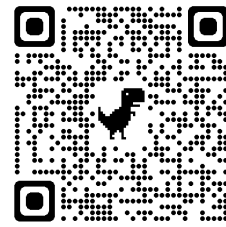




Robinson Secondary School College Application Process Student Checklist



STEP 1:

- Review resources in Student Services Schoology Course, in Senior Folder
 - Senior Orientation Presentation
 - Transcript request form & FERPA Waiver
 - Student/Parent Input form (required for counselor letter only)
 - Counselor information needed for Common App
 - College Application Tracker Spreadsheet

- Complete FERPA Waiver** (Consent to Release Student Records) AND **upload** to Student Services Schoology (only completed once)

STEP 2:

- After checking the admissions website of the college 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 by college**, ask 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 @fcps.edu email to the college application (NOT @fcpschools.net address).

STEP 4:

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

College Deadline:	Robinson Transcript Request:
October 15th	due September 17
ANY November	due September 24
ANY December	due October 22
January 1st -14th	due November 12
January 15th -31st	due November 26
ANY February	due January 7
ANY March	due February 4

STEP 5:

- If applying with **Common App**, student MUST ADD School Counselor as a "Recommender" in Common App, using the counselor's @fcps.edu email. Step is completed under "FERPA and Recommender" in Common App.

STEP 6:

- If required by college, student 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.