

Junior Class College Meeting Priority List

- Check Email in Naviance:** Use your PERSONAL email also used for college applications. Check your email regularly.
 - To update your email in Naviance - Go to ABOUT ME>>MY ACCOUNT>>General Information. Under "Contacts," click on the edit button and enter your email.

- Naviance Assigned Tasks-** most tasks are due 8/6. Complete over the summer.

****MUST BE COMPLETED prior to your individual college meeting with your counselor. If not completed, meetings will be canceled and rescheduled to a later date.***

- Colleges I'm Applying To - only list colleges you are intending to apply
- Resume - Must save a printable version of the resume
- Input Test Scores, if available (SAT and/or ACT)
- Counselor Questionnaire
- Teacher Questionnaires (as needed)

- Letters of Recommendation** - Only required by some colleges. **November 22th** is the last day to request. Three weeks advance notice required.
 - Speak FACE to FACE with a teacher to request a letter first.
 - Check each college website or Common App for requirements. Often requirement is two academic teachers (possibly your counselor). Some programs allow a youth pastor, art teacher, coach or employer.
 - DO NOT REQUEST LETTERS BE SENT TO UC and CSU**
 - Send request in Naviance for Oak Park High School teacher letters of recommendation. Indicate each school separately needing a letter. **DO NOT SELECT SEND TO ALL SCHOOLS!!**
 - Proper Etiquette - Follow up with a thank you note.

- SAT/ACT Test Scores**
 - Sign up on the testing website (College Board and/or ACT) to take junior year or fall of 12th grade.
 - Send test scores directly from the testing website to colleges.
 - Enter Scores in Naviance to assist with Scattergrams/graphs.

- Summer Goals**
 - Look at the UC and Common App essay prompts. Work on them.
 - Enter basic information into the Common App after August 1. Or start early and roll over after August 1st to 2019-2020.
 - Look at deadlines and decide on your plan. Decide if early deadlines are best for you.
 - Research colleges - Super Match and Scattergrams/College Compare in Naviance.

- Senior Year**
 - Attend Senior group Meeting with your Counselor** - in August

- Schedule one on one College meeting with your counselor** - no later than October 31st!
- Submit College applications** - check college deadlines (UC/CSU due by Nov 30th)
- Order Transcripts** - Complete Order Form; found online and in the main office on the counter.
- Apply for Financial Aid/Scholarships**