

## FILE CHECK

- \_\_\_\_\_ Completed Student Data Packet; make sure waiver has been signed
- \_\_\_\_\_ Kept a copy for self?
- \_\_\_\_\_ Photograph?
- \_\_\_\_\_ College Secondary School Report form for EACH SCHOOL- *WAIVER SIGNED?*
- \_\_\_\_\_ AHS Secondary School Report form (**Part 1 completed**), one for *each* school
- \_\_\_\_\_ AHS Secondary School Report *Office Copy* form (**Part 1 completed**), one for Office Use only
- \_\_\_\_\_ Envelope with 2 stamps for each college (Large envelope with 3 stamps for Columbia & Stanford, etc.)
- \_\_\_\_\_ USC bar codes provided? Or SS# ?
- \_\_\_\_\_ **College Name** and **Address** on envelopes?
- \_\_\_\_\_ College Mid-Year form for each college that requires it
- \_\_\_\_\_ AHS Mid-Year form for each college that requires it, (**Part 1 completed**), one for each school
- \_\_\_\_\_ AHS Mid-Year form *Office Copy* (**Part 1 completed**), one for Office Use only
- \_\_\_\_\_ Envelope for each Mid-Year with 1 stamp (**Name of college with address and AHS Return Address**)
- \_\_\_\_\_ Completed college /scholarship **RECOMMENDATION REQUESTS** form on inside cover of folder
- \_\_\_\_\_ Ready to pay?