

Name \_\_\_\_\_

Counselor \_\_\_\_\_

# COLLEGE APPLICATION CHECKLIST

Check each box as you complete the related task

- Senior Brag Sheet** – Complete this on Family Connection – Left side of the “About Me” Page  
Questions about Family Connection can be directed to Mr. Leighton Lang at llang@pausd.org

**UC/CSU** – UCs and CSU’s **DO NOT** require a counselor recommendation or a School Report to be sent at this time. **If you have completed the Senior Brag Sheet and are ONLY applying to UC/CSUs, sign below and turn this checklist in to your counselor**

I am only applying to UCs & CSUs - \_\_\_\_\_ (Student Signature)

**For all e-applications that require a Counselor Recommendation and/or a School Report (i.e. Common App, Send Edu, Coalition, etc.), complete the following steps:**

- Print Your College List** – On Family Connection, go to “College” tab, and then:
  1. Click the “Colleges I’m Thinking About” tab
  2. Edit/Enter all colleges you’re thinking about applying to (this is not an official list)
  3. **Print** this list out – use this to complete the next step

- HIGHLIGHT** your first Non-UC/CSU application deadline (Note: your counselor will be submitting all of your required forms according to your earliest deadline)

- HIGHLIGHT** any school on your list that exclusively uses an electronic application system other than Common App (i.e. UTexas, UFlorida, UIllinois, GeorgetownU, et al...)

- Create an account with Common App or the school’s online system

- Waive your FERPA Rights through your Common App account**

- Invite your counselor to be your recommender through your Common App account

- TRANSCRIPTS** - If you need a transcript sent to a college that is **NOT** on the Common App, you will request it at www.parchment.com. For Parchment instructions go to the Gunn Webpage, click on “Academics”, then “Counseling”, then on the “Transcripts” link. Direct questions to Tracy Douglas: tdouglas@pausd.org  
**Remember: UCs/CSUs do NOT require a transcript at this time**

**Turn in this checklist with your Family Connection College List stapled to the top to your counselor by the below due date that corresponds with your first application deadline.**

First application due to college:	Checklist due to your counselor by:
October 15-31	September 11
November 1-14	September 22
November 15-December 1	October 13
December 2-January 14	October 27
January 15 - February 15	November 17
February 16 or later	January 12

Upon Completion, Sign Here:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date