College ‘To-Do’
List

Below you will find the steps to completing your application requirements for colleges. Your school counselor is always available to help along the way.

 Compile the list of colleges that you plan to apply to. Factors to consider are GPA, rigor of your courses (including a rigorous senior year), SAT/ACT scores, intended major, etc. Most students tend to apply to 5 to 7 schools.
  o You should apply to at least one...
    • Safety school: Your qualifications (GPA, SAT/ACT score, rigor of program) are above their admission requirements
    • Target school: Your qualifications land you within the middle 50% of their accepted applicants
    • Reach school: Your qualifications are below the middle 50% of their accepted applicants but you would love to attend the school
  o To find out about a college...
    • Visit [www.collegeboard.com](http://www.collegeboard.com) and, if you haven’t already done so, perform a college search and create an online account.
    • Attend the college visits at Monticello (MoHS website has the visitation schedule listed).
    • Meet with your school counselor to discuss college options
    • You are encouraged to visit college campuses and are granted excused absences for these visits.

 Register for the SAT, SAT II, and/or ACT. It is your responsibility to send your official scores to all of the colleges that you are applying to.
  o What’s an SAT II ?!?: Some colleges require subject tests for admission/placement. Check with the colleges to find out if they are required and go to [www.collegeboard.com](http://www.collegeboard.com) to find out more about the subject tests.

 Meet with your school counselor to review the college admission process.
  o Make sure you have filled out all of the required school counseling forms. Counselors write letters of recommendation for their students and this information aids in that process. Forms are available at [www.k12albemarle.org/monticello](http://www.k12albemarle.org/monticello). All forms are due 30 school days prior to your college deadline date. They are...
    • Transcript Request Form
    • Senior Autobiography
    • Activity sheet
    • Parent recommendation form
    • THREE teacher evaluation forms: only used for your counselor’s recommendation
  o Most schools require a secondary school report as part of the application. You need to download this college-specific school report from the college’s website and give it to your school counselor along with your other school counseling forms. Make sure to fill out the student section at the top prior to giving it to your school counselor.
Ask a teacher if they would be able and willing to “write a positive recommendation” for you. Some schools require more than one teacher recommendation so check with the school to see how many you need. (This is different than the three teacher evaluation forms that your school counselor requires for his/her recommendation!) The college application will specify how they would like to receive these recommendations (electronically, in the mail, etc.).

Complete your portion of the college application and submit it to the school. It is suggested that you print off a copy of the application and complete it by hand before submitting an electronic version. Counselors are available to proofread and answer questions about the application.
- Student essays: Check with your English teacher to see if they would be willing to proofread your essays. This is an important portion of the application and should not be submitted without revisions.
- Make sure you meet your application deadline!

Financial aid
- Plan to complete the FAFSA form by October 1st.
- Attend the financial aid workshop in January at Monticello. Bring your parents!
- Visit the school counseling website to see a list of available scholarships
  - Consider filling out a profile at www.fastweb.com

Notify your school counselor and Ms. Jenkins of the school you will be attending next fall so we can send out your final transcript after graduation.