



12TH GRADE CHECKLIST

Prepare. Apply. Achieve!

12th Grade Checklist & Timeline



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Summer: *Preparing Your Application!*

Plan to see your consultant often this summer - we have writing to do! (every 7-14 days or so).

*Senior labs include the **Activities List, Main Essay, Common App, SRAR** and **Short Answer Questions**. You may have already attended some of these at the end of the Junior year, and they will repeat through the summer. Don't procrastinate.*

June

- Put finishing touches on the **Activities List**.
- Finalize your balanced college list of 6-8 (up to 12 with extreme reach) schools. Yes this is still changeable, but go for the final research this month (**College Reasonings**, anyone?).
- If you haven't yet, attend the **Main Essay Lab** and **Draft Essay**. Plan for at least 5 hours of solid writing on the Main Essay this month. Work ahead and **plan around travel**.
- If you haven't yet, attend the **Common App Lab** and be sure all schools are added to your CA.
- Attend the **Short Answer Questions Lab** and collect your questions in one document.
- Review Testing Plan** with consultant if necessary. Decide which schools will receive your score.
- Attend the **SRAR Lab** and begin working on your SRAR.

July

- Finish Main Essay.** *This is a top priority and will reduce stress later. Trust us!*
- Finish your 'Common App' tab (you will need parent input) and be sure all colleges are added to your CA (Screen Share with Consultant and finalize Activities List order).
- If you haven't yet, attend the **Short Answer Questions Lab** and collect your questions on one document.
- Compose your '**Why This Major**' short answer question (200 words to be modified later).

August - Common App Goes Live!

- August 1st, roll over Common App Information.
- If you are finished with the Main Essay and Activities List, you are ready to **APPLY to schools that do not have Short Answer Questions!** Do appropriate happy dance.
- Finish all Short Answer Questions.** All the questions you collected can be verified and written. **It's tempting to procrastinate here. Don't.**

Senior Year: *Semester 1*

September

- Request your transcripts to be sent to the colleges - **ASK COUNSELOR FOR PROCEDURE AT YOUR SCHOOL.**
- Request letters of recommendation be sent to colleges - **ASK COUNSELOR FOR PROCEDURE AT YOUR SCHOOL.**
- Request test scores be sent to colleges (if applicable) through ACT or College Board.
- Finish All Short Answer Questions if you haven't already.
- Hit submit on each college as the SAQs are approved - you're in the home stretch!
- Begin searching for scholarships at the schools you've applied to.
- If you apply to UT Austin, submit housing deposit through portal (other schools - wait to do this).

October

- If you haven't already, **submit college applications by 10/01 (latest).**
- Look for portal log-in information to **track each application status.**
- Verify that your colleges have received the transcripts, letters and test scores. Keep checking back every 48 hours or so to be sure.
- Submit scholarship/honors college applications to all colleges (if applicable) and ask for writing help in advance.
- Meet with school counselor to **learn about local scholarships.**

November

- Verify all honors, scholarship, merit-based applications have been received by the institutions.
- Keep checking for local or regional scholarships.

You have done all you can do - take a deep breath - embrace patience.

Senior Year: *Semester 2*

January

- Have guidance counselor send first semester transcripts to schools that request it.
- Let your consultant know as you receive any decisions!**
- Read this resource article: [*College planner: An open letter to the Class of 2022*](#)

May

May 1: National Decision Day

- Make a deposit for registration and plans to attend registration/orientation.
- Understand how to sign up for housing.



All Grade Level Action Items

- Create a professional email account just for college, career, and scholarship opportunities (firstnamelastnamegraduationyear@gmail.com).
- Meet with your college/career counselor at least once (See Student Success Binder (SSB) Counselor Meet & Greet Handout).
- Explore individual interests and possible careers.
- Create a Scholar Vitae & Resume (See Content Vault).
- Understand your Student Aid Index (SAI) & Net Price Calculators.
- Attend college visits and information sessions.

Add your notes below ↓

Notes: