

***CLASS OF 2027* SENIOR CHECKLIST – SCHEDULE**

Please follow this schedule to give yourself the BEST possible chance at getting into the college/school/job of your choice after High School.

Sign up and take the SAT REASONING TEST or ACT TEST this fall, if needed:

Go to www.collegeboard.org or www.actstudent.org and use a credit card to register online. BE AWARE OF REGISTRATION DEADLINES. (CLT and PERT are also options for some schools)

Email a copy of your resume to your Counselor. Your highlights on your resume will be used in the SCHOOL COUNSELOR REPORT that is sent to all of your colleges that require it as part of your application.

Review your transcript in HAC to be sure that there are no omissions or errors that you see.

Narrow down your college/school/career list. You should have at least one REACH school (your dream-probably a school that would be difficult for you to get in, but you would love to go to!). You should have 3-4 schools that you feel you would meet their criteria for acceptance (i.e. SAT/ACT scores, GPA, and class rank). Finally, have at least one school that you are quite sure you would get into (your SAFETY school). Be sure that you would be happy to go to any of these schools on your list if they are the only one you get in to. Don't apply to a school unless you really would go. This stuff isn't cheap!

Whenever possible, take a trip to these schools on your list and visit! The best way to check out a school is in person. Talk to students there. They will give you the scoop on the place-stuff that is not in the books or school websites. Do some research. If you are planning on going right into the job market, visit a business and talk to people that are doing the job that you want to get into.

Go to the selected schools' websites (Just log-in to your XELLO homepage and go to EXPLORE/COLLEGES. You can then search the school and all of their information will pop up!). Most schools now want you to apply online either through Common Application or directly on their website with their specific application. Look over their application requirements and make a list of things you will need when you are ready to apply.

Consider which teachers you will ask for letters of recommendation (2 are recommended- pick ones that teach the subject(s) either in the major or supportive of the major that you want to apply to: example- Engineering degree? Ask a math and physics teacher for recommendations). You will need to officially request these recommendations in your XELLO account.

******(Note- if you are using the Common Application to apply, you DO NOT request your Nease teacher recs in your Common Application account. You only request them in your XELLO account).

Once you have added a school to your saved list (by clicking on the heart next to the college name in your search), make sure it's a good financial fit for you and your family. Have an honest conversation with your family to see what is affordable and set parameters on what is realistic up front in terms of distance from home, price, etc.

SENIOR YEAR-FALL(NOW)

Finalize your list of schools/careers/trade schools. Get your class rank and GPA from HAC (you will need these to complete your college applications). Check each school's deadline requirements and begin working on your applications.

Work on and finalize your college essay (hint-ask your English teacher for help and proofreading support if you need it!). If you are going to use Common Application, they have already posted the essay prompts that you will need to write about. They can be found here: <https://www.commonapp.org/blog/announcing-2026-2027-common-app-essay-prompts>

IMPORTANT-Make sure that you assign your Counselor in your XELLO account. If you do not complete this step, your applications will not be able to be processed. (Instructions for this step can be found in the video link below in the next step below)

Go, in person, to the (2) teachers, and ask them for a letter of recommendation. You should have an updated student resume to show them when you request these letters of recommendation. Once you speak to them in person, you then will need to officially request the letters from them in your XELLO account. Below is a video on how to do this: <https://www.youtube.com/watch?v=fWTVJ0Ids5Q>

If you are using Common Application to apply to any of your schools, you must now *MATCH* your Common Application account with your XELLO account. The two platforms communicate and organize your info together, so it is imperative that you complete this step. Below is a video on how to match the accounts: <https://www.youtube.com/watch?v=N45gOPQy0dE>

TRANSCRIPTS- Your official high school transcript will be sent automatically for all colleges that you apply to using the Common Application. If you are applying directly to a college and not using the Common Application, you must go to "Create New Application" by entering that college name and adding it to your college list and indicate that you are applying "direct to institution". Under that college in your list, look at "Application Checklist" then "Transcript" and then "Request". If you want paper copies of an official transcript for scholarships/internships, please go to this link to order these transcripts: <https://www-nhs.stjohns.k12.fl.us/records/>

TEST SCORES- If you are applying to a school that requires standardized test scores you will need to send your official scores to each school that you apply to that requires them. You will do this by going to your SAT or ACT account and officially requesting them to be sent (there is a fee for this that you pay on your SAT or ACT account). This is your responsibility. Nease cannot send official test scores for you.

Complete your applications for each school and pay/submit. A video walkthrough of how to complete the Common Application process (if you are using it to apply to schools) can be found here:

<https://www.youtube.com/watch?v=804V5JiHx7Y> (****reminder**- disregard the part in the video where it asks you to list your teachers you are requesting recommendations from if they work at Nease- you are requesting your Nease teacher recs in XELLO only. If you want a teacher not at Nease or anyone outside Nease to recommend you, you do need to list them directly in your Common Application account per the video instructions).

AGAIN- If you applied to a college and did not use the Common Application to apply to that school, you must make sure that you list that school in your XELLO account and manually request that a transcript for your application be sent. A video on how to do this is here:

<https://www.youtube.com/watch?v=gj8jnD8f5RE>

Keep your grades up high! Colleges will request a copy of your Senior year grades after semester 1. They will change their mind on your admission if you put yourself on "cruise control" and your grades go down. Continue to challenge yourself with tough classes right to the end of High School. You will be happy you did later!

RELAX and ENJOY your Senior year, now that you have all your applications out. All you have to do now is wait for those acceptances to start rolling in. You can start to apply for SCHOLARSHIPS in late fall. Local scholarship opportunities can be found on your XELLO account under "College Planning". Other resources for national scholarship opportunities can be found at sites such as fastweb, GoingMerry, Big Future, and Scholarships.com

REMEMBER-YOUR SCHOOL COUNSELOR IS HERE TO HELP YOU-ASK QUESTIONS AND DO NOT HESITATE TO STOP IN TO C POD