

\*\*\*This form must be completed, signed and submitted for every college application.\*\*\*

Office Use Only:

Please return this form to the Counseling office at least 10 days prior to the college's stated deadline



## Online College Application Checklist and Records Request

Student Name: \_\_\_\_\_

Last Name

First Name

Name of College/University: \_\_\_\_\_

Date Submitted to Counseling Office: \_\_\_\_\_ College Application Deadline Date: \_\_\_\_\_

**I am applying for:**  Early Decision or Restrictive Early Action  Early Action  Regular Decision

Please check if you have requested a fee waiver through the Common App and qualify for Free/Reduced Lunch status

Step 1: I have added the application to Naviance Student

A. I listed the school as a "College I'm Applying To"  Yes

B. I verified the App Type  Yes

C. I verified how I will submit the application (select a, b, or c below):

a. Via Common App at [www.commonapp.org](http://www.commonapp.org)

1. I have listed the school on my Common App application list  Yes

2. I have completed the FERPA waiver under the "Assign Recommenders" section  Yes

3. I have "matched" my CA account with my Naviance account  Yes

b. Directly to the Institution via the individual school website

c. Paper application and will provide my teacher(s) and counselor with addressed, stamped envelopes to mail documents.  Yes

click "add application"  Done

Step 2: Request Letters of Recommendation (if necessary) by scrolling to the bottom of "Colleges I'm applying to"

A. I have asked the following teacher(s) to write a letter of recommendation:

OR  Not Applicable

a. If so, I have had a discussion with the teacher(s) and have electronically requested them to write a letter under the "letters of recommendation section".  Yes

i. I have selected either the specific or all colleges for each teacher  Yes

ii. I have designated the college(s) to which I want them to send their letter  Yes

iii. I have included a note with specific requests.  Yes

B. I would like my counselor to write a recommendation on my behalf  Yes or  No

i. If yes, please update your resume on Naviance and set up a time to meet with your counselor.

Step 3: I understand that it is my responsibility to send official test scores (can take 2-3 weeks) from ACT and/or College Board so that the school listed above receives them by their stated application deadline.  Yes

Step 4: I have completed this form accurately and my signature below authorizes Avon Lake High School to send the following documents to the school listed above: ALHS School Profile, Official Student Transcript, School Report Form (if applicable) and other requested materials as listed above.

Step 5: Complete and submit your college application via Common App, school website, or paper application.

**Please turn in completed form into the Guidance Office and meet with your counselor.**

Student Signature: \_\_\_\_\_