

SENIOR CHECKLIST

Use this checklist as a guide to make the college/scholarship application process easier. Please be aware that all items listed below are your responsibility. Counselors are here to provide support and guidance, but, STUDENTS are expected to take the necessary steps to follow through.

✓	Tasks and Responsibilities
	*Complete and save your résumé in Naviance (found in the “about me” tab).
	Complete all assigned Naviance tasks (found in the “my planner” tab>Tasks Assigned to Me).
	Register for and take the SAT test and/or ACT test. Note: It is your responsibility to request that your test scores be sent to the college and/or the scholarship program to which you are applying, and to NCAA Clearinghouse. Request your scores at www.collegeboard.org for SAT scores, and www.actstudent.org for ACT scores.
	Call, email, or visit the colleges/universities websites for information and applications. Be aware of deadlines—they are different for each college!
	Develop a system for organizing the college/scholarship information you collect. See your counselor if you need help.
	Schedule a conference with your college counselor to discuss your post high school options.
	*Complete college/university applications, provide information that is requested, AND _____ Request your transcript through Naviance at least 15 school days before the application deadline. _____ Write essay(s), if required. _____ Ask your counselor to write you a <i>Counselor Recommendation</i> , if required by the college. Give your counselors at least 15 school days before the application deadline to write your recommendation. _____ Ask your teacher to write you a <i>Teacher Recommendation</i> , if required by the college. Give your teachers at least 30 school days before the application deadline to write your recommendation. _____ If you are on financial aid, check with the College Counseling Office Coordinator to determine if you qualify for a college application fee waiver. _____ Mail or electronically submit all required documents in a timely manner to meet your deadlines.
	Submit transcript requests via Naviance for NCAA Clearinghouse or scholarships at least 15 school days before the deadline.
	Research scholarships online: Check Naviance and the Daily Bulletin for announcements. Be aware of requirements, criteria, and deadlines!
	Thank teachers who have written recommendations for you.
	*Complete the Graduation Survey in May, indicating your college plans for Fall 2018.
	Students who entered Kamehameha in kindergarten must check that they are registered with the Ho‘oulu Hawaiian Data Center at www.ksbe.edu/datacenter . Registering allows you to receive preference when applying for Kamehameha Schools post high financial aid.
	For financial aid, complete the process in a timely manner. The following forms may be required: _____ The Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov (all colleges) _____ The CSS Profile at www.collegeboard.com (some colleges and KS Nā Ho‘okama a Pauahi) _____ Parent Tax Form(s) _____ Student Tax Form (if student worked) or Student Non-Filing Form (if student did not work) _____ College acceptance letter _____ Any additional forms required by the college(s) you apply to

Meet ALL financial deadlines. Aim for February 15 or earlier to complete application processes.

*These are graduation requirements.