

College Prep Checklist – 12th Grade

To best prepare for college, certain steps and procedures must be accomplished prior to enrollment. This is a chronological checklist designed to help assist in being well-organized and as ready as possible for college. See the College Prep Resources for additional information.

August through October

- _____ Focus on academics! Maintain at least a 3.0 GPA.
- _____ Complete all leadership duties in extra-curricular activities.
- _____ List top 2 choice colleges and top 2 majors. Continue to discuss these colleges and majors with counselor.
- _____ Register with Selective Service if male and at least 18 years old. See *College Information: Selective Service*.
- _____ Confirm all graduation requirements are met, including one *digital learning* course. See *College Info: SouthArk*.
- _____ Register no later than **August** to take the *ACT* and/or *SAT* in **October**. See *Testing: ACT and SAT*.
- _____ Create a 2-year calendar, covering the senior year of high school and 1st year of college, noting important dates.
- _____ Make sure resume information is up-to-date. See *College Information: Resume Builder*.
- _____ Request college recommendation letters from teachers, coaches, and other mentors for college applications.



November through January

- _____ Complete education portfolio of collected documents and personal milestones.
- _____ Most college scholarship deadlines are in **November and December**. See *Financial Aid: Scholarships*.
- _____ Send a hand-written thank-you note to every person who wrote a recommendation letter.
- _____ Noting deadline dates, begin completing college applications. Verify all required documentation has been received, including test scores, recommendation letters, and essays. Keep dated copies of all items sent.
- _____ Complete the FAFSA as soon as possible after **January**. See *Financial Aid: FAFSA*.

February through June

- _____ Stay up-to-date with all required shots and immunizations; retain a copy of shot records.
- _____ *SAT Subject Tests* and *AP Testing* are usually in **May/June**. See *Testing: AP Testing and SAT Subject Tests*.
- _____ State test(s) must be passed at the end of grade level to advance to the next grade and/or to graduate.
- _____ Take advantage of any requested college interviews. Schedule them as early as possible.
- _____ Acceptance letters should arrive no later than **mid-April**. Compare financial aid packages and visit with an advisor at **each** college prior to making any final decisions.
- _____ Once a college has been decided, notify that college of your commitment. If wait-listed, accept another school's admission offer while you remain on the waiting list.