

College Application Checklist

South County High School (CEEB Code 471-251)

Determine your colleges and how to complete the applications:

- ✓ Use Naviance Student to research colleges and make a list of those to which you will apply.
- ✓ Review the application requirements on each school's website and pay close attention to all deadlines.
- ✓ Use these supportive guides as you work on setting up your applications:
 - [Guide for Completing the Common Application](#)
 - [Approaching the Activities Section of the Common Application](#)
 - [Guide for Completing the Coalition Application](#)
- ✓ Spend time completing your college applications carefully and proofread everything. Ask questions if you are unsure of how to answer something. You can email Ms. Biehl (habiehl@fcps.edu) or your counselor if you need help.

Send SAT/ACT scores:

- ✓ Many schools are now test optional. Determine which, if any, schools you will be sending to. The college profiles in Naviance may help you decide.
- ✓ Request your official test scores be sent directly to your colleges of choice by logging in to your account at www.collegeboard.org for the SAT or www.actstudent.org for the ACT.

Request transcripts:

- ✓ Visit this link to read all of the instructions and requirements for requesting official transcripts: <https://southcountyhs.fcps.edu/student-services/transcript-requests>
- ✓ Once requested, you can track transcript requests and know when they have been sent through Naviance Student. When you log in, you will see a list of "My Favorites". Select the "Colleges I am Applying to" tab and then choose "manage transcripts".

Request recommendations:

- ✓ Counselor Recommendation: Submit the [Request for Counselor Recommendation](#) form to your counselor. There is also an [optional form for parents](#) to complete.
- ✓ Teacher Recommendation: Read application instructions carefully to determine if the college wants any teacher recommendations and how many. If you will need a teacher recommendation, you must ask the teacher FIRST before adding them to your application. Be sure to share the application deadline with the teacher when you make your request. Once a teacher has agreed to write a recommendation, add their name and email address to your application. When you add a teacher to your application, they are automatically invited to submit on your behalf.