

# RHS SENIOR CHECKLIST 2019-2020

<http://www.roxbury.org/Page/742>

\_\_\_\_\_ 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](http://www.commonapp.org)

\_\_\_\_\_ One counselor letter of recommendation: Provide your counselor with Senior Profile, Parent Brag Sheet, Activity Sheet, and Recommendation Waiver Form **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.**

- *\*\*\*If the college is not accepting online documents and you need materials mailed, be sure to give the teacher/counselor any forms/evaluations to complete.\*\*\**

\_\_\_\_\_ 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 – especially for Early Decision, Early Action, or Rolling Admissions.

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

\_\_\_\_\_ **Bring to counselor one signed transcript release form for each college or scholarship.**

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## 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!!!!**