



RHS SENIOR CHECKLIST 2022-2023

<https://www.roxbury.org/domain/154>

_____ Register for any necessary SAT I, SAT II, or ACT tests – check dates and deadlines.

_____ 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

_____ One counselor letter of recommendation: Please fill out the [Senior Profile](#) and [Parent/Guardian Brag Sheet](#) ASAP!

_____ One or 2 additional letters of recommendation: Request letters from teachers and/or coaches, advisors, employers, etc. You need to send them a request on Naviance so they can upload their letters and forms, **but should also submit a hard copy to your counselor.** See a quick tutorial video [HERE!](#)

_____ Register and log into Naviance. <https://connection.naviance.com/fc/signin.php?hsid=roxbury>

· After applying, add each college to the “Colleges I’m Applying To” by clicking on the red circle with the plus sign. Indicate the application type and whether or not you are applying via Common App. **Check the box saying that you submitted your application and click on “Add Application.”**

· If applying via Common App, match your account using your Common App email address. Click “not needed” in bottom right corner if this does not apply to you.

· Letters of recommendation requests can be found under the “Colleges” tab and in the “Apply to Colleges” cluster. You can either choose the teachers and select which colleges you want the letters sent to or “select all”.

○ Take note: Most colleges limit the number of recommendation letters!!

_____ Review applications and requirements. Note deadlines!

_____ Have someone proofread for errors or omissions in applications and essays. Print a copy for reference.

_____ **Have a parent/guardian log onto Genesis and complete the “Student Transcript Permission Form”**

_____ Fill out an online transcript request form for EACH school. Click on your counselor and complete the form. Form can be found here: <https://www.roxbury.org/Page/709>

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!**