

# College Preparation Template

Thank you for purchasing the College Preparation Template.

I LOVE AirTable and am so happy to help you use this amazing tool to help you and your family prepare for college.

If you have never used AirTable, I would encourage you to watch the [tutorial video](#). (Password: [CPTtutorial](#)) AirTable is mostly intuitive, but a little instruction will cut your implementation time way down!

Then follow the steps below to get started:

1. Then use this link to access the [College Preparation Template](#).
2. Click on “copy base” in the upper right hand corner.
3. Set up your AirTable account
4. Start using your Base!
5. Download the AirTable app onto your phone so you will have all of your information at your fingertips wherever you are.

The College Preparation Template:

I have briefly summarized the instructions for using the Templates below. The video is much more detailed.

I have listed the time stamp on the video for each item so you can find the tutorial instructions easily.

- How to copy the template and set up your AirTable account: [\(0:00\)](#)  
The template that comes up when you click on the above link will be “read only.” You will not be able to edit this template. Click on “copy

base” in the upper right-hand corner. If you do not have an AirTable account, you will be prompted to set up one.

- Course Planning (2:00): List your required high school graduation requirements and any additional requirements for the schools you are interested in. Use the columns to plan what year you plan to take each course and check them off as you complete them.
- Resume (2:40): Use this tab to keep track of all of your employment, leadership positions, and extracurricular activities. You will use this information to create a resume to give to letter of recommendation writers and to complete applications. A column is included to attach files for things like certificates, awards, forms, etc.
- Volunteer Hours (3:55): Volunteer hours are required for some activities and should be included on your resume.
- SAT/ACT (4:20): You will most likely have to take standardized tests. Record the dates and other information in this tab. There are also 2 calendar views. To access the calendar views click on the down arrow next to “Grid View” in the upper left above the “Name” column. You can download these dates to your ical.
- Junior Year Checklist (5:35)
- College Fairs and Visits to Your School (5:50): Includes a calendar view.
- Schools to Consider (6:20): Record all the information about the schools you want to consider including their websites. To paste information onto the template, use “command-v” on a mac. You will not be able to right click and paste.
- Letters of Recommendation (7:10): Record the teachers, coaches, sponsors, etc. who you have asked to write letters for you.
- Essays (8:37): A place to record every essay you need to write, what it is for, when it is due, and other pertinent check boxes. There is a calendar view for due dates.
- Senior Year Checklists (10:37)
- College Applications (10:43): Everything you need to record for your college applications including a calendar view for each of the

important dates like deadline, supplement deadline, scholarship deadline, decision date.

- FAFSA and CSS Profile (11:44)
- Scholarships (11:48): A place for all of the information about any scholarships you apply for with 2 calendar views for due dates and decision dates.
- THE SCHOOL (12:20): Once you have made your decision, there are MORE deadlines - deposit, housing deposit, dorm selection, etc. Includes a calendar view with these dates.
- Dorm Checklist (12:35): An organized checklist sorted by category of everything you might consider getting for your dorm room. Includes a place for attachments and picture ideas. Go to <https://www.almostemptynest.net/college-dorm-room-checklist/> for pictures and shopping tips.
- Parent Survival Kit for College Move In (13:49): Parent checklist for college move in day