

College Access Program (CAP) Coordinator

Student Name

High School

## AUGUST CHECKLIST

## NOTES

### REVIEW COLLEGE LIST

Know which type of post-secondary program you want to attend  
Use planner [resource](#)

### SAVE MONEY

from a summer job

### REQUEST ADMISSIONS INFORMATION

from colleges on your list

### GO ON COLLEGE VISITS

### BRAINSTORM

college essay ideas with your CAP Coordinator  
[College Essay Tool](#)

### HOST A CONVERSATION AT HOME WITH FAMILY OR SUPPORT SYSTEM

Where do you want to go?  
What is the cost of college?  
Do you want to live on campus?  
what do you want to major in?

### MEET WITH YOUR SCHOOL COUNSELOR

and CAP Coordinator to double check that you will have enough credits at the end of the year to graduate and that the credits meet college admissions requirements.  
[Are You On Track?](#)

### FOCUS ON MAINTAINING OR INCREASING YOUR GPA

[Calculate GPA](#)

### CONTINUE TO VISIT:

[phillygoes2college.org](http://phillygoes2college.org)

Have you had a conversation with family members about going to college?

YES  NO

List of interested majors and schools:



# SEPTEMBER CHECKLIST

# NOTES

## SET REMINDERS

in phone calendars for all admissions deadlines for all interested colleges:

[Match and Fit Tool](#) and [Comparing Colleges Worksheet](#)

## BEGIN USING AND TRACKING APPLICATIONS

with your CAP Coordinator: [College Application Tracker Tool](#)

## CREATE SEPARATE FOLDERS

for each of the schools that interest you and keep the materials organized

## COMPLETE A PERSONAL "BRAG" SHEET

or resume with your CAP Coordinator for college applications (if needed)

## MEET WITH CAP COORDINATOR

to prepare for what information is needed for the Free Application for Federal Student Aid (FAFSA)

- Collect documents needed for FAFSA from parent(s)

## BEGIN WRITING DRAFTS

of your college essay, work with your CAP Coordinator as a second set of eyes: [College Essay Tool](#) and brainstorming [worksheet](#)

## START COMPLETING EARLY ADMISSION COLLEGE APPLICATION

[Applying to College](#)

## MEET WITH ADMISSION REPRESENTATIVES

who visit your high school

## ATTEND VIRTUAL TOURS

of college campuses/visit college campuses if you can

## ASK AND THEN REQUEST

letters of recommendation from teachers, school counselors, and CAP Coordinators to accompany your admissions applications

## BEGIN CHECKING EMAIL

at least once a day to make sure colleges have not emailed you requesting additional information

## COLLECT THE NEEDED INFORMATION

to setup an Federal Student Aid (FSA) ID for you and your parent(s) through the FAFSA (emails, social security numbers, etc.)

**REMINDER:**

[FAFSA](#) opens October 1st

Have you created an account on the [Common App](#) portal?

YES  NO

Connect your Naviance account to the Common App portal

Outline of college essay completed

Attend a financial aid workshop (hosted by CAP)

Attend a college admissions presentation/workshop (hosted by CAP)

Finalize list of schools you're applying to and deadlines

Ask/request recommendation letters?

YES  NO

# OCTOBER CHECKLIST

# NOTES



## TAKE THE SCHOOL-BASED SAT

to improve scores or register on your own - [SAT dates](#)



## CHECK EMAIL

at least once a day to make sure colleges have not emailed you requesting additional information



## CONTINUE WORKING ON ADMISSIONS ESSAY(S)

[College Essay Tool](#)



## CHECK IF COLLEGES USE CSS/FINANCIAL AID PROFILE

and register, if applicable  
[CSS Profile](#)



## SUBMIT EARLY COLLEGE APPLICATIONS

[Applying to College](#)



## MEET WITH YOUR CAP COORDINATOR

to develop a college admissions and financial aid application plan  
[Pay for College Video](#)



## CREATE YOUR FSA ID

if you have not already done so. Remind parent(s) they also need to create an FSA ID

[FAFSA #1 Types of Aid](#)

[FAFSA #2 Overview & Myths Revealed](#)



## REQUEST YOUR TRANSCRIPT

be sent by high school to college(s) as needed



## ATTEND COLLEGE PLANNING AND/OR FINANCIAL AID INFORMATION NIGHTS

and college fairs at your high school or at the school district

Have you and your parent(s) both created an FSA ID for FAFSA?

YES  NO

Is the first draft of your college essay completed?

YES  NO

Have you checked with counselor that transcripts and recommendation letters were sent?

YES  NO

**TEMPLE**

**DREXEL**

**VILLANOVA**

# NOVEMBER CHECKLIST

# NOTES

## FINALIZE ADMISSIONS APPLICATION(S)

and make sure all additional materials have been received by each college

## COMPLETE APPLICATIONS FOR SCHOLARSHIPS

## COMPLETE THE FAFSA AND PHEAA APPLICATIONS

to determine your financial eligibility: [FAFSA](#) and [PHEAA](#)

## FOLLOW UP

to ensure all letters of recommendation and high school transcripts have been sent with your college applications to each school

## REVIEW AND SAVE A COPY

of your [Student Aid Report](#) (SAR)

## CHECK EMAIL

at least once a day to make sure colleges have not emailed you requesting additional information

## MEET WITH YOUR CAP COORDINATOR

to check if you were verified for financial aid

[What is financial aid verification?](#)

## ASK COLLEGES HOW THEY SEND FINANCIAL AID PACKAGES OUT

to accepted students:

- Portal
- Email
- Mail

## ATTEND COLLEGE PLANNING AND/OR FINANCIAL AID INFORMATION NIGHTS

and college fairs at your high school or at the school district, if you have not already done so

Have you completed the FAFSA with your parent(s)?

YES  NO

Have you checked to see if you were verified?

YES  NO

Have you met with your CAP Coordinator about your post-secondary plans?

YES  NO

Have you started to compile a list of eligible scholarships?

YES  NO

**UARTS**

**C.C.P.**

**JEFFERSON**

# DECEMBER CHECKLIST

# NOTES

## FINALIZE ADMISSIONS APPLICATION(S)

and make sure all additional materials have been received by each college

## REVIEW AND COMPARE FINANCIAL AID PACKAGES

offered by each college that accepted you

## MEET WITH YOUR CAP COORDINATOR

to check if you were verified for financial aid

## CHECK EMAIL

at least once a day to make sure colleges have not emailed you requesting additional information

## CHECK YOUR STUDENT AID REPORT (SAR)

After you have submitted your FAFSA, you will receive your SAR. Check it for any errors and share with your family and CAP Coordinator to discuss next steps

Have you received a financial aid package from each college you were accepted to?

YES  NO

Have you started to apply for scholarships?

YES  NO

Have you submitted final college applications (if needed)?

YES  NO

# JANUARY-APRIL CHECKLIST

# NOTES

## COMPLETE FAFSA VERIFICATION (IF NEEDED)

## MAKE A FINAL DECISION

about which school you want to attend

## CONTINUE TO APPLY TO SCHOLARSHIPS

## APPLY

for [Last Dollar Scholarship](#) (Ask CAP Coordinator for support)

# MAY-JUNE CHECKLIST

# NOTES

**COLLEGE DECISION DAY: MAY 1ST**  
Make your college decision!

**REGISTER FOR CLASSES**

**SUBMIT DEPOSIT**

**ATTEND ORIENTATION DAY**

**SCHEDULE PLACEMENT TESTS (IF NEEDED)**



# MY TOP 5 COLLEGES/UNIVERSITIES

NAME	PROS	CONS