



## Robinson Secondary School College Application Process Student Checklist



### **STEP 1:**

- Review helpful resources in Student Services Schoology Course:
  - o [Senior Orientation Presentation](#)
  - o [College & Career Resources Site](#)
  - o [Counselor information](#) needed for Common App
  - o [College Application Tracker Spreadsheet](#)
- Complete [Consent to Release Student Records](#) and upload to Student Services Schoology (This form will only need to be completed one time)

### **STEP 2:**

#### **If 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 **xxxxxxx@fcps.edu** address, NOT xxxxxxx@fcpsschools.net address. Check the college website to determine what is required.

- Teacher Letter Recommendation**

### **STEP 4:**

- Complete the [Transcript Request Form](#) for each school you have applied to. The first three transcripts are free; each additional transcript is \$5.00. Scholarship requests are free!

<b>College Deadline:</b>	<b>Robinson Transcript Request:</b>
October 15th	due September 21
ANY November	due September 28
ANY December	due October 26
January 1st -14th	due November 16
January 15th -31st	due November 30
ANY February	due January 4
ANY March	due February 8

### **STEP 5:**

- Send official [SAT/ACT](#) scores (if required by college) directly from the testing agency website. Expect scores to take 4 to 6 weeks to arrive at college. Plan accordingly!

### **STEP 6:**

- Colleges expect to receive all parts of the application (application, letters of recommendation, test scores) by the application due date. Be mindful of all deadlines!
- Complete **AND SUBMIT** the college application