

COLLEGE APPLICATION CHECKLIST

All students will fill out and sign the top portion of the pink transcript request form during the September senior meeting.

- Finalize your list of colleges to which you are applying and enter the schools in Naviance – Click on the “Colleges” tab, then click on “Colleges I’m Thinking About”, then click “Add to this list”. If you are not able to log into Naviance, see Mrs. Knutson or Ms. Carlson in the counseling office. You should log in through the Edina Portal – <https://portal.edinaschools.org>
- If applying to schools using the Common Application, set up your account on the Common Application website (www.commonapp.org). Make sure you enter the schools you are applying to on the Common Application website.
- If you need a letter of recommendation from your counselor, complete the Counselor Questionnaire (parents complete the Parent Questionnaire) and give to your counselor **AT LEAST THREE WEEKS PRIOR TO THE APPLICATION DEADLINE.**
<https://www.edinaschools.org/ehscounseling> - **Class of 2019**
- If you need a teacher recommendation, complete the Teacher Recommendation Gold Cover Sheet and give to the teachers writing recommendations for you **AT LEAST THREE WEEKS PRIOR TO THE APPLICATION DEADLINE.**
- Enter your teacher recommendation requests in Naviance.
- At least **THREE WEEKS PRIOR TO THE APPLICATION DEADLINE** list the colleges you are applying to on the pink transcript release form in counseling office. Turn in to Mrs. Knutson or Ms. Carlson (**DO NOT REMOVE THE PINK SHEET FROM THE COUNSELING OFFICE**).
- Complete your applications.
- Go online to send your test scores from ACT (<http://www.act.org>) or SAT (<http://www.collegeboard.org>).