

## Recommended College Planning Timetable/Checklist

### Fall of Penultimate Year

Action Item	Completed
1. Complete Interview Format and Assessment Exercises. Send copies of all school records from past three years and standardized test results to Educational Futures	
2. Discuss Future Planning Report with parents and Educational Futures	
3. Take the PSAT and ACT in October	
4. Register for the spring SAT/ACT series	

### Spring/Summer

Action Item	Completed
5. Take the January SAT Reasoning Test	
6. Receive College Search Worksheet from Educational Futures. Research colleges and begin college visits	
7. Take the <b>April ACT, May SAT Reasoning Test</b> and the June SAT Subject Tests/ACT	
8. Follow <b>Standardized Test Prep Program</b> outlined in Educational Futures Summer Prep instructions	
9. Contact college admission offices to schedule personal interviews and campus tours	
10. Develop college visit list with Educational Futures	
11. Send Test Prep Tracking Sheet and draft essays to Educational Futures. The Common Application will be available by August 1 <sup>st</sup>	
12. Register for appropriate standardized testing including ACT, SAT Reasoning and Subject tests	
13. International students: contact your local Regional Registration Center to register for the <b>TOEFL</b> during the month of October	

### September

Action Item	Completed
1. Meet with your counselor to review and refine your preliminary list of colleges	
2. Finalize Common Application and refine drafts of two or more college essays	
3. International students: contact your local Regional Registration Center to register for the <b>TOEFL</b> during the month of November	
4. Register for the <b>October ACT Tests</b> with the optional Writing section, if applicable	
5. Register for the <b>November SAT Subject Tests</b>	
6. Register for the <b>December SAT Reasoning Test</b> (optional)	
7. Request letters of recommendation from teachers	

### October

Action Item	Completed
Prepare and review application essays with your counselor and/or English teacher	
Submit Early Decision/Action application, if applicable	
Continue working on Common Application supplements and other college applications	
Take the <b>SAT Reasoning Test</b> if applicable	
Take the <b>ACT</b> , if applicable	
International students take the <b>TOEFL</b>	

### November

Action Item	Completed
Request and review a copy of your Transcript (Summary of Academic Results)	
Take the <b>SAT Subject Tests</b>	
International students take the <b>TOEFL</b>	
Continue work on applications	
Final drafts of colleges essays to Educational Futures	
Send first term grades to Educational Futures	
International students contact your local Regional Registration Center to register for the <b>TOEFL</b> during the month of January (if necessary)	

### December

Action Item	Completed
Take the <b>SAT Reasoning Test</b> , if applicable	
Check deadlines and complete college applications	
Talk with students returning for the holidays about their college experience	
Obtain Financial Aid forms from counselors as appropriate	
Submit college applications as appropriate for December deadlines	
Request official test results be sent to colleges by the Educational Testing Service	

### January-March

Action Item	Completed
Send first semester grades to colleges	
International students take the <b>TOEFL</b>	
Deadlines for most college applications	

### March-April

Action Item	Completed
Notification of decisions on college applications	

### April-May

Action Item	Completed
Visit colleges offering admission (if possible)	
May 1 - Common Reply date; accept offer, withdraw other applications	