

Checklist and Timeline

Name: _____ Date: _____

When researching schools or programs consider these action steps. Fill out the section of the school or program of interest to you.

Trade School or Apprenticeship

Program: _____ Due Date: _____

Check website for application process	Notes:
Previous experience required? YES NO	
Documents to prepare	
Essay required? YES NO	
Other:	

Military

Program: _____ Due Date: _____

Review branches for eligibility steps	Notes:
Physical fitness requirements	
Testing required? YES NO	
Conversation with trusted adults (guardian(s), school counselor, etc.)	
Other:	

Community College or Adult Learning

Program:_____ Due Date:_____

Application Fee:_____

Check website for application process	Notes:
Get your transcript	
Testing required? YES NO	
Essay required? YES NO	
Other:	

College or University

Program:_____ Due Date:_____

Application Fee:_____

Check website for application process	Notes:
Testing requirements? SAT ACT	
Documents to prepare:	
Essay required? YES NO	
Letter of Recommendation? YES NO	
Other:	

Example Admissions Process Checklist

Name: _____ Date: _____

School or Program: _____

Website or App: _____

Middle School to Sophomore Year	Junior Year
<p>Explore different career paths. Talk with a school counselor about your interests. Depending on your interests you may want to explore:</p> <ul style="list-style-type: none">- career and technical education (CTE)- trade or apprenticeship programs- college <p>Participate in extracurricular activities / enrichment activities</p> <p>Get an updated ETR within the last three years of high school for updated testing and scores.</p> <p>Make sure IEP/504 reflect your postsecondary goals and accommodations/supports used in school</p>	<p>Take any needed standardized tests</p> <p>Research schools or programs. Have conversations with guardians and school counselors.</p> <p>Attend virtual events for schools or programs</p> <p>Participate in extracurricular activities / enrichment activities</p> <p>Make sure IEP/504 reflect your postsecondary goals and accommodations/supports used in school</p> <p>Research scholarships and other financial aid opportunities.</p> <p>Consider creating a studentaid.gov/ account.</p>

Senior Year	
<p>Explore Schools</p> <p>Complete any tours or visits</p> <p>Retake tests if needed</p> <p>Talk to your school counselor to make sure you have what you need</p> <p>Make calendar with deadlines</p> <p>Request letters of recommendation if needed</p> <p>Start essay (if needed)</p>	<p>Explore Financial Aid</p> <p>FAFSA opens if applying for loans or grants</p> <p>Research scholarships and apply</p> <p>Finalize essay (if needed)</p> <p>Finalize and submit application (if applying for early decision)</p>
<p>You've Chosen Your School, Confirm Final Details</p> <p>Research scholarships and apply</p> <p>Finalize and submit application if applying for regular decision.</p> <p>Take any needed tests</p> <p>Follow-up on application status</p>	<p>Make Your Decision</p> <p>Review acceptance and offers</p> <p>Compare financial aid awards and contact a financial aid office if needed.</p> <p>Commit to school or program of choice</p> <p>Start accommodation request process (if needed)</p>