



CASA College Admissions Process Checklist

Item	Yes or No
Sophomore Year	
Ensure youth register and complete their student profile in their school's career and college planning platform if applicable. If the school does not utilize a college planning platform you can access one via Collegeboard.com or ACT.com	
Inform youth to begin working on their resume.	
Encourage youth to meet with their guidance counselor to ensure he/she is on track to graduation and higher education.	
Confirm with youth and counselor that the youth is on track to complete 4 years of English, 3 years of math, 2-3 years of science including a lab, 2 years of foreign language and 1 year of fine arts.	
Assist youth in registering for the SAT and ACT college entrance exams.	
Ensure youth apply for SAT and ACT fee waivers.	
If the student has an IEP or 504 plan and needs testing accommodations certify that a request has been made on the SAT and ACT website.	
Encourage youth to begin researching colleges of interest.	
Inform and encourage youth to complete an interest inventory or career assessment (found on the student's school career planning platform, Collegeboard.com or ACT websites free of charge).	
Junior Year	
Encourage youth to register and take the SAT or ACT exam (the more practice the better).	
Review SAT or ACT test scores with youth and connect to tutoring as needed.	
Assist youth in researching and ranking colleges by Safety, Match and Reach schools.	
Encourage youth to visit a local college in person or virtually.	
Ensure youth set up a Common Application account to apply to colleges of their choice.	
Ensure students have Identified colleges of interest.	
Inform youth to work with counselors to request letters of recommendation.	
Assist youth in researching personal essay topics and encourage them to begin working on a rough draft.	



CASA College Admissions Process Checklist

Senior Year	
Ensure youth “select” desired colleges on Naviance, if applicable (these will link to the Common App when applying to college).	
Offer to review the youth’s personal essay and provide feedback.	
Direct youth to link their Naviance personal profile to the Common Application platform in order to apply timely, if applicable.	
Ensure youth apply to desired college via Common App or the college website by the deadline date.	
Inform youth to complete a transcript request form from the school counselor.	
Assist youth in completing financial aid and scholarship applications, including DCFS Scholarship, Youth in College, Together We Rise and Education and Training Voucher (ETV) (after receiving financial aid award letters).	
Encourage youth to compare acceptance letters, financial aid, scholarships, and awards.	
Assist youth in coordinating an on campus visit prior to making a final decision.	
Ensure youth notify acceptance to their college of choice and log on to the college’s online system.	

*Naviance is a college and career planning platform utilized by some school districts. When not available, please follow the school’s administrative college application process.