



# PERSONAL INFORMATION CHECKLIST

*Place this document in the "Personal Information" section of your College Planning Portfolio to help you keep track of what you have...and what you still need to find!*

- ☐ Income tax return (current year), W-2 information, and records of untaxed income

**Notes:**

- ☐ Driver's license number

**Notes:**

- ☐ Birth certificate

**Notes:**

- ☐ Social Security Number or Alien Registration Number, if not a U.S. citizen

**Notes:**

- ☐ Immunization record

**Notes:**

- ☐ Special needs/modifications

**Notes:**



# ACADEMIC INFORMATION CHECKLIST

*Place this document in the "Academic Information" section of your College Planning Portfolio to help you keep track of what you have...and what you still need to find!*

- ❑ Complete high school transcript, including course grades, GPA and class rank, advanced courses, and diploma date; include college or university transcripts if you have taken dual credit

**Notes:**

- ❑ Teacher or counselor recommendations

**Notes:**

- ❑ Sample assignments

**Notes:**

- ❑ Teacher or counselor recommendations

**Notes:**

- ❑ Test scores, including TAKS, PSAT/NMSQT, SAT, and ACT

**Notes:**

- ❑ Academic camps and summer/college classes attended

**Notes:**

- ❑ Academic recognitions

**Notes:**

- ❑ Examples of improvement

**Notes:**

- ❑ Reflections on the types of classes which were most interesting

**Notes:**



# EXTRACURRICULAR ACTIVITIES CHECKLIST

*Place this document in the "Extracurricular Activities" section of your College Planning Portfolio to help you keep track of what you have...and what you still need to find!*

- ☐ Involvement resume listing membership in clubs and organizations, including leadership roles, committee membership, and comments about accomplishments

**Notes:**

- ☐ Participation in special interest groups, athletics, band, etc.

**Notes:**

- ☐ Educational travel

**Notes:**

- ☐ Student government participation

**Notes:**

- ☐ Reflections on the experiences gained from these activities

**Notes:**



# JOB HISTORY/COMMUNITY SERVICE CHECKLIST

*Place this document in the "Job History and Community Service" section of your College Planning Portfolio to help you keep track of what you have...and what you still need to find!*

- ☐ Resume of work experience

**Notes:**

- ☐ Church and/or civic organizations

**Notes:**

- ☐ Work recommendations and employee evaluations

**Notes:**

- ☐ Special recognition or achievement

**Notes:**

- ☐ Community or school sponsored service projects

**Notes:**

- ☐ Skills learned and reflections on possible career interests

**Notes:**



## RESOURCES

*Use this section to store information from colleges and universities, tips and details regarding financial aid and scholarships, application requirements and timelines, or anything else that will help you navigate the postsecondary process.*

### THERE ARE MANY RESOURCES ON THE WEB, SO FOR MORE INFORMATION, CHECK OUT:

College For All Texans ([www.collegeforalltexans.com](http://www.collegeforalltexans.com))

College.gov ([www.college.gov](http://www.college.gov))

ApplyTexas ([www.applytexas.org](http://www.applytexas.org))

The Common Application ([www.commonapp.org](http://www.commonapp.org))

Own Your Own Future ([www.ownyourownfuture.com](http://www.ownyourownfuture.com))

Guidance counselor's corner on your high school's website

PSAT and SAT testing deadlines ([www.collegeboard.org](http://www.collegeboard.org))

PLAN and ACT testing deadlines ([www.act.org](http://www.act.org))

### OWN IT!

Note the URL and a short description of your favorite college websites here:

- 
- 
- 
- 
- 
- 
- 
- 
- 
-