

## **St. Michael High School Application Checklist**

- Make an appointment with Ms. McKee to discuss your college plans.
  - Complete applications and essays (come for help if needed).
  - Complete Transcript Request form for each application and turn them in to Ms. McKee.
  - **YOU** are responsible for having your ACT and/or your SAT scores sent to the colleges. [www.act.org](http://www.act.org) [www.collegeboard.com](http://www.collegeboard.com)
  - If you apply online, you still **MUST** complete a Transcript Request. Forms are located in Ms. McKee's office.
  - Transcript Requests must be made at least **10 school days** prior to application due dates. **THE EARLIER, THE BETTER.**
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## **Teacher Recommendation Checklist—If Needed**

***\*\*Not every college/university requires teacher recommendations.***

- Ask one or two teachers if they are willing to write a recommendation for you. You should have the same teacher(s) write for multiple colleges.
- Give the teacher(s) the college recommendation/bio form—make sure that you have completed your section of the form!
- **Write a thank you note to the teacher(s)!**