

## **IMPORTANT REMINDERS FOR SENIORS**

### **STUDENT RESPONSIBILITIES:**

1. **Students are responsible for** reading all information provided by each college to which they are applying or which they are considering.
2. **Students are responsible for** notifying their counselor in a timely manner – a **minimum of 10 school days** before a deadline – when completing a college application.
3. **Students are responsible for** contacting the College Board at [www.collegeboard.com](http://www.collegeboard.com) and/or ACT at [www.actstudent.org](http://www.actstudent.org) in order to have their SAT or ACT Score Reports sent to the colleges to which they are applying. **No test scores will be sent from the Guidance Department.**
4. **Students are responsible for** monitoring the status of their applications. Start checking e-mail daily for messages from the colleges. Students may call or e-mail colleges about three weeks after applying in order to make sure their applications are complete.
5. **Students are responsible for** completing and bringing to their counselor a green **On-Line Application Form** for each school to which they are applying.
6. **Students are responsible for** verbally asking a teacher to write a letter of recommendation on their behalf **and** for adding that teacher's name to Naviance.
7. **Students are responsible for** thanking their teachers for writing letters on their behalf.
8. **Students are responsible for ALL DEADLINES**, including but not limited to, Early Action, Early Decision, and the submission of test scores (SAT and ACT).
9. **Students are responsible for** notifying their counselor in a timely manner when they receive a decision from the colleges to which they applied.