

# COLLEGE APPLICATION CHECKLIST



- Read the daily bulletin, look at the Counseling Center College Rep board on the door of the Counseling Center and log onto Naviance to see which college representatives are visiting
- **Sign up on Naviance at least one day in advance to be excused from class to meet with a college representative**
- For a college visit get a “Pre-Release College Day Absence Form” from the Counseling Center and have it filled out by your parents and turned in to the main office BEFORE your college visit. You are allowed two college visit days for it to not be counted as an absence.
- Send your ACT scores to the colleges you are interested in directly from ACT (actstudent.org)
- Apply to the college(s) of your choice online
- Come to the Counseling Center and fill out a pink “Transcript Request Form”. Give the form to Mrs. Frevert to request a transcript be sent unless the college is doing self-reporting.
- If college uses self-reporting, enter your grades for all of the classes you’ve taken online and don’t request a transcript be sent to that college. We will send them an official one at the end of the year.
- Find out what (if any) additional information your colleges may need (such as letter of recommendation from a counselor or teacher, additional forms from a counselor or teacher, activities resume, etc) and meet with that person to make your request
- If you are applying to a college that uses the Common Application, please see your counselor before you apply
- You need to allow **AT LEAST TWO WEEKS** once you request a letter of recommendation or turn in a form for it to get completed and mailed out for you

## Looking for Scholarships

- Log onto Naviance and Educationquest weekly for scholarship updates
- **Naviance**
  - elkhornweb.org
  - Elkhorn High School
  - Counseling Center
  - Click Here to Link to Naviance
    - Username: EHS Computer Login Username
    - Password: EHS Computer Login Password
  - Colleges
  - Scholarship List
- **Educationquest**
  - educationquest.org
  - Scholarshipquest

**Please do all of this early!**  
Procrastinating will only cause more stress for you!  
**Come and see me with questions.**  
**I am here to help!**