



College and Career Planning Checklist—12th-Grade Tasks

Keep track of key steps to take during each grade of high school to help you plan for college and career. Find a digital checklist at bigfuture.collegeboard.org/checklist.

First Semester

☐	Strengthen and finalize your college list.	A strong college list includes a mix of schools where you can thrive both academically and socially. Using your GPA and test scores, you can identify colleges on BigFuture that are a good fit for you. Incorporate at least three reach schools, two match schools, and one safety school.
☐	Meet with your school counselor.	Meet with the school counselor to talk through your final list of colleges to apply to. Review any tasks you need to complete before deadlines.
☐	Complete the FAFSA.	The most common way to apply for financial aid is by filling out the FAFSA—the Free Application for Federal Student Aid.
☐	Decide if you want to retake the SAT.	Many students take the SAT a second time to improve their score. Ask your counselor if your school is offering the SAT on a school day this fall. If not, you can register to take it on a weekend at a test center near you.
☐	Complete and submit your college and scholarship applications.	Once you've reviewed your application(s), it's time to send them off to your chosen schools and scholarships. Include the required components, such as essays and test scores. Be mindful of the application deadlines.

Second Semester

☐	Review your college acceptances and financial aid offers.	Once you've received admissions decisions from your college applications, it is time to review your acceptances. Notify colleges that you're declining their offers of admission.
☐	Decide on your plans after high school.	After considering your acceptances, financial aid offers, and discussing them with your family, decide what your plans will be after high school.
☐	Submit necessary documents to your college.	If going to college in the fall, notify the college that you'll be attending. Watch for emails from the college regarding documentation that will be needed to complete your enrollment.
☐	Make necessary deposits	Secure your seat and housing, if applicable, by making the required deposits by deadlines indicated in correspondence from the college.

*Complete checklist can be found at bigfuture.collegeboard.org/checklist/12th-grade