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 and/or ACT accommodations
  - ■ 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	