COLLEGE APPLICATIONS PROCESS WORKSHEET

Use this worksheet to keep track of your college applications progress. Some categories may not apply to you. Change or add categories as needed for your particular colleges.

COLLEGE NAME	Am I using the **Common App, Coalition App, Online App,** or **Paper Application**?	Early Admission or Early Action Deadline	Regular Admission Deadline	BHS Counseling Office Deadline *(4 weeks prior to 1st deadline if a recommendation letter is needed)*	ACT or SAT taken?	Do I need to take SAT II?	Parent Brag Sheet Given to Counselor *(only if a rec letter needed)*	Student Data Sheet Given to Counselor *(only if a rec letter needed)*	College Tracking Form listing each college *(hand-delivered to Ms. Hughes)*	Counselor *and* Teachers *invited* for online forms	Teacher Evaluation Form & Envelopes To Teachers, if not online request. (NOTE: Follow each teacher's particular instructions)	Test Scores Sent (via testing company's website)
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2.												
3.												
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9.												
10.												

COLLEGE	Transcripts requested via Parchment	Schedule Meeting With Counselor (Date)	Is this College Rep. coming to BHS? (Date) Sign up via Naviance.	Application Cost	Essay(s) Completed	Print a copy of the application	Application Sent Online (or Mailed) (Date)	Thank You Notes to Teachers *(for writing rec letters)*	Complete FAFSA &/or CSS Profile	Mid-Year Report & Transcript Requested	Final Transcript requested via Parchment (June)	Senior Survey completed in Naviance (May/June)
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