

Junior Year Checklist

MBHS Counseling Department

✓	Task
	1. Review the Trailblazer College/Career Planning Information packet.
	2. Complete the Junior Information Sheet and return it to your counselor. (During scheduled counselor meeting with juniors.)
	3. Take some type of SAT/ACT preparation.*
	4. Register and take the SAT or ACT in the spring as follows: <ul style="list-style-type: none"> ■ For SAT registration, go to www.sat.org/register ■ For ACT registration, go to www.act.org
	5. Make sure that you have an active Naviance/Family Connections account.*
	6. Complete and submit the following Trailblazer documents, before leaving for the summer: <ul style="list-style-type: none"> <input type="checkbox"/> Student-Self Evaluation Survey <input type="checkbox"/> Resume <input type="checkbox"/> Four-Year Summary of Activities
	7. Have your parent/guardian complete and submit the following Trailblazer documents, before you leave for the summer: <ul style="list-style-type: none"> <input type="checkbox"/> Authorization to Release Records <input type="checkbox"/> Parent Questionnaire
	8. Give the blue Teacher Checklist forms to three teachers for them to complete and submit before leaving for the summer.
	9. Visit the MBHS College/Career Center weekly for important information on upcoming college visits, summer college tours, and other valuable information.
	10. Begin making a list of the colleges to which you plan to apply. You should also begin gathering information and researching those colleges.
	11. Schedule and visit college campuses.
	12. Begin looking at the applications for colleges to which you plan to apply.
	13. Become familiar with the Common Application by visiting the website at www.commonapp.org . (Note: Do not create an account until August.)
	14. Over the summer, begin working on some of your college application essays.

*Visit the Career Center or see your counselor for more information.

Senior Year Checklist

MBHS Counseling Department

✓	Task
	1. Complete the Senior Information Sheet to provide your counselor with any updated information. (During scheduled counselor meeting with seniors.)
	2. Review the Trailblazer College/Career Planning Information packet.
	3. Take some type of SAT/ACT preparation for upcoming tests you plan to take.
	4. Register and take the SAT or ACT in the fall as follows: <ul style="list-style-type: none">■ For SAT registration, go to www.sat.org/register■ For ACT registration, go to www.act.org
	5. Check with your counselor to make sure the following Trailblazer documents were received: <ul style="list-style-type: none"><input type="checkbox"/> Student-Self Evaluation Survey<input type="checkbox"/> Resume<input type="checkbox"/> Four-Year Summary of Activities<input type="checkbox"/> Authorization to Release Records<input type="checkbox"/> Parent Questionnaire<input type="checkbox"/> Blue Teacher Checklists ____ (# received)
	6. Visit the MBHS College/Career Center weekly for important information on upcoming college visits, scholarships, and other valuable information.
	7. Schedule and visit college campuses.
	8. Review the list of colleges to which you plan to apply and consider narrowing the list, if necessary.
	9. Make sure you have an active Naviance/Family Connections account.*
	10. Set up a Common Applications account by going to www.commonapp.org . Remember/record your username and password for future use.
	11. Complete the Family Education Rights & Privacy Act (FERPA) section in Naviance/Family Connections. (You will need your Common Application username and password to complete this step.)
	12. Select/add the colleges to which you plan to apply in Family Connections.
	13. Make transcript requests for the colleges you listed in Naviance/Family Connections by completing and submitting the Transcript Request Form to the Registrar to have transcripts sent to the colleges to which you are applying.
	14. Select/add the teachers you want to request teacher recommendations from in Naviance/Family Connections.
	15. Make sure you have a face-to-face conversation with the teachers from whom you are requesting recommendation letters.
	16. Have your SAT/ACT scores sent to colleges by going to www.collegeboard.com to request your scores.
	17. Work on completing your college applications, the common application, and/or college essays.
	18. Send your college applications by the deadlines indicated by each of the colleges to which you are applying.

*Visit the Career Center or see your counselor for more information.