

College Application Responsibilities Checklist

PARENT	STUDENT	COUNSELOR
<input type="checkbox"/> Application fee <input type="checkbox"/> Test score payments (one free ACT in April) <input type="checkbox"/> Request your Federal Student Aid ID (FSA ID) to start FAFSA parent process: finaid.ed.gov <input type="checkbox"/> CSS Profile Parent Information section (if required by the college) <input type="checkbox"/> FAFSA – Priority Filing Period: Oct 1 – March 1	<input type="checkbox"/> Creating a list of colleges in SCOIR <input type="checkbox"/> Requesting rec letters from teachers <input type="checkbox"/> Applications and essays <input type="checkbox"/> Send official test scores to colleges (ACT, SAT, AP) <input type="checkbox"/> Check e-mail for notices from colleges <input type="checkbox"/> Request your Federal Student Aid ID (FSA ID) to start FAFSA parent process: finaid.ed.gov <input type="checkbox"/> CSS Profile (for financial aid if required by college) cssprofile.collegeboard.org <input type="checkbox"/> Create a Going Merry Account to search for scholarships	<input type="checkbox"/> Send letter of recommendation (if needed by the college) <input type="checkbox"/> Send SMCC transcripts <input type="checkbox"/> Send Secondary School report (if needed by the college) <input type="checkbox"/> Send Mid-Year report <input type="checkbox"/> Send Final report and final SMCC transcripts

LETTER OF RECOMMENDATION PROCESS	HOW TO SEND ACT SCORES	HOW TO REQUEST A TRANSCRIPT
<input type="checkbox"/> Verbally ask a teacher or counselor for a recommendation letter <input type="checkbox"/> Complete the Teacher Rec Letter Survey in SCOIR (in the surveys section) <input type="checkbox"/> Update your activities and achievements in SCOIR <input type="checkbox"/> Send your recommendation request in SCOIR <input type="checkbox"/> Write a thank you note to the person who wrote your letter	<input type="checkbox"/> Log into your account on actstudent.org <input type="checkbox"/> Search for the college by name, state or code <input type="checkbox"/> Choose delivery option: <ul style="list-style-type: none"> ▪ Regular: Score delivered every 2 weeks ▪ Priority: Score delivered within 2 days <input type="checkbox"/> Select your college(s) and place order	<input type="checkbox"/> In the “My Colleges” section in SCOIR, select the college you wish to apply to in the “following” section and drag it to the “applying” section. Provide the information requested and SAVE. <input type="checkbox"/> Once you have submitted your application, move the college from the “Applying” section to the “Applied” section in SCOIR. Once you have moved your college to the “Applied” section, your counselor will send your transcript.

REQUIRED SCHOOL INFO FOR THE COMMON APP	FINANCIAL AID: FAFSA	FINANCIAL AID: CSS PROFILE
Here is the information to help you answer the questions in the Education Section on the Common Application: <input type="checkbox"/> Counselor’s Job Title: College Counselor <input type="checkbox"/> Phone: (734) 241-7622 <input type="checkbox"/> Class Rank Reporting: None <input type="checkbox"/> Class Size: 78 <input type="checkbox"/> GPA Scale: 4 point <input type="checkbox"/> GPA: Weighted <input type="checkbox"/> Course Scheduling System: Semester	<input type="checkbox"/> Request FSA ID number before October 2022 for parent and student <input type="checkbox"/> Go to the College Advising Website for information on Financial Aid <input type="checkbox"/> Complete FAFSA Application: Priority Filing Period: October 1-March 1	<input type="checkbox"/> Additional Financial Aid Application required by some colleges and universities <input type="checkbox"/> For the list of colleges requiring CSS profile, visit: https://student.collegeboard.org/css-financial-aid-profile <input type="checkbox"/> If applying Early Decision/Early Action/Priority to a college that requires the CSS Profile, complete the Profile by the application deadline