

Senior Family Connection Checklist

1. Complete your **Senior Profile**
 - a. Log in to Family Connection
 - b. Click on the “**About Me**” tab
 - c. In the upper left corner, click on “**Senior Profile**”
 - d. Complete the survey. (You may save your work and return at a later time.)
 - e. Once complete, email your counselor to notify them.

2. Your **college list**: Do you know what schools you would like to apply to?
 - a. If yes -> Click on the “**Colleges**” tab in Family Connection
 - i. Click on “**colleges I’m applying to**”
 - ii. Click on “**add to this list**”
 - iii. Indicate the type of decision and then search for the specific school
 - iv. Click “**add colleges**”
 - b. If no -> Click on the “**Colleges**” tab in Family Connection
 - i. In the college research box, click on “**SuperMatch college search**”
 - ii. This tool will allow you to sort through a variety of filters and will generate a list of schools that are a “match” for you.
 - iii. If you find a school you are interested in and are thinking about, add it to your “**colleges I’m thinking about**” list.

3. If you are applying to a **Common Application** school:
 - a. Go to <http://www.commonapp.org> and create a Common App account
 - b. You will need to link your Common App account to your Family Connection account.
 - c. This link is a video that will walk you through the linking process:
<https://vimeo.com/102639828>
 - d. This video link is posted on your Family Connection homepage.
 - e. Please note: If you are not applying to schools that use The Common Application, you do not need to complete this step.

4. If you are applying to a private school, you will need letters of recommendation.
 - a. Please ask be sure to ask in person first, then send a follow-up email.
 - b. Your senior profile must be complete before any letter will be written for you.

5. If you are applying to a public school, you **DO NOT** need letters of recommendation. (ex. Washington State University.)

6. To request a **letter of recommendation** from an AMHS faculty or staff member:

- a. DO NOT request letters of recommendation through The Common Application website. Your documents will not be sent. You MUST request through Family Connection.
 - b. Log in to Family Connection
 - c. Click on the “Colleges” tab
 - d. Click “letters of recommendation”
 - e. Find the teacher or staff member you would like to request a letter from
 - f. Write them a note with any specific details and please thank them
 - g. Submit your request
7. Once you have submitted your application:
- a. Log in to your Family Connection account
 - b. Click on the “Colleges” tab
 - c. Go to your “colleges I’m applying to” list
 - d. Find the school you applied to, click on “have you applied?”
 - e. Update your information

Important Questions:

- Have you completed your senior profile?
- Are there any upcoming college visits you are interested in attending?
- Have created your “colleges I am applying to list”?
- Do you know what your application deadline is?
- If you are applying to a Common Application school, have you linked your Common App account to your Family Connection account?
- If your application requires letters of recommendation, have you requested a letter from your teacher both in person and through Family Connection?
- Have you submitted your application?