

# SENIOR CHECKLIST

Name: \_\_\_\_\_ Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Complete the college application list below

Name of College/University	Application Deadline	Submission Type	Counselor LOR* or SSR** Required?	Teacher LOR* Required?

\*LOR=letter of recommendation \*\*SSR=Secondary School Report

- ☐ Be sure the “colleges I’m applying to” section in Naviance matches the college application list above
- ☐ Be sure the application deadline and submission type in Naviance matches the information above

\*If you are ONLY applying to a UC/CSU/Community College, complete the steps above, sign below and turn in this checklist to your counselor by **October 1.**

- ☐ I am ONLY applying to UC/CSU/Community College (sign below)
- ☐ Submit your UC/CSU application/s by 11/30, and order your official SAT/ACT scores to be sent from the testing agency.
- ☐ UCs/CSUs/Community Colleges DO NOT require a transcript upon application, a teacher/counselor recommendation letter or a Secondary School Report. Do not complete the steps on the reverse side.
- ☐ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IF YOU ARE APPLYING TO A COLLEGE OTHER THAN A UC/CSU/COMMUNITY COLLEGE, COMPLETE THE STEPS ON THE REVERSE SIDE.**

**If you modify your college application list after you turn in the Senior Checklist, you must complete a Modified College Application List and return it to your counselor by the specified deadline.**

## SENIOR CHECKLIST, continued...

...for students applying to private and/or out of state 4-year college/s

First complete all steps on the front page of the Senior Checklist!

- ☐ For Common Application (CA) colleges, complete the Education section in your CA account, waive your FERPA rights, and match your CA and Naviance accounts through Naviance
- ☐ Complete the surveys (Senior Brag Sheet and Parent Statement) on Naviance ("about me" tab)
- ☐ For applications that require a teacher recommendation letter, load the teacher/s in the Recommender section of Naviance and complete the Teacher Letter of Recommendation survey/s ("about me" tab)
- ☐ Submit transcript request/s in Naviance
- ☐ Pay for transcript/s through the LL Webstore
- ☐ Submit your application/s as directed by the college/s, and order your official SAT/ACT scores to be sent from the testing agency

\*LORs and \*\*SSRs will not be processed until you have completed the Senior Checklist and turned it in to your counselor. Senior Checklists not received by the deadline below will not be processed on time and may jeopardize your application.

\*LOR=letter of recommendation    \*\*SSR=Secondary School Report

First application due to college:	Senior Checklist due to your counselor by:
October 15-November 30	October 1
December 1 or later	November 15

**If you modify your college application list after you turn in the Senior Checklist, you must complete a Modified College Application List and return it to your counselor by the specified deadline.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_