Senior Timeline / Checklist

September

☐ Start a calendar. Put in testing dates and registration deadlines, noting appropriate fees and when they are due. Put in application deadlines, including deadlines for financial aid and/or scholarship applications, if applicable.
☐ Visit the LHS Career Center and review the college / university information they have available to you. Ask about community scholarships (ongoing throughout the year), or financial aid options.
☐ Sign up for college / university visits to LHS in the Career Center. Visit the Career Center website for a current list of upcoming visits.
☐ Research and choose your 3+ top college / university choices. Start online applications, if available.
  ☐ If applying Early Decision, double check with the college / university admissions office for deadlines.
☐ Create a separate folder for each of your top college / university choices to file notes, correspondence received and copies of applications submitted.
☐ Research the admissions requirements for your top college / university choices and compare to your LHS transcript.
  ☐ Contact the college / university admissions office to discuss any credits you feel are lacking and whether there are options available as relates to admissions.
☐ Register for October / November SAT or ACT tests.
  ☐ Send test scores to your top school choices – this is done the day of the test, so have the CEEB codes for those schools with you when you arrive for the test.
☐ Schedule campus tours / visits for your top college / university choices to assist with your decision.
☐ The Issaquah School District has contracted with the Parchment Exchange to manage the ordering, processing, and secure delivery of both official and unofficial transcripts. Detailed instructions can be found on the LHS website, under the counseling tab.

October

☐ Request letters of recommendation from teachers or other individuals, only if it is required by the colleges / universities you are applying to.
  ☐ Complete a Letter of Recommendation Form, located either on the LHS counseling website page, or in the counseling office and make a copy for each person you are requesting a letter from.
  ☐ Allow 3-4 weeks for teachers or other individuals to write / complete your recommendation. If letters are to be submitted directed from them, provided addressed, stamped envelopes for the teachers or other individuals to use to mail your recommendations in to your colleges / universities.
☐ Work on your college essays, reviewing the admissions office website for essay prompts, if applicable.
☐ Continue to check in at the LHS Career Center for additional college / university visits. Sign up for those of interest to you. Bring a list of questions with you to the actual visit, not just about academics but about campus life as well. What do you need to know about this particular college / university that can help you make your decision?
☐ Keep up with your homework, strive for good grades!

November

☐ Complete your college / university applications.
☐ Contact your college / university choices to inquire about financial aid, scholarships, grants, loans and/or campus life and housing options.
☐ Schedule additional campus tours / visits if you are still undecided.
☐ Attend college fairs and programs in the greater Seattle area. Check the Career Center website for dates of these events.
December

☐ Begin work on the Free Application for Federal Student Aid (FAFSA) at http://www.fafsa.ed.gov. FAFSA is done almost exclusively online, however a paper FAFSA packet can be obtained by calling 1-800-4-FED-AID (1-800-433-3243) or 319-337-5665. Once completed, your application can be submitted online starting January. The closer to January 1st you submit your FAFSA, the better! It cannot, however, be submitted prior to January.

☐ Have you completed and submitted your college / university applications? If yes, good for you! If no, just do it.

☐ Continue to check in with the LHS Career Center for scholarship opportunities.

January

☐ Submit FAFSA. FAFSA information is shared with the colleges and/or career schools you list on the application. The financial aid office at a school uses your information to figure out how much federal student aid you may receive at that school. If the school has its own funds to use for financial aid, it might use your FAFSA information to determine your eligibility for that aid as well.

☐ Review your college / university applications and ensure all are complete, including receipt of official transcripts and/or any letters of recommendation required. Follow up with teachers or individuals writing the letters if they have not been received yet. Contact the college / university admissions office with any questions or concerns you have regarding your application.

☐ Apply for housing, submit deposit if necessary at this time.

☐ Keep copies of all forms / applications / etc. that you submit. File in the folders you set up in September.

☐ Continue to check in with the LHS Career Center for scholarship opportunities.

February

☐ The office of Federal Student Aid at the U.S. Department of Education will send you a Student Aid Report (SAR), which is a summary of the FAFSA data you submitted anytime between three days to three weeks after you submit your FAFSA. Be sure to look over your SAR to make sure you didn’t make a mistake on your FAFSA. Correct any mistakes online as soon as possible – failure to do so could cost you financial aid!

☐ Request mid-year reports, if required, be sent to your school of choice.

☐ Start watching the mail box for college / university acceptance letters 😊

March - June

☐ Watch the mail box for decision letters in March and April from pooled admissions schools.

☐ Evaluate your financial aid offers.

☐ Make a decision and notify your college / university of choice via acceptance letter by May 1.

☐ Out of courtesy, notify your other colleges / universities that you decline admission offers.

☐ Be aware of college / university deadlines for tuition and/or room and board payments.

☐ Stay focused on your homework, with an eye on good grades! College admissions and/or scholarship offers can be effected based on your 2nd semester grades and final high school GPA.

☐ Complete the Senior Exit Survey, which will be posted on the LHS website in the spring.

☐ Log into your parchment account PRIOR TO Friday, JUNE 17th to request your final high school transcript be sent to the college / university you will be attending in the fall. At the same time, you can request an unofficial copy be provided to you at no charge. Final transcripts will be processed Monday – Tuesday, June 20 and 21st, with the exception of seniors taking running start classes. Senior transcripts for running start students will be processed as soon as their final running start grades are received and posted to the LHS transcript. This can be 1-2 weeks later.

Graduation is almost here!

Keep your eye on the prize, and stay focused.