Before school is over

* Preliminary list of colleges of interest
* Check with teachers about letters of recommendation

This summer

* Create a spreadsheet of colleges you want to apply to that includes: application deadlines
* Research scholarships
* Write rough drafts of all your personal statements
* Plan school visits, if possible, for the summer or during the fall break.

When school starts

* Revise personal statements
* Order transcripts
* Confirm letters of recommendations

When you can

* File a FAFSA