

KCHS GUIDANCE DEPARTMENT

TRANSCRIPT REQUEST FORM & COLLEGE APPLICATION CHECKLIST



Students Name: _____ **Date:** _____

Date received in Guidance: _____ Received by: _____

Applications will be processed according to this checklist & will not be sent until complete.

I HAVE APPLIED TO THE FOLLOWING COLLEGES:	COMMON APP	COALITION APP	SUNY/CUNY APP	SCHOOL SPECIFIC APP	STATUS: EA/ED/RD /Rolling/ Priority	SCHOOL DEADLINE DATE	GUIDANCE SUBMITTED DATE

I authorize the release of my official transcript & letters of recommendation for all of my college applications by the Guidance Department.

Student Signature: _____

It is the students' responsibility to send the initial College application.

The student must send ACT or SAT scores directly from the testing centers to all schools.

Student Application Reminder Checklist:

- ☐ I have signed my FERPA waiver and matched it to my Naviance account
- ☐ I have completed the writing portion of the application & all supplements

- ☐ I have sent my application & paid the application fee for each school above
- ☐ I have sent my official scores to the colleges from the ACT or College Board (SAT) websites (\$12-\$13 fee per school)

- ☐ I have moved "Colleges I'm Thinking About" to "Colleges I'm Applying to" on Naviance
- ☐ I have updated my Naviance account to reflect the schools I have applied to & the status (EA/ED/RD/Rolling/Priority)

- ☐ I have started the Financial Aid process on the **FAFSA.ed.gov** website
- ☐ I have checked the financial aid process for each school to see if they require the **CSS profile**

- ☐ I have requested teacher recommendations in person & on Naviance from the following teachers

(Teachers name)

(Teachers name)

Counselor Notes

Supporting Documents submitted on: _____

Submitted via: ____ Naviance eDocs ____ Send EDU ____ US Postal Service ____ Coalition

Counselor ED Agreement Signed on (if applicable): _____

Submitted via: _____ Naviance eDocs _____ Paper Copy

NCAA ID Number (if applicable): _____

Transcript Submitted to NCAA on: _____

Additional Notes: