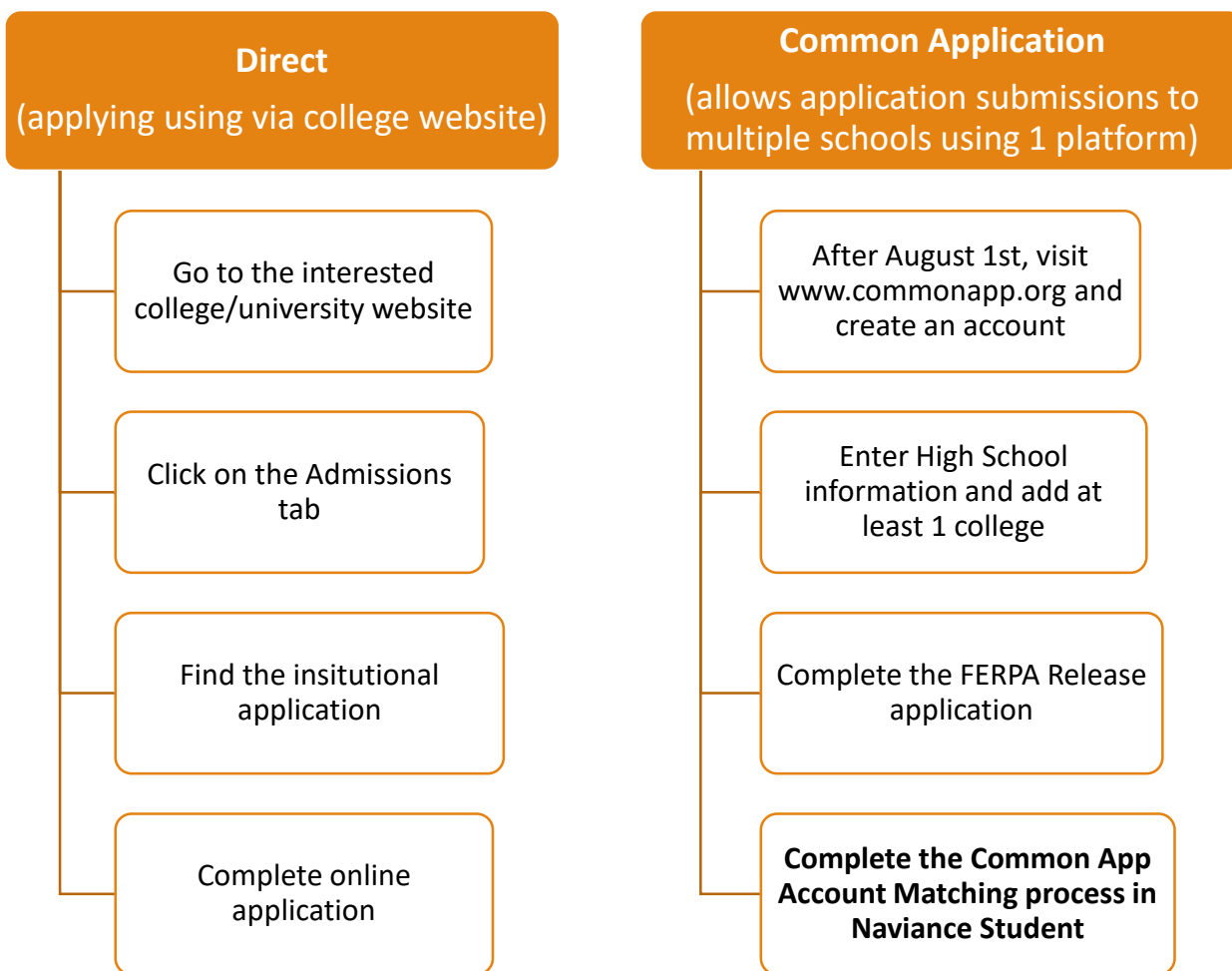


Senior Directions – Four-year college application steps

STEP 1: Gather Information

- Use Naviance SuperMatch to create appropriate college list
- Narrow college list down to 10 or fewer schools
- Know the essentials required to apply:
 - What are the application due dates?
 - Are letter(s) of recommendation needed?
 - If so, how many? Are they required?
 - Who will write the letters of recommendation?
 - Choose people who will say wonderful things about you
 - Provide the recommenders with a resume or “brag sheet”
 - Follow College directives – ONLY use the people they require (i.e. teacher, counselor, etc.)
 - Allow the recommender at least 7-10 days to prepare the letter
 - Will you need to submit a transcript or complete a self-report?
 - Which schools accept Common App or an institution application?

STEP 2: Begin Application process



Senior Directions – Four-year college application steps

STEP 3: Request a transcript

Electronic

You should only request transcripts if you have already applied to the school or are very certain you will apply in the future

Specific directions are on the Toco Creek Website:

<https://www-tchs.stjohns.k12.fl.us/guidance/transcripts/>

Hard copy

Go to Toco webpage

Click: Departments;
School counseling

Scan QR code and complete the form

Self-report

Use Transcript tab in HAC - this will have the name and grade of every course taken

Each college/university will walk you through their self-report system