

Steps to Applying to College

1. Research schools.
2. Create final list of schools.
3. Create activity list.
4. Personally ask a teacher to write a letter of recommendation for you.
5. Get all deadlines, forms, applications, fees, etc. for each school
6. Work on your essay – revise, revise.
7. Send official SAT or ACT scores (collegeboard.com or actstudent.org).
8. Complete and submit your applications!
9. Now, log onto Naviance to formally request transcripts and letters of recommendation.
 - a. “Colleges” top tab, “Colleges I am applying to”.
 - b. Complete FERPA waiver.
 - c. Request transcripts here and complete “pink sheet” in the counseling office.
 - d. Request letters of recommendation formally.