

SECONDARY SCHOOL CHECKLIST/SUMMARY TIMETABLE

August:

- Register for the SSAT at www.ssat.org. **REGISTRATION OPENS ON AUGUST 1.** If you are requesting testing accommodations, apply for them now. Authorize only Fenn as a score recipient (listed as “Fenn School”).

September:

- Research schools by visiting websites, reading guidebooks, attending Open Houses/Fairs.
- Schedule conference with Counseling Office. Complete and return Pre-Conference Questionnaire prior to your meeting.
- Sign and return FENN RELEASE OF RECORDS form.

September - October:

- Students should contact the Counseling Office to schedule a mock interview.
- Schedule school visits and interviews.
- Take the SSAT (preferably by December).

November - December:

- Complete “STUDENT INTEREST SHEET” by December 1 and return it to Counseling Office.
- Finalize list of schools and send “BLUE SHEET” to Fenn’s Counseling Office by December 1.
- Contact individual to write Personal/Special Interest recommendation. Please allow him/her ample time to complete and send it in advance of the deadline.
- Discuss with your teacher the selection of a graded English or Social Studies paper to accompany the application, if applicable.
- If applying for financial aid, contact schools about procedures and deadlines, and complete SSS financial aid forms.

December - January:

- Complete applications and send them before the deadlines. Keep a copy for your files.
- Submit graded English or Social Studies paper with the application to schools requiring one.

February:

- Visit your public high school and register for courses if you are considering that option. Fenn will assist in this process.

March 10 - April 10:

- Receive secondary school letters of admission (sent March 10).
- Revisit ALL schools to which you have been accepted.
- Decide on the school to attend and **REPLY TO ALL LETTERS OF ACCEPTANCE BY APRIL 10.** Contact schools where you are declining acceptances **BY APRIL 10.**