College Application Organizer:
https://docs.google.com/spreadsheets/d/1WKhQ1j5fzFv9148KR31yiJlxjv-woI4qY8U-tL-_7TM/edit#gid=0

College Application:
Complete the college application on [The common application](#) or the College's website
Application Fee: If you used a fee waiver for the SAT or ACT or qualify for free or reduced lunch you do not need to pay the application fee. Indicate that you have a fee waiver on the common application or on the college's application. Do not pay for the application if you have a fee waiver- you will not be issued a refund.

What to do in Naviance:
[Here is the naviance instructions](#)
Naviance: [https://student.naviance.com/slcs](#)
Sign in with Clever

1. Move your college from "Colleges I am thinking about" to "Colleges I am Applying to"
   a. Indicate your Admissions Type (Rolling, Early Action, Early Decision) and if you are applying with the common application
2. If using the common application match your common application and Naviance account (video on how to:[https://www.screencast.com/t/gxEQkElyo1](#)
   a. Note: You can not match CA and Naviance until education section and FERPA section is completed on CA
3. Add teachers who are writing recommendations for you in Naviance
   a. Requests letters of recommendation in Naviance and speak to your teacher in person.
   b. Letters of recommendation will be sent with your transcript
4. Request Transcripts
   a. Need to turn in [parent release of records](#) form before you are able to request transcripts
   b. Request transcript AFTER you submit college application or if you are within 10 days of submitting your application
   c. Request transcript in Naviance. It can take up to 10 school days to process transcript request.
   d. If you are approaching an early action or early decision deadline please request your transcript 2 weeks before the deadline even if you are not finished the application (i.e November 1st deadlines submit transcript request by October 18th)
5. Counselor Recommendation Survey: If you need a counselor letter of recommendation please complete the counselor recommendation survey on naviance (About me → Surveys → Surveys not started)
   a. Check your college's admissions page or on the common application to verify if you need a counselor recommendation

Sending SAT and ACT scores

Check on the college's website to see if they will accept unofficial test scores. If they do accept unofficial scores you do not need to pay to send scores through collegeboard or act.
Send scores through SAT or ACT website
 www.collegeboard.org
 www.actstudent.org
If you used a fee waiver to take your test you can send your schools for free!

Additional Materials:
Some colleges require a portfolio (usually for Arts Majors), resume, additional interview. BE sure to check the college's admissions website for how to submit additional materials.

Financial Aid:
Check the college's financial aid website for requirements to apply to financial aid.
The majority of Colleges require the FAFSA.

FAFSA (Free Application for Federal Student Aid) is the application you and your child need to complete in order for them to be eligible for any federal student aid. We encourage all students who plan to attend a trade/ technical school, 2-year college, or 4-year college to complete the FAFSA.

In the past we have held FAFSA completion nights at School Lane where families can come and work with financial aid experts to complete their FAFSA. Unfortunately, we are unable to offer the event this year. Below are some resources to help you complete the FAFSA. If you need help with the FAFSA please reach out to me and we can schedule an individual virtual appointment.

FAFSA Website : https://studentaid.gov/h/apply-for-aid/fafsa

Note: There are many websites that claim to offer extra money or perks if you complete the FAFSA on their website. These are not reliable and sometimes fraudulent. We recommend only using the link above.

How to complete FAFSA video: https://www.youtube.com/watch?v=Y8nfk5ApcQ4

School Lane Financial Aid Handbook:
https://docs.google.com/document/d/1rSmnvahTCsg-UvRcdTdg3yQvBm0L_WOt_EQh03O-WM4/edit?usp=sharing