Sample College Application Checklist

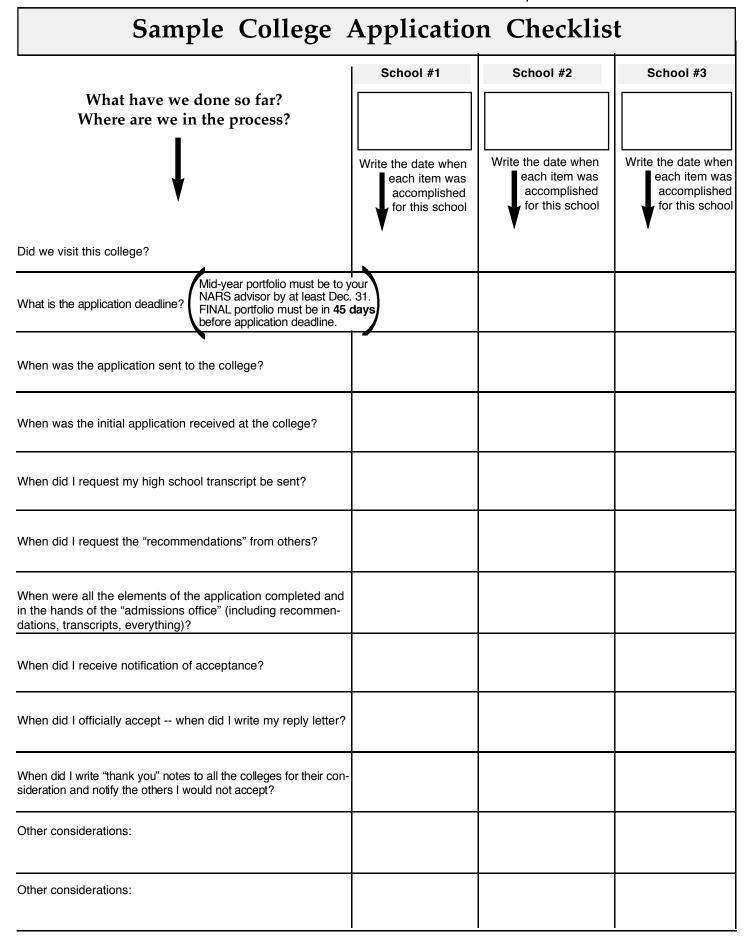|	School #1	School #2	School #3
What have we done so far? Where are we in the process? ↓	Write the date when each item was accomplished for this school ↓	Write the date when each item was accomplished for this school ↓	Write the date when each item was accomplished for this school ↓
Did we visit this college?			
What is the application deadline?	Mid-year portfolio must be to your NARS advisor by at least Dec. 31. FINAL portfolio must be in **45 days** before application deadline.		
When was the application sent to the college?			
When was the initial application received at the college?			
When did I request my high school transcript be sent?			
When did I request the "recommendations" from others?			
When were all the elements of the application completed and in the hands of the "admissions office" (including recommendations, transcripts, everything)?			
When did I receive notification of acceptance?			
When did I officially accept -- when did I write my reply letter?			
When did I write "thank you" notes to all the colleges for their consideration and notify the others I would not accept?			
Other considerations:			
Other considerations:			

John Q. Student   **Summary Sheet**   1998 - 1999 school year

Sample

ENGLISH
Course Description: Textbook by HBJ, <u>English Grammar and Composition, Book 5.</u>
Method for Learning the Course: Did the assignments as prescribed in the text.
Method of Evaluation: Grade the worksheets, the quizzes and other papers.

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PHYSICAL EDUCATION
Course Description: Played on the American Legion Baseball team; private swimming, downhill skiing, shoot hoops.
Method for Learning the Course: Team sports participation, all practices and games. Swimming with family and friends.
   Downhill skiing with uncle and aunt when possible; frequently shoots hoop in driveway with friends and family.
Method of Evaluation: Participation, attitude, effort, and the reports of others with whom he participates. Overriding question is this:
   How well did he meet the expectations of coaches, and how well did he meet his own expectations?

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HEALTH
Course Description: Self-designed course included Red Cross CPR class, information from parent's nursing textbooks when appropriate, a study of
   drug/chemical abuse, nutrition and fitness, and dating responsibilities. Also completed Hunter Safety course.
Method for Learning the Course: Quality of participation and grasp of information.
Method of Evaluation: Verbal quizzes. Three written reports. Oral presentation on dating. CPR & Hunter Safety certification. Finished 44 clock hrs.

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FRENCH 1
Course Description: Freshman-level course completed at General Community College, Someplace, ST.
Method for Learning the Course: Attended classes.
Method of Evaluation: Regular college course evaluations by the instructor. Instructor's final grade. Transcript attached.

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UNITED STATES HISTORY
Course Description: Prepared for and took the CLEP test by using the CLEP Study Guide to History of the US 1: Colonization to 1877.
Method for Learning the Course: Followed the outline and suggestions in the Study Guide.
Method of Evaluation: Score on the CLEP test, in addition to keeping track of the number of hours spent studying the course material
   leading up to the test (quality of his notes and practice tests). Completed 49 hours of study. Copy of CLEP results attached.

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BIOLOGY
Course Description: University of Nebraska Internet course in biology.
Method for Learning the Course: Web-based, custom-designed course covering national standards of high school biology.
Method of Evaluation: John's assigned teaching specialist in Biology assigned work, evaluated it regularly, and gave a final grade for the course.

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TYPING
Course Description: Introduction to Keyboarding on the PC.
Method for Learning the Course: Do the lessons systematically, sequentially on our Macintosh computer at home.
Method of Evaluation: Built-in system of scoring and grading provided with the course.

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AMERICAN SIGN LANGUAGE
Course Description: Teaches sign language to the novice, hearing person in order to communicate with the deaf.
Method for Learning the Course: Johnnie took the adult ed, evening course offered at the high school.
Method of Evaluation: This was left to the discretion of the instructor of the course.

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CONSUMER MATHEMATICS
Course Description: A Beka Textbook, workbook, teacher's edition.
Method for Learning the Course: Did the assignments in the text.
Method of Evaluation: Graded his work on quizzes, tests, workbook, and other assignments.

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HOME ECONOMICS
Course Description: This self-designed course was under parental guidance and plan. He learned household management skills such as
   food planning and purchasing; laundry and fabric care; bill planning and paying; maintenance of building and grounds; time management;
   dealing with vendors and suppliers; introduction to infant and toddler safety in the home; and more.
Method for Learning the Course: Do it all -- first under parental guidance, then with parental supervision, then without supervision.
Method of Evaluation: Recorded hours spent in each task, evaluated grasp of content. How well would he be able to do this on his own as an adult?
   Completed 97 clock hours.