



Robinson Secondary School College Application Process Student Checklist



STEP 1:

- Review helpful resources in Student Services Schoology Course, Senior Folder:
 - Senior Orientation Presentation
 - Counselor information needed for Common App
 - College Application Tracker Spreadsheet

- Complete FERPA Waiver (Consent to Release Student Records) and upload to Student Services Schoology (This form will only need to be completed one time)

STEP 2:

- After checking the website of your college directly first, and a counselor letter of recommendation is required by the college,** complete Student and Parent Input Form and upload to Student Services Schoology

STEP 3:

- If required,** ask a teacher (1-2) to write a letter of recommendation which will be sent directly by the teacher to the college requested. Be sure to add the teacher's email address to the college application. You must use the **@fcps.edu** address, NOT @fcpschools.net address. Check the college website to determine what is required.

STEP 4:

- Complete a new Transcript Request for each school you have applied to:

College Deadline:	Robinson Transcript Request:
October 15th	due September 19
ANY November	due September 26
ANY December	due October 24
January 1st -14th	due November 14
January 15th -31st	due November 28
ANY February	due January 9
ANY March	due February 6

STEP 5:

- If applying with **Common App**, students **MUST ADD** their School Counselor as a "Recommender" in Common App, using the counselors @fcps.edu email. Found under "FERPA and Recommender" in Common App.

STEP 6:

- If required by the college, students must request/send official [SAT/ACT](#) scores directly from the testing agency website. Reference testing website for dates the online score report is available for review.