Huntington High School
College & Career Center
College Application Checklist

Step 1-Review and Approve your Transcript:
➢ Locate your transcript on the Student Portal.
➢ Review it for accuracy.
➢ Sign the **Transcript Approval Form** located on the College & Career Center Google Classroom, click on **Classwork,** then **Forms.**

Step 2-Work on your list of schools:
➢ Utilize the Naviance College Search, HHS college visits/fairs and campus tours.
➢ Create a list of deadlines and check the HHS deadlines!
  ▪ Ex. College app deadline of 11/1=College & Career Center deadline of 10/11
  ▪ See Records Release Form for deadlines
➢ Review the specific application requirements for each school.

Step 3-The Common Application:
➢ Create an account on www.commonapp.org.
➢ Confirm that the schools on your list utilize the Common Application.
➢ Begin to fill out the application, which automatically saves as you work on it.
➢ Complete the **Education** section
  o Use the following information in the Education section:
    • Current or Most Recent Secondary/High School:
      o Huntington High School
    • Date of entry: September 2021 (if started as a 9th grader)
    • Graduation date: June 2025
    • Graduating Class Size: 352
    • Class Rank Reporting: None (HHS does not rank)
    • GPA Scale Reporting: 100
    • Cumulative GPA: located on the bottom of your transcript
    • Current or Most Recent Year Courses: add in all of your senior year classes
➢ Add at least one college under the **My Colleges** tab.
➢ Some schools require an additional supplemental essay, be sure to check!
➢ Sign the **FERPA Release Statement**
  o Go to **My Colleges**, then **Recommenders & FERPA**, then **Release Authorization.**
  o Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful. Some recommenders may refuse to write a letter for you unless you waive your rights.

Step 4-Match your Naviance and Common Application Accounts:
➢ Log into Naviance and click on **Colleges I'm Applying To,** then **Match Accounts** and enter your Common Application information. This will allow Mrs. Walsh and your teachers to access your college list and submit transcripts and letters of recommendation.
➢ Manually add in Non Common Application/Institutional applications. Click **(+)** to search and add.
➢ Be sure to click **Edit** to update the application type/deadline/division for each school on your list.

Step 5-Teacher Recommendations:
➤ Request two teacher recommendations in person then request the teacher recommendations via Naviance.
- Click on **Colleges** then **Letters of Recommendation** then **Add Request.**
- Select the teacher's name from the drop-down and select either **General Request** or **Specific Request.**
- Include a note thanking your teacher for taking the time to write your letter of recommendation.
- Submit the request.
- Be sure to communicate with your teachers to confirm your deadlines and that the letters have been successfully submitted.
- **Steps 3 and 4 must be completed in order for your teacher and Mrs. Walsh to upload documents!**

Step 6-Counselor Letter of Recommendation:
➤ If your college is requiring a counselor letter of recommendation, Mrs. Walsh will write that letter.
➤ **The Appraising Myself as I Plan for the Future packet must be submitted to the College & Career Center so that Mrs. Walsh can write your letter!**

Step 7-APPLY!
➤ Complete one Records Release Form per college and submit to the College & Career Center 15 school days before your deadline.
➤ You DO NOT need to apply to your college prior to submitting the Records Release Form.
➤ **Mrs. Walsh will be not be able to submit materials until Steps 3 and 4 are complete!**
➤ Adhere to the deadlines!

Step 8-Complete the SRAR when Required:
➤ The Self Reported Academic Record allows applicants to record and submit courses, grades, and test scores as part of your college application to participating college and universities.
➤ For a list of participating colleges and universities, please reference the SRAR website. Additional information can be found on the College & Career Center Google Classroom.
➤ Refer to your transcript for course titles/grades, which can be found on the portal.
➤ Be sure to adhere to SRAR submission deadlines!

Step 9-Release Test Scores
➤ If you are applying with SAT/ACT test scores, be sure to report the scores on the Common Application and/or SRAR and/or send scores directly from the testing agency if required.

Step 10-Check the Status of Your Application:
➤ Confirm with each college that all materials have been received as you near your deadline date. You can check your application status online (through the college portal) or call the admission office directly.

Step 11-Apply for Financial Aid
➤ The FAFSA (Free Application for Federal Student Aid) will be available in December
➤ The TAP (NYS Tuition Assistance Program) application will be available in December
➤ The CSS Profile (institutional aid) is used by some colleges and scholarship programs to award aid. This application is available in October.