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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:

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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:

- ☐ Sample assignments

Notes:

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

Notes:

- ☐ Academic recognitions

Notes:

- ☐ Examples of improvement

Notes:

- ☐ Teacher or counselor recommendations

Notes:

- ☐ Teacher or counselor recommendations

Notes:

- ☐ Academic camps and summer/college classes attended

Notes:

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

Notes:

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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:

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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:

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RESOURCES

Use this section to write 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)**

College.gov **(www.college.gov)**

ApplyTexas **(www.applytexas.org)**

The Common Application **(www.commonapp.org)**

Own Your Own Future **(www.ownyourownfuture.com)**

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

PSAT and SAT testing deadlines **(www.collegeboard.org)**

PLAN and ACT testing deadlines **(www.act.org)**

OWN IT!

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