

RHS SENIOR CHECKLIST 2023-2024

RHS College Planning Resources

- Register for any necessary SAT I, SAT II, or ACT tests – check dates and deadlines on the [ACT website](#) and [CollegeBoard](#).

- Send official SAT score reports from collegeboard.org and/or official ACT score reports from actstudent.org.

- Register for a Common Application account - www.commonapp.org

- Complete your Common Application and submit your applications

- Make sure you can access your MajorClarity account
 - Sign in to Major Clarity using your Classlink

- **Link your Common App to your MajorClarity account**
 - [Click here for MajorClarity tutorial video](#)
 - **Waive FERPA in CommonApp** so counselors are able to send your information to your schools

- **Complete the following steps in Major Clarity to ensure all documents will be sent to your schools in a timely manner**
 - Assign your Counselor in Major Clarity
 - Hit “Assign Counselor” and type in your counselor’s name
 - If you have Mrs. Belfiore/Ms. Arcieri, you will put Mrs. Belfiore
 - If you have Mrs. Barbolini/Ms. Garcia please use the following guidelines:
 - If you have a deadline prior to November 1st, you will type in Ms. Garcia
 - If you have a deadline after November 1st, you will type in Mrs. Barbolini
 - Assign the teachers you would like to request a Letter of Recommendation from to each school
 - Click “Assign Teacher” and type in the teacher’s name
 - You may need to do this for two or three teachers depending on the requirements from the schools you are applying to

- Request Letter of Recommendation (from both teachers and counselors) in Major Clarity
 - **If you have applied through Common App and listed your counselor and teacher in your application, you DO NOT need to request a Letter of Recommendation in Major Clarity**
 - If you would like a recommendation from your counselor you must do the following:
 - Students & parents must complete both the [Parent Brag Sheet](#) and [Senior Profile](#) if they wish to have their counselor write a recommendation
 - Be as specific and descriptive as possible when filling out these forms!
 - If you manually added an application because the school does not use Common App, you must Request a Recommendation
 - Click “Request a Recommendation”
 - Create a new request for each school that you need a recommendation sent to
- Request Transcripts in Major Clarity to be sent to your schools
 - **If you have applied through Common App and listed your counselor and teacher in your application, you DO NOT need to request a Transcript in Major Clarity**
 - If you manually added an application because the school does not use Common App, you must Request a Transcript in Major Clarity
 - Click “Request Transcript” in Major Clarity
 - Create a new request for each school that you need a transcript sent to
- **Once you submit an application, you must complete the [Application Submission Form](#)**
- Review applications and requirements. **Note deadlines!**
- Have someone proofread for errors or omissions in applications and essays. Print a copy for reference.

Helpful Tips

- Apply to schools EARLY – preferably before Thanksgiving
- Plan interviews or auditions as necessary.

- Check [Scholarship information bulletins](#) often and note deadlines.
- ***Keep your grades up!! Senior year is important!!!***
- **NOTE ALL DEADLINES!! Applications are NOT considered complete until school forms are received!!!!**