

ARE YOU ON TRACK? DO ALL OF THE FOLLOWING BY THE DATES LISTED.

- _____ (Immediately) **"SIGN" COMMON APPLICATION WAIVER IN NAVIANCE. THIS AUTHORIZES US TO MAIL REQUIRED THINGS FOR YOU.**
- Go to Naviance > Colleges > Colleges I'm Applying To > "IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION"
 - Click "yes," then click the box for "authorize"
 - Enter the username and password from when you created your account at www.commonapp.org
- _____ (Ongoing) **PLAN THAT WE MAIL *EVERYONE'S* FIRST TRIMESTER GRADES TO *ALL* OF THE COLLEGES ON LISTS.**
- _____ (September 6) **FINISH SUMMER ASSIGNMENTS AND SUBMIT, AS NEEDED, TO ADVISOR LISTED IN YOUR NAVIANCE ACCOUNT.**
- Attempt at a Common App, draft of an essay, draft of a resume, Application Planning Grid (saved on Naviance), Seniors in September Survey (saved on Naviance), schedule meeting with College Advisor listed in Naviance *once your fall tri schedule is certain.*
- _____ (October 1) **REQUEST A TEACHER RECOMMENDATION IF YOU HAVEN'T ALREADY (LAST CHANCE).**
- Remember, you must 1) ask in person and 2) complete a required request via Naviance. Both steps are necessary.
- _____ (October 1 if any "early") **IN NAVIANCE, ENSURE YOUR APPLICATIONS ARE LISTED ACCURATELY, WITH PROPER DUE DATES.**
- Consult your completed summertime Application Planning Grid (due September 6) for help with this.
 - If a college is in your "colleges I'm applying to" list, you're 100% sure you're applying there.
 - Make triple-sure (this is critical) the "type" of application (ED, EA, regular) is accurate and that the due date is what you intend.
 - If you're using the Common App, your chosen colleges within the Common App need to match those Common App schools in Naviance.
 - Make your deadline for all Washington and Oregon public colleges Thanksgiving at the very latest, regardless of actual deadline. Test scores should be on file at Washington public colleges by December 15, with the December administration considered by UW, for example, the last possible testing they will accept.
 - Note that including a school/application in your Naviance list doesn't guarantee instantaneous sending of that application's Seattle Academy supporting documents, but it does ensure that we'll meet the application deadline you have indicated in Naviance.
- _____ (October 1) **IF SOME OF YOUR DEADLINES LOOK WEIRDLY LATE, MAKE FAKE (MUCH EARLIER) DEADLINES FOR YOURSELF.**
- Basically, you shouldn't be applying anywhere after February 1, so override in Naviance (see college advisors for help) deadlines after that date to make sure you send your stuff earlier.
- _____ (October 15 in general) **IN NAVIANCE, ENSURE YOUR APPLICATIONS ARE LISTED ACCURATELY, WITH PROPER DUE DATES.**
- See "October 1 if 'early'", above.
- _____ (November 1) **CHECK EACH OF YOUR COLLEGES' SPECIFIC FINANCIAL AID REQUIREMENTS to see if any of your colleges require CSS Profile: profileonline.collegeboard.com/index.jsp (Each college could have different required forms. Check each college's financial aid page.)**
- _____ (As close as possible to deadlines) **ARRANGE TO SEND TEST SCORES DIRECTLY FROM TESTING AGENCIES TO COLLEGES.**
- _____ (Ongoing) **SUBMIT YOUR APPLICATIONS TO COLLEGES, NOT MISSING ANY DEADLINES (YOUR JOB TO MONITOR).**
- If Common App, include all parts. 1/3 of its members require payment or a supplement or both before submitting an application.
 - Use "print preview" to make sure your Common Application, or equivalent application, reads the way you want it to read.
 - Don't wait until the last minute. Application help desks won't have time to, well, help... and College Advising isn't awake at midnight.
- _____ (Ongoing) **IF A COLLEGE IS ON THE COMMON APP, USE THE REGULAR OL' ELECTRONIC COMMON APP.**
- It causes real problems in transmitting transcripts, recommendations, etc. if you print and mail a Common App (instead of doing it online) or if you use a fee-free "fast app" for a college that is on the Common App. Fast, fee-free applications are also not advantageous to applicants because they require less information (information typically advantageous to SAAS applicants). Bottom line, if a college is a Common Application member, use www.commonapp.org exclusively to apply to that school. See College Advising if questions.
- _____ (Ongoing) **TWO WEEKS' NOTICE IS REQUIRED FOR ANYTHING WE NEED TO MAIL TO SUPPORT YOUR APPLICATION.**
- _____ (December 1) **LAST CHECK TO ENSURE YOUR ABSOLUTELY FINAL LIST IS UPDATED IN NAVIANCE.**
- No guaranteed transmission of support materials (transcript, recommendations) for any deadlines between December 16-January 2 if not observed. Update teachers if they need to send additional paper documents to additional non-Common App schools.
- _____ (Ongoing) **KNOW THAT HIGH VOLUMES AND BIG BACKLOGS MAKE COLLEGES SLOW TO PROCESS MATERIALS**
- If a college tells you it's missing something, don't freak out and calmly tell your college advisor. Typically, the college has not processed materials or updated its database.
- _____ (December 12) **LAST DATE TO GIVE COLLEGE ADVISORS WRITING FOR APPS DUE ON/BEFORE JANUARY 2.**
- _____ (Friday noon, December 16 – Monday AM, January 2) **COLLEGE ADVISING CLOSED FOR WINTER BREAK. PLAN AHEAD!**
- _____ (January 1) **FILE THE FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID) if applying for aid at www.fafsa.ed.gov/**