

## College Checklists (4 year College)

Name:

### College Entrance Exam (ACT or SAT) Checklist

	Prospective Colleges	<u>College Name</u>	<u>College Name</u>	<u>College Name</u>	<u>College Name</u>
		Website:	Website:	Website:	Website:
	Required Entrance Exam(s)				
February – June of Jr. Year	Register for the Entrance Exams Required by your prospective colleges.	<p><b>ACT:</b> <a href="http://www.actstudent.org">www.actstudent.org</a></p> <p style="text-align: center;">Registration Deadline: _____ Test Date: _____</p> <p><b>SAT:</b> <a href="http://www.collegeboard.com">www.collegeboard.com</a></p> <p style="text-align: center;">SAT - Registration Deadline: _____ Test Date: _____</p> <ul style="list-style-type: none"> <li><b><u>ALL Juniors will take the state mandated ACT in March administrated by the school district (this is free and can be used for college admissions)</u></b></li> <li>LHS CEEB code: 501185</li> <li>It is helpful to have a copy of your class schedule and transcript as a reference while registering for the ACT.</li> <li>Make sure to have your scores sent to colleges you might attend (<b>4 are free</b>)</li> <li>Remember to sign up for supplemental writing assessments or subject tests as required by your prospective colleges.</li> </ul>			
	Prepare for the Test	<p><b>ACT Preparation</b></p> <ol style="list-style-type: none"> <li>1. Review Preparing for the ACT Booklet found in the Guidance office</li> <li>2. Utilize ACT Prep found in your Career Locker Education tab (3 full length ACT Practice test with test prep lessons to boost your score!!!)</li> </ol> <p><b>SAT Preparation</b></p> <ol style="list-style-type: none"> <li>1. Review Preparing for the SAT Booklet</li> <li>2. Review related test prep websites:  <a href="http://www.testprepreview.com">www.testprepreview.com</a>  <a href="http://www.number2.com">www.number2.com</a>  <a href="http://www.collegeboard.com/student/testing/sat/prep_one/prep_one.html">http://www.collegeboard.com/student/testing/sat/prep_one/prep_one.html</a> </li> </ol>			

### Scholarship Checklist

Sept. – March of Senior Year	Apply for Scholarships	<ol style="list-style-type: none"> <li>1. At the beginning of the school year begin checking the Lincoln H.S. Guidance webpage on a regular (weekly) basis for newly posted scholarships. This list will grow as the year progresses and most deadlines occur between December and March.</li> <li>2. Explore scholarships available at the colleges you have applied to through their websites. Private, public, and technical colleges have substantial scholarships available to students attending their schools.</li> <li>3. Search and apply for nationwide scholarships at the following websites:  <a href="http://www.fastweb.com">www.fastweb.com</a>, <a href="http://apps.collegeboard.com/cbsearch_ss/welcome.jsp">http://apps.collegeboard.com/cbsearch_ss/welcome.jsp</a> </li> </ol> <p>Scholarship Resources:</p> <p style="padding-left: 20px;"> <a href="http://apps.collegeboard.com/fincalc/ep/wizard-home.jsp">http://apps.collegeboard.com/fincalc/ep/wizard-home.jsp</a>  <a href="http://www.scholarshiphelp.org/">http://www.scholarshiphelp.org/</a>  <a href="http://www.collegeboard.com/student/pay/scholarships-and-aid/8937.html">http://www.collegeboard.com/student/pay/scholarships-and-aid/8937.html</a> </p> <ol style="list-style-type: none"> <li>4. Be aware of potential scholarship scams.  <a href="http://www.finaid.org/scholarships/protecting.phtml">http://www.finaid.org/scholarships/protecting.phtml</a> </li> </ol>
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## Letters of Recommendation

**Request letters at least three weeks before your scholarship or college application deadlines.**

1. Complete a letter of recommendation request form (Available in Guidance)
2. Request letters from 2- 3 people and provide them with a copy of your completed recommendation request form.
3. Obtain a hard copy of each letter and ask recommending individuals to email a copy to the Mrs. Theodorou. ([theodorout@mpsd.k12.wi.us](mailto:theodorout@mpsd.k12.wi.us))
4. In the School Counseling office fill out a letter of recommendation submission form and indicate the letters you would like sent and their specific destinations.
5. **Remember to thank the person writing the letter!**

## Application Checklist

	Prospective Colleges	<u>College Name</u>	<u>College Name</u>	<u>College Name</u>	<u>College Name</u>
<b>September – November of Senior Year</b>	<b>Create an Application Account for each college</b>	<u>App. Website:</u> <u>Username</u> <u>Password</u>	<u>App. Website:</u> <u>Username</u> <u>Password</u>	<u>App. Website:</u> <u>Username</u> <u>Password</u>	<u>App. Website:</u> <u>Username</u> <u>Password</u>
	<b>College Essays</b>	Review required questions on your applications and write a rough draft for each essay. Proof your essay for spelling and grammar. Have two other people read your essay and provide you with feedback.			
	<b>Application Deadline(s)</b>	<u>Deadline:</u>	<u>Deadline:</u>	<u>Deadline:</u>	<u>Deadline:</u>
	<b>Submit completed Applications</b>	<u>Date Submitted:</u>	<u>Date Submitted:</u>	<u>Date Submitted:</u>	<u>Date Submitted:</u>
	<b>Use Parchment to send official transcripts</b> <a href="http://www.parchment.com">www.parchment.com</a>	<u>Date Sent:</u>	<u>Date Sent:</u>	<u>Date Sent:</u>	<u>Date Sent:</u>
		Parchment Instructions: 1. Create an account on parchment and log in. 2. Click on the Transcript Tab at the top of the page. 3. Look up and add Lincoln High School as your school. 4. If you qualify for Free or Reduced Lunch see your counselor and they will provide you with 4 transcript fee waivers you can use after creating your account on parchment. 4. Click on the Deliver Latest Transcript link and order your transcripts <i>Each transcript costs \$3.33 and must be paid for with a credit card. If you do not have access to a credit card, prepaid credit cards can be purchased from the Credit Union in the cafeteria.</i>			
	<b>Send test scores (ACT or SAT) to each college.</b>	Test scores can be sent using the following methods: • When you sign up for the ACT you can indicate up to 4 places you can have your scores sent for <b>free</b> . • Check with the colleges and find out if they accept your scores if they are included on your official transcript. (Currently all ACT scores are included with your transcript unless you request otherwise.) • Access your ACT account ( <a href="http://www.actstudent.org">www.actstudent.org</a> ) and send scores individually. (\$12/report)			
	<b>Scheduled College Visit/tour</b> (Check in Guidance to find out if your college will be visiting LHS)	<u>Date of Tour:</u> <u>Contact Info:</u>	<u>Date of Tour:</u> <u>Contact Info:</u>	<u>Date of Tour:</u> <u>Contact Info:</u>	<u>Date of Tour:</u> <u>Contact Info:</u>
	<b>Date(s) College Reps visit LHS</b>	<u>Date(s):</u>	<u>Date(s):</u>	<u>Date(s):</u>	<u>Date(s):</u>

## Financial Aid Checklist

**Oct. 1st – March of Senior Year**

<b>Begin the Process (October 1)</b>	Apply after October 1 <sup>st</sup> of each year once you have completed your tax return. You can apply for financial aid by visiting <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> . <i>Priority is given to those who file by <b>April 15<sup>th</sup></b> for the Fall semester. <b>Filing after May 1<sup>st</sup> can cause delay in processing .</b></i>
<b>Have your PIN(s) ready.</b>	Student and parent (if student is dependent) need a personal identification number (PIN) from the Department of Education to sign their electronic application. To request or re-request a PIN go to <a href="http://www.pin.ed.gov">http://www.pin.ed.gov</a> .
<b>Assemble the information you will need to complete the FAFSA</b>	You and your parents will need the following : <i>social security number, current bank and brokerage statements, driver's license (if any), mortgage and investment records, alien registration card (if not a U.S. citizen), 2015 tax returns (you can use estimates), 2015 untaxed income records, 2015 W2 and 1099 forms, parents 2015 income tax return (if dependent), you PIN number.</i>
<b>Submit your completed application</b>	Go to <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> , complete and submit your FAFSA application electronically. Remember your financial aid application will not be processed until you are accepted into an eligible school or program.
<b>Review your Student Aid Report (SAR).</b>	The results of your financial aid application are sent to your home address or email and electronically to the school(s) you selected on the FAFSA application. When you receive your Student Aid Report (SAR) from the Department of Education read it carefully. If your SAR is rejected or corrections are necessary, follow the instructions for making corrections.
<b>Complete any additional forms requested</b>	Once the financial aid office(s) at your school(s) receive your application they may mail you a letter listing additional documentation they may need. Make sure you complete all of the required forms and submit all requested information. Financial aid applications will not be processed if the information is not returned.
<b>Review your Financial Aid award letter</b>	Your award letter will indicate the financial aid you are eligible for. You do not have to accept all of the aid you are offered. Carefully review the requirements for loans and your individual needs to determine the aid you would like to accept/decline.
<b>Go to <a href="http://www.studentloans.gov">www.studentloans.gov</a> to complete the required steps for accepting your financial aid.</b>	Follow the directions you receive from your college of choice and on your award letter to accept your financial aid (loans and grants). <ul style="list-style-type: none"> <li>• If you have not received a prior Stafford loan, you must complete the Entrance Loan Counseling step. Follow the instructions on your financial aid award letter, and go to <a href="http://www.studentloans.gov">www.studentloans.gov</a>. Sign in using your PIN to complete this step.</li> <li>• At <a href="http://www.studentloans.gov">www.studentloans.gov</a> you will also be able complete the required promissory note(s) required by the loan(s) you accept.</li> </ul>
<b>If you need to use student loans don't forget to apply for a MPSD School Board Loan</b>	<b>SYLVIA DUNHAM WEST LOANS:</b> For graduates of LHS, the maximum educational loan is \$1,800 per school year with the possibility of additional loans upon application to a maximum of five years or \$7,200 for four-year schools and \$3,600 for 2-year technical schools). Loans are due and payable within 10 years of receipt of the first loan. Students will not be charged interest while actively pursuing full-time study at an accredited school of higher education. Interest rates will be adjusted annually during periods when a student is enrolled less than full-time or following termination or graduation from post-secondary school. Interest rates are approximately ½% less than the Federal Stafford Loan rates. A ninety day deferment on interest charges will be given upon graduation. Apply on BOARD OF EDUCATION LOAN FORM, which is available t in the Guidance office.