

Senior Application Checklist

- ___ 1. Make a short list of the colleges that you want to apply to.
 - a. Use Naviance <http://connection.naviance.com/ludlowe> to help you research schools.
 - b. Update your list of “schools I’m thinking about” in Naviance.
 - c. Make a spreadsheet of the college application deadlines.

- ___ 2. Ask a teacher to write a Letter of Recommendation and provide her/him with:
 - a. List of colleges to which you are applying, along with application deadlines.
 - b. Ask teachers **at least 3 weeks in advance** of the application deadline.
 - c. After asking teacher in person, send request through Naviance. Log in to Naviance. Go to the colleges tab. Click colleges I’m applying to. Scroll down to Teacher Recommendations. Click add/cancel requests. Under Add New Requests use the drop down bar to choose the teacher you want to make the recommendation. Add a note to the teacher in the box on the left. Add a second teacher if needed. Scroll to the bottom of the page click update request.
 - d. Write a thank you letter to each teacher who wrote a letter of recommendation for you.

- ___ 3. Fill out the Common Application www.commonapp.org and FERPA statement on Naviance.

- ___ 4. Sign up and prepare for SAT/ACT.
 - a. www.sat.org/register
 - b. www.actstudent.org/start
 - c. Send official copies of standardized test scores to colleges.

- ___ 5. Complete Senior forms located under Senior Meeting Documents, in the documents folder, Senior Forms, in Naviance.
 - a. Student Questionnaire
 - b. Student Activity Form
 - c. Personal Information
 - d. Parent Brag Sheet
 - e. Permission to Release Records
 - f. Request for Transcript
 - g. Request for First Marking Period Grades (if applicable)

- ___ 6. Schedule Senior appointment with your counselor.
 - a. At **least 3 weeks prior** to application deadline.
 - b. Make transcript request at this time.

- ___ 7. Keep grades your #1 priority (many schools request 1st marking period grades).
 - a. We automatically send 1st semester grades to all schools for which you have made a transcript request.
 - b. Complete your college essay and have at least one person proofread.

- ___ 8. Visit college representatives in the College and Career Center.
 - a. In Naviance see “Visit Schedule” for list of colleges and visit dates.
 - b. Refer to “How to Successfully Schedule College Visits” handout.

- ___ 9. Schedule campus visits.

General Information

- School Code: 070187
- Class of 2016: 369 Students
- Warner Counselors, 203-255-7225
 - Kim Bauco kbauco@fairfieldschools.org
 - Courtenay Trahan ctrahan@fairfieldschools.org
 - Lois Wallman lwallman@fairfieldschools.org
- Webster Counselors, 203-255-7238
 - Christina Caron ccaron@fairfieldschools.org
 - Joanna Caserta jcaserta2@fairfieldschools.org
 - Brian Sutcliffe bsutcliffe@fairfieldschools.org
- Wright Counselors, 203-255-7242
 - Allison Levy alevy@fairfieldschools.org
 - Bridget McHugh bmchugh@fairfieldschools.org
 - Matthew Sutton msutton@fairfieldschools.org
- Fax Numbers:
 - Main Office 203-255-7213
 - Warner Counseling 203-255-7231
- Standardized Test Dates:

Test Dates	Registration Deadlines
SAT October 3, 2015 (FLHS)	September 3, 2015
SAT November 7, 2015 (FLHS)	October 9, 2015
SAT December 5, 2015 (FWHS)	November 5, 2015
ACT September 12, 2015	August 7, 2015
ACT October 24, 2015 (FWHS)	September 18, 2015
ACT December 12, 2015	November 6, 2015