
GUIDANCE TIMELINE FOR SENIORS 2016-2017

<i>Prior to August</i>	30	<ul style="list-style-type: none"> ❖ Seniors submit college essay draft by sharing with counselors via Googledocs (required to purchase parking pass at Senior Kick Off) ❖ Seniors/Parents Kick Off/Welcome Assembly 6:30 PM in PAC
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<i>September</i>	1	<ul style="list-style-type: none"> ❖ Registration deadline for October 1st SAT at area high schools
	10	<ul style="list-style-type: none"> ❖ ACT administered at area high schools
	13	<ul style="list-style-type: none"> ❖ Senior Parent Seminar with counselors at 6:30 PM in PAC
	16	<ul style="list-style-type: none"> ❖ Registration deadline for October 22 ACT at area high schools ❖ Complete Senior Data Sheet in Naviance ❖ In Naviance under My Colleges, move colleges from “Colleges I’m Thinking About” to “Colleges I’m Applying To” ❖ Meet with College Representatives who visit Westford Academy through-out the Fall (check calendar on Naviance) ❖ Check in with teacher(s) who are writing your recommendations ❖ Update your Resume- share copy with counselor ❖ Notify counselor if you plan to apply Early Action, Early Decision, or to Military Service Academies ❖ Register for CSS/Profile at collegeboard.com for private school financial aid ❖ Remember to give yellow sheets to your counselor 2 weeks prior to the application deadline.
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<i>October</i>	1	<ul style="list-style-type: none"> ❖ SAT administered at area high schools
	1	<ul style="list-style-type: none"> ❖ Complete and submit FAFSA anytime from 10/1 to deadline at individual colleges
	6	<ul style="list-style-type: none"> ❖ Back to School Night (parents only) 2:00 – 9:00 pm
	7	<ul style="list-style-type: none"> ❖ Registration deadline for November 5th SAT at area high schools
	12	<ul style="list-style-type: none"> ❖ Progress Reports available in iPass
	18	<ul style="list-style-type: none"> ❖ Financial Aid Seminar, 6:30 p.m., PAC
	22	<ul style="list-style-type: none"> ❖ ACT administered at area schools ❖ Check deadlines for all schools to which you are applying. ❖ Copy of transcript given to all Seniors for review ❖ Meet with counselor to refine list of colleges of interest
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<i>November</i>	3	<ul style="list-style-type: none"> ❖ Registration deadline for December 3rd SAT at area high schools
	4	<ul style="list-style-type: none"> ❖ Marks close 1st quarter
	4	<ul style="list-style-type: none"> ❖ Registration deadline for December 10th ACT at area high schools
	5	<ul style="list-style-type: none"> ❖ SAT administered at area high schools
	18	<ul style="list-style-type: none"> ❖ 1st quarter Report Cards ❖ Check with counselors to review status of recommendations and check Scholarship lists posted online in Naviance

December	4	❖ Deadline to submit yellow sheets in order for Guidance Counselors to submit school records to colleges prior to December break
	3	❖ SAT administered at area high schools
	10	❖ ACT administered at area high schools
	15	❖ Progress Reports ❖ Check Scholarship list posted online (in Naviance)
January	6	❖ ASVAB administered (Armed Service Vocational Aptitude Battery) 7:30 – 11:00 am, see Mr. Doherty in guidance to register
	21	❖ SAT administered at area high schools
	24	❖ Marks close 2 nd quarter ❖ Check financial aid deadlines at each college and submit FAFSA and CSS Profile as required
February	10	❖ Mid-year transcripts sent to colleges with 7 th semester GPA
	17	❖ Senior Capstone Applications due ❖ Registration for Advanced Placement exams
March	1	❖ Westford Academy Community & Trustee Scholarships application available on the Westford Academy website at 2:00 pm
	20	❖ Westford Academy Community Scholarship applications due by 2PM ❖ Continue to check scholarship lists posted in Naviance
April	4	❖ Marks close 3 rd quarter
	7	❖ Senior Capstone Orientation- MANDATORY – 8:30 am in PAC ❖ Notify counselor of college admissions decisions ❖ Send deposits (deadline 5/1)
May	1-12	❖ AP Exams administered at Westford Academy
	22-23	❖ Senior Capstone Presentations – MANDATORY
	30	❖ Senior Capstone Exhibition – MANDATORY – 9:30 - Noon ❖ Arrange for summer employment and/or community service
June	1	❖ Senior Scholarship Night (by invitation) ~ 6:30 pm, PAC
	2	❖ Senior Awards Ceremony (by invitation)~8:30 am, PAC
	2	❖ Graduation 5:30 PM