**COLLEGE PERSISTENCE CHECKLIST**

**BEFORE COLLEGE:**
- APPLY FOR FINANCIAL AID
  - Apply for ETV
  - Create an FSA ID
  - Fill out the FAFSA
  - Fill out the TAP application
  - Save a copy of the FAFSA Student Aid Report for records
- APPLY FOR COLLEGE
  - Best practice: all college applications should be done by Halloween
- APPLY TO SUPPORT PROGRAMS
  - Make sure “YES” is checked on college applications
  - Answer to any questions about interest in ASAP/ACE or Opportunity Programs (HEOP/EOP/SEEK/CD)
  - Fill out supplemental applications for HEOP/EOP/SEEK/CD
  - Check your email regularly for outreach from opportunity programs and respond quickly
- APPLY FOR SCHOLARSHIPS
  - If applying to private schools, fill out College Board CSS
  - Research scholarships as needed and apply (see Appendix G11)
- ACCEPT AN ADMISSIONS OFFER
  - Contact the school admissions department to see if they are willing to waive the commitment deposit
  - Most colleges require offers to be accepted by May 1st.
    - If you need more time, call the admissions department
- GET ORGANIZED
  - Make a folder for college paperwork (keep somewhere safe)
  - Get a copy of a foster care letter on agency letterhead
  - Write down your login and password for any college student account in the folder
  - Share passwords with agency educational specialist or case planner to avoid getting locked out of your student account!
  - Plan to check your email regularly (3-4x per week)
- VERIFY INDEPENDENT STUDENT STATUS FOR FINANCIAL AID
- REGISTER FOR CLASSES
- ATTEND ANY SUMMER BRIDGE PROGRAMS OR ORIENTATIONS OFFERED BY THE COLLEGE
- IF DORMING AWAY:
  - Pay any housing deposits up front
  - Arrange for room and board pass-through
  - Arrange for a dorming away stipend
  - Make sure dorm supplies are purchased before the student moves into the dorm
- ENSURE STUDENT HAS A LAPTOP OF THEIR OWN.
  - Colleges require online submission of most assignments and succeeding in college is extremely difficult without access to a computer
- ARRANGE FOR DISABILITY ACCOMMODATIONS (IF NEEDED)
  - Contact campus office for students with disabilities
- OBTAIN A CERTIFICATE OF RESIDENCE
  - (If attending a community college outside the county you’re from)
  - See Appendix G23 for guidance.

**EVERY SEMESTER:**
- PURCHASE BOOKS AND ONLINE ACCESS FOR ALL CLASSES BY THE END OF THE FIRST WEEK OF THE SEMESTER!
  - Agencies should make emergency funds available for any students who do not have books either due to a funding gap or a delay
- CHECK IN WITH: Coaches, tutors, counselors, and any other supportive adults regularly, especially during freshman year
- AT THE HALFWAY MARK OF THE SEMESTER:
  - CHECK IF IT’S NECESSARY TO WITHDRAW FROM ANY CLASSES
  - REGISTER FOR CLASSES FOR NEXT SEMESTER
  - Registration for the next semester opens around the middle of the semester.
    - Students should register for the following semester as soon as possible; definitely before they start studying for finals.
  - CHECK STUDENT ACCOUNT & FINANCIAL DOCUMENTS
    - Check student account for holds and past-due balances
    - Submit any missing financial aid documents
    - Apply for emergency funding if needed
- REVIEW GRADES FROM THE SEMESTER
  - Celebrate the positives, and make a plan to improve anything that needs improvement
- SUBMIT ANY NEEDED APPEALS
  - Grade appeals (if received failing grade or was graded unfairly)
  - Financial aid appeals (if student lost financial aid)
  - Dismissal appeals (if academically dismissed)
- IF DORMING AWAY:
  - Reapply for room and board pass-through
- IF STUDENT IS INTERESTED IN TRANSFERRING:
  - Submit transfer applications (see Appendix G18)
- IF STUDENT IS NEARING COMPLETION OF A 2-YEAR DEGREE AND WANTS TO TRANSFER TO A 4-YEAR COLLEGE AFTER:
  - Submit transfer application (see Appendix G18)
- RE-CHECK STUDENT ACCOUNT & FINANCIAL DOCUMENTS
  - Check student account for holds and past-due balances
  - Submit any missing financial aid documents
  - Apply for emergency funding if needed

**EVERY YEAR:**
- FILL OUT ETV APPLICATION
- REAPPLY FOR FAFSA & TAP
- RENEW YOUR CERTIFICATE OF RESIDENCE (IF APPLICABLE)