

School Forms for Colleges: Checklist

TEN WORKING DAYS BEFORE YOU WANT YOUR TRANSCRIPTS SENT

It is your responsibility to complete the following steps to ensure that your college materials are submitted accurately and on-time. See your counselor if you need help.

You will need to:

Completed

Notify the Teachers: you asked for recommendations, either through First Class or in person, that you are ready to apply, and inform them of the application deadlines. Thank them for writing your recommendation.	
Complete the Common Application: including any supplemental forms on-line at www.commonapp.org . BHS cannot process transcripts, recommendations, etc until you have listed the college on your Common Application under “My Colleges.” Complete the FERPA: this allows BHS to send your school information to colleges.	
Meet with your counselor individually: review your list of colleges, deadlines and discuss your plan for completing the college application process.	
Request Transcripts in Naviance: 1) Change the status of “Colleges I am thinking about” to “Colleges I am applying to” by checking them off and clicking “move to application list”. 2) Click the appropriate box for each college: Early Decision, Early Action, or Regular Decision, etc... 3) Request a transcript by clicking the “request” box under transcript. Do this only when you actually want your transcripts sent because BHS will send an official transcript and recommendations to the listed colleges within ten days of your request!	
Pay for Transcripts: We will submit the first three transcripts for free. There is a five-dollar fee for each additional transcript. Please give your payment to the counseling secretary within ten days of requesting a transcript (check to BHS).	
Send Official Test Scores: Re-take SAT or ACT if necessary. Have your standardized test scores sent directly to your colleges by going to www.collegeboard.org or to www.actstudent.org and following directions for choosing which scores to send to which colleges. BHS does not send test scores to your colleges.	
Request Other Documents: If you have a 504 Plan or an IEP and would like documents sent to your colleges, please complete the “504/IEP Release Form” and give it to the Counseling Secretary.	
If you need an official transcript sent to any institution other than a college (e.g. prep school, military, scholarship) fill out the paper “Non-College Transcript Request Form” found in the Guidance section of the BHS website.	
Complete Financial Aid Forms: (FAFSA, CSS Profile) and complete scholarship applications.	

After you have applied, please:

Update Naviance:

- 1) Update your “Application Status” in Naviance by clicking the pencil next to the “Results” section under “Colleges I have Applied to”.
- 2) Once you have heard from a school, you must update your “Application Status” again, so we can send mid-year reports to the correct institutions.
- 3) When you have decided where you plan to attend, fill in the “College I am Attending” section and hit “Update”, so we can send your final transcript to the correct college. **No further action or payment is required to have your mid-year and final transcripts sent to the colleges you are applying to.**