STEPP APPLICATION CHECKLIST

This file is best viewable in Adobe Acrobat.
The boxes can be checked on your computer for ease of use.

☐ Make a note about the application deadline

☐ Complete the Applicant Information Form

- ■ Unlock access to additional application forms

☐ Bookmark/Save automated emails with links to each form

☐ Family Information Form

- ■ Contact information and demographic data

☐ Education Information Form

- ■ Request/Upload High School and/or College Transcripts
- ■ Request/Upload Report Cards

Request/Upload IEP/504 or other documentation of accommodations

☐ Application Materials Info Form

- ■ List two core-subject teachers to complete the Recommendation
- ■ Send Teachers a Link to the Recommendation form
- ■ Send School/Educator link to Application Materials Upload Form for Educators
- ■ Request/Upload SAT &/or ACT Scores
- ■ Request/Upload documentation of SAT &/or ACT
- ■ Request/Upload Psychoeducational Evaluation

☐ Essay Info

- ■ Describe the assistance you received
- ■ Essay Writing Process
- ■ Drafts of Essay
- ■ Final Essay

☐ Wrap-Up Form (completed last)

- ■ Statement of Completion
- ■ Certify, Sign, and Submit Finalized Application

☐ Save/Write Returning Codes (Table included below

Application Forms	Return Codes
Applicant Profile Form	
Family Information Form	
Education Information Form	
Application Materials Infor Form	
Essay Form	
Wrap-Up Form	