ACTION PLAN	College 1	College 2	College 3	College 4	College 5	College 6	College 7
School Name:							
Application Deadline:							
My Target Date:							
Date Submitted:							

Prepare:

	College 1	College 2	College 3	College 4	College 5	College 6	College 7
Schedule final testing (date):							
Review application requirements:							
Request letter(s) of recommendation:							
Request SAT/ACT scores:							
Complete and proof read essays and/or statements:							

Applying:

	College 1	College 2	College 3	College 4	College 5	College 6	College 7
Create online account:							
Fill out online application:							
Attach/send essay and other material:							
Pay fee or fill out waiver in Guidance (sent with transcript):							

Follow-up:

	College 1	College 2	College 3	College 4	College 5	College 6	College 7
Establish a contact in the admissions office:							
Verify receipt of all materials:							
Check email, respond to requests:							
Are mid-year transcripts required? If so, request AT THE END OF SEMESTER 1:							

Financial Aid:

	College 1	College 2	College 3	College 4	College 5	College 6	College 7
Create FSA ID/pin/password*:							
Submitted FAFSA (and CSS/Profile if needed):							
Establish contact in financial aid office:							
Received financial aid award details:							

Tracking/Acceptance:

	College 1	College 2	College 3	College 4	College 5	College 6	College 7
Notice – accept/denied:							
Accepted offer of admissions & paid deposit:							
Accept financial aid award:							
Update Naviance with school attending (request final transcript)**							
Request AP scores and dual enrollment (if outside FTC):							

My Info	FAFSA	College 1	College 2	College 3	College 4	College 5	College 6	College 7
User Name:								
Password:								