

GREECE ATHENA HIGH SCHOOL
Application Tracking Sheet

Name: _____ Counselor: _____ Date: _____

Email Used For Application: _____ Cell Phone: _____

Submit applications at least 10 SCHOOL DAYS before deadline to guarantee timely processing. For applications due from December 31st to January 15th this completed form and application must be submitted by Friday, November 19th.

STEPS STUDENTS NEED TO COMPLETE:

- _____ Completed Your Application(s) for colleges listed below
- _____ Authorization to Release Student Records Form signed and given to Mrs. Clifford
- _____ Completed Brag Sheet in Naviance (Print out & handed to teacher for Letters of Recommendation)
- _____ Asked your teachers for a letter of recommendation and requested teachers in Naviance
- _____ Did you Add Your Colleges and Request a Transcript through NAVIANCE?
- _____ If using Common App, did you **match** Common App account with NAVIANCE account?
- _____ Completed Senior Conference
- _____ Do not check this unless your college requires a Counselor Recommendation Letter AND you have asked your counselor in person to write you a letter of recommendation.

Application Type = Common App, SUNY, or Online / Check Box ✓ For Admission Timeline / Date

College	App Type	*Early Decision	Early Action	Regular Admission	Rolling Admission	Deadline

SAT/ACT Scores: Unofficial test scores are sent to colleges with your transcript.

If you do NOT want your test scores sent with your transcript, check here:

*Official Test Scores: YOU request from Collegeboard.com or ACTstudent.org for colleges.

Office Use Only

Date Received _____	Date to Counselor _____
Application Completed _____	Counselor Recommendation _____
Teacher Recommendations Completed _____	School Report Form _____
Any hard copy recommendation letters _____	Date sent NAVIANCE _____
Date uploaded/sent SUNY App _____	Date mailed _____

*Early Decision Agreement Signed _____