

STUDENT: _____

COLLEGE APPLICATION CHECKLIST

Please use this form with each individual application. **Once you have completed the student responsibilities please turn this form into the Guidance Department and the guidance responsibilities will be completed.**

College: _____

Address: _____

Student Responsibilities

_____ Application Deadline _____

_____ Make sure required signatures are on application

_____ Mailed essay with application (if applicable)

_____ Mail essay with guidance materials (materials must be submitted with this form)

_____ Application Fee- Paid on-line _____ or by check _____

_____ I made a copy of my application for my personal file

_____ Mailed application to the college

_____ Submitted application electronically

_____ Application being mailed by guidance department (materials must be submitted with this form)

_____ Gave the guidance department a book of stamps

Transcript Release: _____ **Date** _____

Student signature

Guidance Department Responsibilities:

>Official High School Transcript

>High School Profile

>Teacher Recommendation (if the student gives it to their guidance counselor to send) Guidance Recommendations (please ask your guidance counselor if you want a recommendation from them)

>Temporary Record (SAT & ACT scores)

>Return requested postcard

