges to consider.</p> <p>Update your “activities/accomplishments” file.</p>	
<p>Senior Year</p> <p>July-August</p>	<p>Apply to at least 3 colleges</p> <p>Register to take the ACT/SAT one last time in the fall of his/her senior year</p> <p>Prepare a resume.</p> <p>Begin to fill out scholarship applications.</p>	
<p>Senior Year</p> <p>June – December</p> <p>December – April</p> <p>May</p>	<p>Compare the colleges on your list, and narrow it to those which best match your needs.</p> <p>If you have not already visited colleges, plan to do so.</p> <p>Keep up with information and scholarship announcements via web sites.</p> <p>Apply for scholarships</p> <p>Complete college applications. Have your transcript sent. Request counselor and teacher recommendations required by colleges EARLY. (allow 30 days for these to be completed)</p> <p>Talk with your parents about completing the FAFSA online after January 1.</p> <p>Once you have received your college acceptances, make your final choice and send letters of acceptance and decline other offers by May 1.</p> <p>Ask the Academy to mail your final transcript to your chosen college.</p>	<p>Encourage your child to review and update the “activities/accomplishments” file and discuss the application process.</p> <p>Plan college visits.</p> <p>It is your student’s responsibility to meet deadlines for transcript requests and counselor and teacher recommendations.</p> <p>Apply for college residence.</p> <p>Most Scholarship Deadlines are Dec. 1</p> <p>File financial aid forms by Internet or mail as soon as possible after January 1.</p> <p>Talk over options with your child and make sure all colleges have been notified by May 1.*</p>

Planning Calendars from College Board

Action plan for freshmen- a planning calendar-

<http://www.collegeboard.com/student/plan/action/freshmen.html>

Action plan for sophomores- a planning calendar-

<http://www.collegeboard.com/student/plan/action/sophomores.html>

Action plan for juniors-a planning calendar-

<http://www.collegeboard.com/student/plan/action/juniors.html>

Action plan for seniors- a planning calendar-

<http://www.collegeboard.com/student/plan/action/seniors.html>