

# Senior Year: College & Career Readiness Action Plan

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## Summer Before Senior Year

### ***Student:***

- \_\_\_\_\_ Consider who you will ask to write your letters of recommendation, if required. Complete the student brag sheet found in NAVIANCE that teachers and counselors will reference when writing your letter. Remember to give three weeks notice prior to the deadline to ensure a thoughtful, quality letter.
- \_\_\_\_\_ Review your SAT, ACT, SAT Subject Tests, and/or TOEFL scores. Consider registering for fall test dates, keeping in mind college application deadlines.
- \_\_\_\_\_ Attend a college application workshop if offered at your school.
- \_\_\_\_\_ Organize your college application timeline; pay special note to application and scholarship deadlines.

### ***Parent(s)/Guardian(s):***

- \_\_\_\_\_ Encourage your student to finalize a college list and begin the application process.
- \_\_\_\_\_ Complete the parent brag sheet found in NAVIANCE that teachers and counselors will reference when writing your student's recommendation letter. Allow at least three weeks prior to the deadline to ensure a thoughtful, quality letter.

## Fall

### ***Student:***

- \_\_\_\_\_ Submit any summer coursework grades to the Registrar.
- \_\_\_\_\_ Meet with your counselor and review your transcript for accuracy.
- \_\_\_\_\_ Finalize your college list and update "Colleges I'm Applying To" on NAVIANCE. Pay close attention to admission deadlines (early action, early decision, regular). Create a calendar or timeline to stay on target.
- \_\_\_\_\_ Check your colleges' scholarship deadlines. They often occur before the application deadline.
- \_\_\_\_\_ Request letters of recommendation as needed. Remember to complete the student brag sheet found in NAVIANCE that teachers and counselors will reference when writing your letter. Give three weeks notice prior to the deadline to ensure a thoughtful, quality letter.
- \_\_\_\_\_ Retake the [SAT](#) and/or [ACT](#) to improve scores for admission or scholarship requirements. Use the free test prep materials offered through the [CCR website](#).
- \_\_\_\_\_ Register for [SAT Subject tests](#), if required for college admission.
- \_\_\_\_\_ Submit college applications, fees, transcripts, letters of recommendation, resume, etc. as part of the process outlined by each college.

- \_\_\_\_\_ Visit the Guidance and Counseling Office for support with your college application process.
- \_\_\_\_\_ Consider taking part in [COOL Week](#) and submit your application to your Transition Coordinator.
- \_\_\_\_\_ Continue attending college representative visits on campus as posted on NAVIANCE, *especially* to meet the reps of schools you're applying to – they want to meet their applicants!
- \_\_\_\_\_ Attend the LISD College Fair. Suggested [College Fair Questions](#)
- \_\_\_\_\_ Update your college application results in NAVIANCE as they come in.
- \_\_\_\_\_ Frequently check the NAVIANCE Scholarship List for scholarship opportunities.
- \_\_\_\_\_ Request a Secondary School Report from your counselor only if you are using The Common Application to apply to colleges.

***Parent(s)/Guardian(s):***

- \_\_\_\_\_ Attend Senior Parent Night.
- \_\_\_\_\_ Review the college application timeline your student has created to help them meet the deadlines.
- \_\_\_\_\_ Offer to look over your student's college applications. Remember, this is your student's work, so remain in the role of advisor and proofreader and respect his/her voice.
- \_\_\_\_\_ Begin preparing for [financial aid](#) by applying for your Free Application for Federal Student Aid ([FAFSA](#)) Personal ID Number (PIN).
- \_\_\_\_\_ Be prepared to have your tax information ready in early February in order to submit the FAFSA as quickly as possible. Institutional financial aid is awarded on a first-come, first-served basis.

**Spring**

***Student:***

- \_\_\_\_\_ Apply for your FAFSA PIN and complete the [FAFSA](#) with your parent(s). Consider attending a financial aid workshop for assistance with the application. FAFSA can be used to offer grants, loans, work study and scholarship money. (This is a free application.)
- \_\_\_\_\_ If there are changes in your academic courses or extracurricular program since your initial application, notify your colleges.
- \_\_\_\_\_ Submit mid-year report requests to your counselor if you applied using The Common Application.
- \_\_\_\_\_ Certain colleges may request a seventh semester transcript; submit requests for these as necessary.
- \_\_\_\_\_ Frequently check the NAVIANCE Scholarship List for scholarship

opportunities.

- \_\_\_\_\_ Register and prepare for AP exams if you have taken an AP course this year.
- \_\_\_\_\_ Check deadlines at colleges regarding housing, scholarships, general financial aid, and orientation programs. Request housing and pay deposit, if applicable.
- \_\_\_\_\_ Take ACCUPLACER if needed to meet TSI (college-readiness standards); consult your Transition Coordinator for testing information.
- \_\_\_\_\_ If you've taken ACC courses, order your [ACC transcript](#) to be sent to the college you're planning to attend.
- \_\_\_\_\_ Deliver copies of all scholarship offers and awards to your counselor. This information will be used at the Senior Awards and Recognition Night.
- \_\_\_\_\_ Complete the Senior check-out process with your counselor, including ordering your final transcript.

***Parent(s)/Guardian(s):***

- \_\_\_\_\_ Prepare and submit the [FAFSA](#), available January 1<sup>st</sup>.
- \_\_\_\_\_ Help your student process college responses and [make a decision](#) where to attend.
- \_\_\_\_\_ Help your student complete the paperwork to accept a college's offer of admission, submit tuition deposit, and other required paperwork.
- \_\_\_\_\_ Finalize housing arrangements and pay deposit, if applicable.