Senior Year Calendar

Prior to the start of school

- Make your initial list of colleges
- Visit each college web site and read all requirements for admission
- Make sure you have established an application account online for each college on your list.
- Make a list of all essay and short answer topics for each college. Brainstorm ideas for all essays
- Complete your personal resume.
- Student athletes must complete the NCAA Clearinghouse form, pay the registration fee, send an official transcript and official SAT / ACT test scores to the NCAA (code is 9999).
- Register to take the SAT and or ACT tests in the fall, if you need to raise your scores.

September

- Check the website for each college and your high school college center for the dates that college representative plans to visit your high school or the Los Angeles area. Mark your calendar for the date and RSVP or sign-up for the visit.
- Your high school counselor will give you instructions on how to request a letters of recommendation or a part of the application to be completed by the counselor. Be sure to follow instructions and meet the deadlines.
- Make list of the colleges that require a letter of recommendation
- Contact each teacher that you want to write a letter of recommendation.
- Provide the teacher with large envelope that contains the necessary forms for each college, addressed and stamped envelopes, and any personal information or questionnaire requested.
- Request an official transcript be sent to each college on your list, except UC and CSU campuses
- Begin to complete the college applications usually in the order of the application deadline.
- Organize and begin to write your college essays.
- Request your SAT and/or ACT score report to be sent to each college or if you are retaking the tests, add the colleges to your test registration.

October

- Start your UC and CSU applications.
- Complete your CSU applications and submit.
- Complete all “Rolling Admission” college applications and submit by Oct. 31st.
- Complete all EA or ED college applications and submit prior to Nov. 1st.
- Continue to work on applications and essays.
- Retake SAT or ACT tests if necessary.
- Register or request interviews for the colleges that offer or require an interview.
- Complete ALL requests for letters of recommendation and give all required information to counselors and teachers.
- Double check that all transcripts and test score reports have been sent to each college on your list.
- At www.collegeboard.com register for the CSS Profile (a financial aid required by some colleges).

REMINDERS:
Always print a copy of your completed application before you submit.
Always double check each application before submitting.
Always have at least one other person read your essays before you add it to the application.
**November**
- Check with your counselor and teacher about the progress of your letter of recommendation. This also can usually be checked online once the application is submitted.
- Complete writing your essays.
- Complete your UC applications. Submit before Thanksgiving.
- Begin to check on scholarship information and deadlines.
- Continue to complete all essays and applications.
- Complete the CSS Profile form if required by any college. (financial aid form)

**December**
- Register for your FAFSA pin number if you will be filing for financial aid.
- Complete all other applications.
- Call or check online with each college to see that your application is complete.
- Write a thank you note to each teacher and counselor who sent a letter of recommendation.
- Have a good holiday.

**January**
- Be sure all applications are complete.
- File your completed FAFSA form after Jan. 2nd.
- If needed, submit your mid-year reports and 7th semester grades to colleges that require the information.
- Respond to all requests for additional information for your colleges.
- Study for your finals.

**February/March**
- Complete all financial aid forms. (FAFSA and CAL Grant)
- Complete any scholarships forms.
- Keep in touch with all colleges and check your e-mail regularly.
- Notify all colleges in writing if you have made a change to your schedule of classes.

**March/April**
- Visit schools you have been accepted by and want to attend.
- Stay in touch with the financial office at the school you plan to attend.
- Make your decision on which school you will attend.
- If you plan to attend a CSU, take your EPT and ELM placement tests.

**May**
- By May 1st, you must notify the one school you plan to attend.
- Complete intent to register forms and pay the required deposit.
- Complete housing forms and pay the required deposits.
- Take your AP tests.
- Take the Subject A test for UC, if required.
- Register for any English or math placement tests required by your college.
- Continue to attend classes; you must maintain your GPA. If your GPA drops and/or you drop a class you listed on your application, the college has the right to rescind your offer of admission if you have not notified them of the change.
Request your final transcript to be sent to the college you plan to attend. It is YOUR responsibility to make this request.

Student athletes must request a final transcript be sent to the NCAA.