

Cabot School Senior College Planning Monthly Checklist (2019-2020)

September/October

- ☐ Create a Common Application account (www.commonapp.org). Check if colleges you are considering use the Common Application.
- ☐ Create a College Board account if you haven't already.
- ☐ Draft, review and refine your Common App essay.
- ☐ Review your community service hours and develop a plan for completing the remaining hours.
- ☐ Register for the SAT and/or ACT. It is recommended to take these tests with writing. College admissions policies vary; therefore, results from "optional" writing sections may help you access certain colleges. (www.collegeboard.org, www.act.org). Cabot is not an official SAT site, so your school counselor with help you sign up to take the tests at other schools. For free online SAT test prep log onto Khan Academy. Students can link their PSAT scores to Khan Academy which will create a personalized test prep program.
- ☐ Review all graduation requirements.
 - ☐ Make an appointment with your school counselor to discuss the college application process, Letters of Recommendation, and the Common App.
- ☐ Ask one or two teachers (depending on college requirements) for letters of recommendation, preferably academic teachers from your junior or senior years. Be sure to make this request in person by **Oct. 8**. Complete the Recommendation Request Form (see your school counselor for this form) complete with college info and brag sheet for recommenders.
- ☐ Share your completed resume with your school counselor.
- ☐ Share the names of the people you asked for letters of recommendation with your school counselor.
- ☐ Compile and fine tune your prospective college list. Use VSAC as a resource for college searches. Share your list of colleges that you are considering with your school counselor.
- ☐ Consider whether you are applying to colleges Early Action or Early Decision. Early decision plans are binding — a student who is accepted as an ED applicant must attend the college. Early action plans are nonbinding — students receive an early response to their application but do not have to commit to the college until the

normal reply date of May 1.

- ☐ For each college you plan to apply to, request official test scores from CollegeBoard (SAT) and/or ACT. Please note that high schools do not maintain or send official scores.
- ☐ Schedule interviews at your colleges, if desired.
- ☐ Meet with visiting college representatives. Dates will be posted outside the counseling office.
- ☐ Research the required essays for each college, and begin working on these. Some colleges require additional essays. Please check the Supplemental essay section as well as the Questions section of the Common App for each college. Have a teacher or another trusted adult review your drafts.
- ☐ Finalize your Common App essay.
- ☐ Work on your supplemental essays.
- ☐ Register for the SAT and/or ACT. (www.collegeboard.org, www.act.org)
- ☐ For each college, you plan to apply to, request official test scores from CollegeBoard (SAT) and/or ACT. Please note that high schools do not maintain or send official scores.
- ☐ If applying Early Action or Early Decision, be aware of college deadlines (11/1, 11/15). Some colleges will have deadlines (rolling, priority, early decision and early action) as early as this month.
- ☐ If you cannot afford the application fees that many colleges charge, ask your school counselor to help you request a fee waiver.
- ☐ **Attend the Gear Up's Forms Night Workshop held from 6-8 pm at school on October 24th.**
- ☐ **File your Free Application for Federal Student Aid (FAFSA) as soon after October 1 as possible. In addition to determining your eligibility for federal funds, many colleges and states use the form when distributing grants, so don't delay. Watch the mail for your Student Aid Report (SAR) – it should arrive in four week after the FAFSA is filed. Your SAR is a document that gives you basic information about your eligibility for federal financial aid. It also gives you a chance to review and correct the information listed on your FAFSA.**
- ☐ All financial aid applicants submit FAFSA and VSAC Financial Aid Forms (www.fafsa.ed.gov and www.vsa.org). Early financial aid applicants have better chances of receiving funding. Some private colleges require the CSS Profile Form

(<https://student.collegeboard.org/css-financial-aid-profile>).

- ☐ Research scholarships. Ask your school counselor, your colleges and local religious and civic groups about scholarship opportunities. Your school counselor will post scholarship information in PowerSchool Learning – we keep this up-to-date weekly with new scholarships offered. Avoid scams that ask you to pay for scholarship information.
- ☐ Remember to apply to UVM by November 1 to avoid paying the application fee.
- ☐ Continue working on your community service hours.

November

- ☐ Pay attention to early application deadlines.
- ☐ Finalize and send any early decision or early applications due this month. Have a parent, teacher, school counselor or other adult review the application before it is submitted.
- ☐ Every college will require a copy of your transcript from your high school. Follow Cabot's procedure for sending transcripts.
- ☐ Register for the SAT and/or ACT.
- ☐ Check in with your school counselor.
- ☐ Finalize your supplemental essays.
- ☐ Continue working on your community service hours.
- ☐ **1st Trimester ends Nov. 19**

December

- ☐ Send in applications after reviewing with school counselor. Request all transcripts, application packets, etc. needed through early January by the first week in December.
- ☐ Early Decision and Early Action admissions decisions arrive; please notify counselor.
- ☐ Check that FAFSA and VSAC forms have been submitted.
- ☐ Be sure to request that CollegeBoard (SAT) and ACT send your scores to your colleges.
- ☐ Continue working on your community service hours.

January

- ☐ If deferred from Early Action or Early Decision send additional information to enhance your file.
- ☐ When possible, set up interviews with admissions officers or alumni interviewers.
- ☐ Continue working on your community service hours.

February/March

- ☐ Seniors receive admissions decisions. Please notify your counselor of results.
- ☐ See your school counselor if you are wait-listed to review next steps. Visit, call and write the admission office to make your interest clear. Ask how you can strengthen your application.
- ☐ Start researching scholarships with your school counselor and local sources.
- ☐ Visits colleges during break.
- ☐ Continue working on your community service hours.
- ☐ **Trimester 2 ends March 6**

April

- ☐ Visit colleges during break.
- ☐ Seniors receive admissions decisions. Please notify your counselor of results..
- ☐ Attend Admitted Students Day at colleges.
- ☐ Apply for any applicable scholarships.
- ☐ Continue working on your community service hours.

May

- ☐ Make your college choice. Send deposit to just one college by May 1. Notify other colleges that you are going elsewhere.
- ☐ Update your school counselor of your college decision so we know where to send your final high school transcript. Without knowing, we cannot send your final transcript. Without the final transcript, the college could rescind their offer of

admission.

- ❑ AP exams are administered. Keep your AP Grade Report if you're interested in earning college credit. Check with your college.
- ❑ Request official college transcript if you have taken a dual enrollment or other college course.
- ❑ Continue working on your community service hours.

June

❑ If you haven't already, update your school counselor of your college decision so we know where to send your final high school transcript. Without knowing, we cannot send your final transcript. Without the final transcript, the college could rescind their offer of admission.

❑ Trimester 3 ends June 6

- ❑ Finish your community service hours!
- ❑ Pat yourself on your back – congratulations!