

Starting August 1st, you will be able to create your Common App account, if needed, and have access to the College Application Manager tab in SchoolLinks. Follow the steps in this guide to set up your College Application Manager.

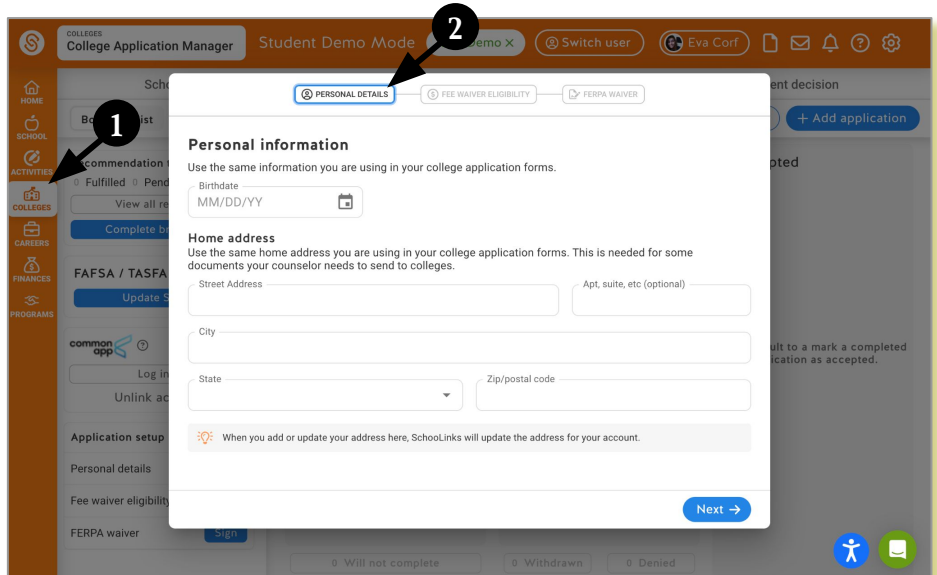
Set Up College Applications

Learn more  [Add a College Application and Request Application Documents](#)

Upon first accessing College Applications, students will be taken through a three-part setup process.

Part 1: Personal Details

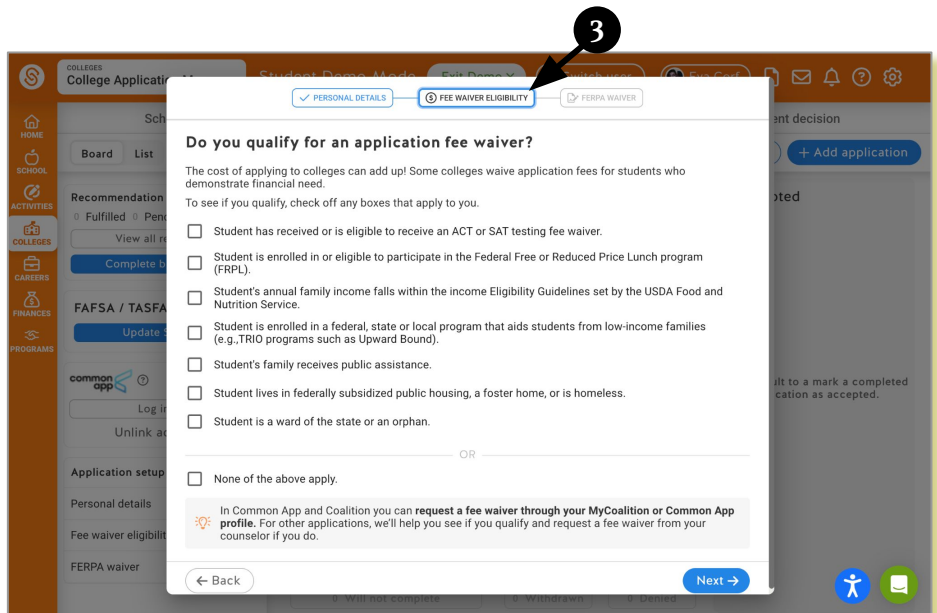
- 1 Selects **College Applications** from the Colleges menu list
- 2 Enter birthdate and home address



The screenshot shows the 'College Application Manager' interface in 'Student Demo Mode'. A sidebar on the left contains a menu with icons for Home, School, Activities, Colleges (highlighted), Careers, Finances, and Programs. The main content area displays a setup process with three steps: 1. PERSONAL DETAILS (active), 2. FEE WAIVER ELIGIBILITY, and 3. FERPA WAIVER. The 'Personal information' form includes fields for Birthdate (MM/DD/YY), Home address (Street Address, Apt. suite, etc. (optional)), City, State (dropdown), and Zip/postal code. A 'Next' button is at the bottom right.

Part 2: Fee Waiver Eligibility

- 3 Check off whether or not they qualify for a fee waiver



The screenshot shows the 'Fee Waiver Eligibility' step of the setup process. The sidebar and top navigation are the same as in the previous screenshot. The main content area displays a form titled 'Do you qualify for an application fee waiver?'. It includes a paragraph explaining that some colleges waive application fees for students who demonstrate financial need. Below this, there are several checkboxes for various criteria: Student has received or is eligible to receive an ACT or SAT testing fee waiver, Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL), Student's annual family income falls within the income Eligibility Guidelines set by the USDA Food and Nutrition Service, Student is enrolled in a federal, state or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound), Student's family receives public assistance, Student lives in federally subsidized public housing, a foster home, or is homeless, and Student is a ward of the state or an orphan. There is also an 'OR' section with a checkbox for 'None of the above apply.' A note at the bottom states: 'In Common App and Coalition you can request a fee waiver through your MyCoalition or Common App profile. For other applications, we'll help you see if you qualify and request a fee waiver from your counselor if you do.' A 'Next' button is at the bottom right.

Part 3: FERPA Waiver

4 Complete the FERPA Waiver

***Note:** You will complete a FERPA waiver in SchoolLinks to ensure SchoolLinks and the District is compliant with FERPA when sending teacher and counselor recommendations

Complete the FERPA waiver

You might be asking yourself "What's FERPA?" Don't worry, you're not alone! Here's what you need to know:

How does FERPA relate to your college application?

- FERPA gives you the right to review letters of recommendation if you are enrolled in college that saves the recommendations, OR you are 18 or older.

To waive or not to waive?

- Waiving your right lets colleges know that you don't intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- If you choose not to waive your right, some recommenders may decline to write a letter for you, and some colleges may disregard letters submitted on your behalf.

Still unsure how to respond?

- That is OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. You can also read our [FERPA Help Article](#).

☐ I have fully read and understood the FERPA Release Authorization explanation above.

[Back](#) [Finish application setup](#)

Linking your Common App to SchoolLinks [Learn more](#) [Connect Your Common App](#)

After completing the College Application Manager setup, if you are applying to colleges via Common App, you will be able to link your Common App account to SchoolLinks.

1 Select Connect under the Common App section

2 Select the Link Common App Button

Connect your Common App

A. If you have an existing Common App Account, follow the process to link your account:

1. Login using the email and password that you used to create your Common App Account (these could be different than your SchoolLinks account)
2. (If you created your Common App account before 8/1/2020) You will need to follow the steps on the screen to roll it over to the next year
3. Check the box to share your Common App data back to SchoolLinks

B. If you have not made a Common App account before, follow the process to create and link your account:

1. Click "Create an Account"
2. Fill in account details to create your account
3. Check the box to share your Common App data back to SchoolLinks

Connect your Common App

A

B

[Link Common App Account](#)

3 Log in to your Common App account and then come back to SchoolLinks and refresh your page

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Connect your Common App

A

B

[Refresh Page](#)

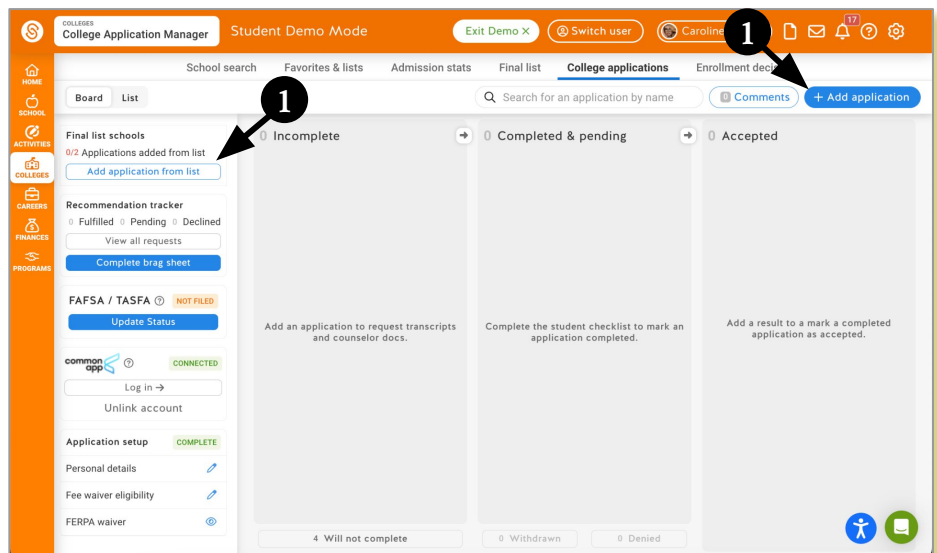
If you are sending applications via Common App, once you link your Common App account, the colleges you have in your Common App list will automatically populate in SchoolLinks. However, if you are also sending applications outside of Common App, you will need to manually add those applications to your SchoolLinks College Application Manager list.

Adding Applications & Selecting Application Details

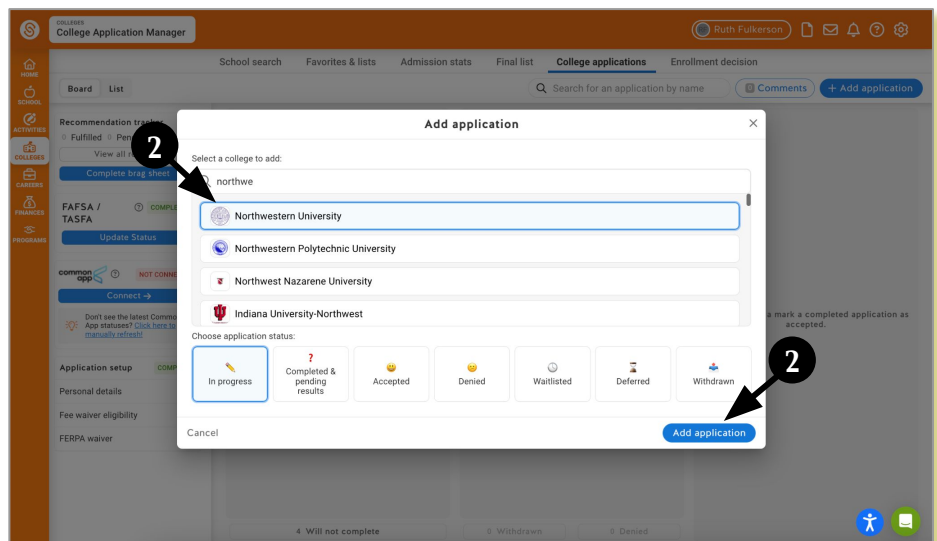
Learn more  [Add an Application](#)

Add an Application

- 1 You can add an application via:
 - Add application from list button
 - + Add application button



- 2 Search and choose a college from the list and click the [Add Application](#) button



When adding the application, make sure to add it as “in progress”. Select the “completed & pending” option if you have already submitted your application.

To start tracking a college application in your College Application Manager, you need to set up the application add your student checklist items and add all the requirements. Requirements are things like test scores and letters of recommendation that you have to send to a college separate from your application.

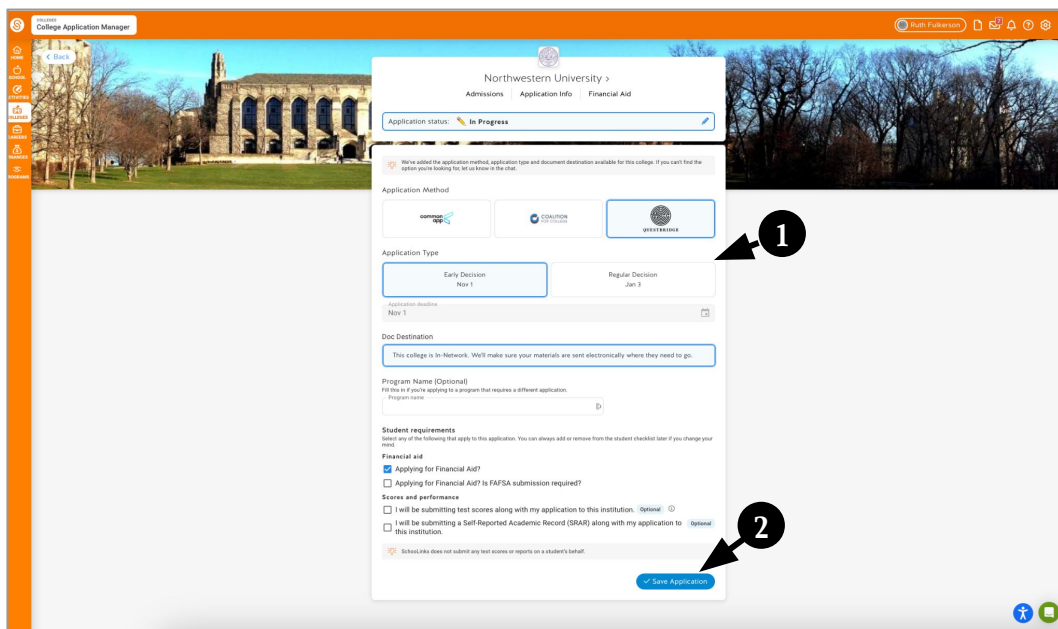
Update the Application Details

Learn more  [Add an Application](#)

- 1 Once you have selected a school from the list, you will need to update the application details.

Remember to also update the Application Details for the applications that were automatically added by the Common App integration.

- 2 Click [Save Application](#)

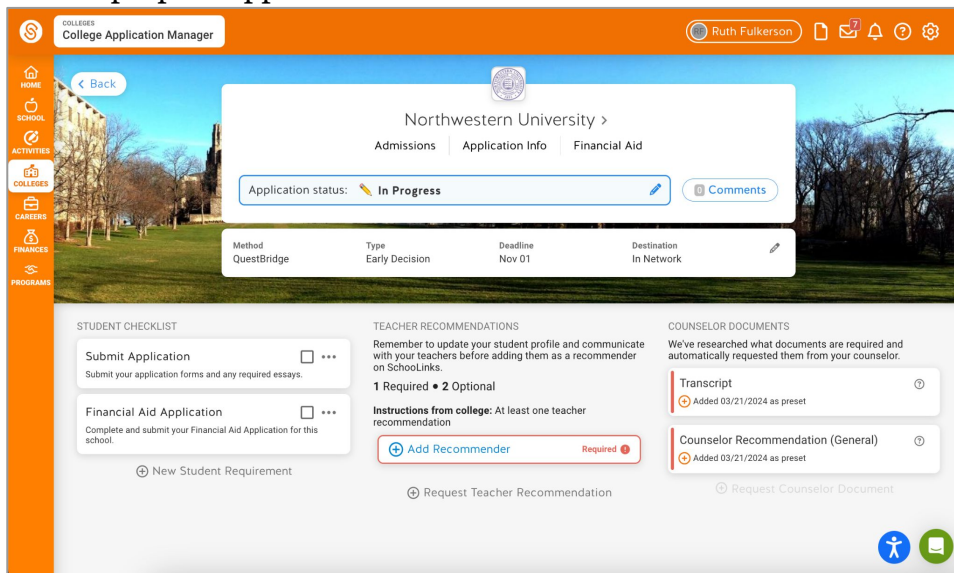


Application Details Fields

- Application Method: How you will be submitting this application. Remember, if you plan on submitting an application with the Common App, you should set up your Common App in SchoolLinks first.
- Application Type: Select your application deadline from the list (like Regular Decision or Early Action). Verified options will have the deadline filled in. For Unverified options, you'll have to find the application deadline on the college's website and enter it.
- Program Name (Optional): Only fill in this field if you're applying to a program that requires a different application.
- Student Requirements: Add items you will be working outside of SchoolLinks regarding your application (FAFSA submission, test score submission via ACT or College Board, transcript submission if it's a self-reported school. This will allow you to have one place to track all of these items!
 - Financial Aid Requirements: Leave both options blank if you will NOT be submitting financial aid.
 - Scores and Performance Requirements: **Leave both options blank if you will NOT be submitting test scores as part of your application.**

Application Requirements [Learn more](#) [Track Application Requirements](#)

Once you save an application, you can start tracking your application requirements and your counselor will be able to prepare application materials.



The screenshot displays the 'College Application Manager' interface for Northwestern University. The top navigation bar includes 'HOME', 'SCHOOL', 'ACTIVITIES', 'COLLEGES', 'CAREERS', 'FINANCES', and 'PROGRAMS'. The main content area shows the application status as 'In Progress' and includes sections for 'STUDENT CHECKLIST', 'TEACHER RECOMMENDATIONS', and 'COUNSELOR DOCUMENTS'. The 'STUDENT CHECKLIST' section has two items: 'Submit Application' and 'Financial Aid Application', both with checkboxes and ellipsis menus. The 'TEACHER RECOMMENDATIONS' section shows '1 Required • 2 Optional' and includes an 'Add Recommender' button. The 'COUNSELOR DOCUMENTS' section lists 'Transcript' and 'Counselor Recommendation (General)', both marked as 'Added 03/21/2024 as preset'.

On the Application Details page, you will see all application documents including the Student Checklist, Teacher Recommendation requirements, and Counselor Documents.

[Application Requirements Sections](#)

- Student Checklist - A list of the requirements that you are responsible for OUTSIDE of SchoolLinks, like submitting the application, filling out FAFSA and sending test scores. Check the box once tasks are completed.
- Teacher Recommendations - The number of required & optional recommendations will be listed. You will click on Add Recommender to request a teacher recommendation.
- Counselor Documents - These are requirements that your counselor will submit on your behalf to the college, such as transcripts and recommendations. These documents are automatically requested when you set up an application in College Application Manager.

Application Status and Results

[Learn more](#)  [Add College Application Results](#)

- Once you have completed all of the items in your Student Checklist and submitted your application, be sure to change your Application Status to “Completed” in SchoolLinks.
- When you receive a decision from the college, update your Application Result, based on the decision your received
- After you make an enrollment decision, remember to indicate where you will be enrolling on the Enrollment Decision tab of College Application Manager. Upon confirming enrollment, a request will be made to your counselor to send your final transcript after graduation.

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👉 Completing your Letter of Recommendation Brag Sheet

- 1 Click **Complete brag sheet** under the Recommendation tracker section
- 2 Complete the form and click **Submit**

The screenshot shows the 'College Application Manager' interface. On the left sidebar, the 'RECOMMENDATIONS' section is highlighted. The main area shows the 'Recommendation tracker' with a 'Complete brag sheet' button. A modal window titled 'Student Brag Sheet' is open, containing three text input fields: 'What career goals or career areas of interest are you pursuing in the future?', 'List any academic coursework that support your future plans:', and 'List any personal or academic experiences that support your future plans (ie job)'. A 'Submit' button is at the bottom right of the modal, with a circled '2' and an arrow pointing to it.

Requesting Letters of Recommendation

Learn more 👉 [Request and Track Teacher Recommendations](#)

When requesting letters of recommendation, be sure to ask your recommenders if they are willing to write a recommendation, prior to entering the request in SchooLinks. Let recommenders know they will receive an email with a link to fulfill the recommendation in SchooLinks. Be sure to send your recommenders a written thank you note.

To Request Letters of Recommendation:

- 1 Click **Add Recommender or Request Teacher Recommendation** under the Teacher Recommendation section
- 2 Find your teacher on the list and click Next, add a note if desired and lastly click on **Submit Request**

The screenshot shows the 'College Application Manager' interface for Northwestern University. The 'Application status' is 'In Progress'. A modal window titled 'TEACHER RECOMMENDATIONS' is open, showing a list of recommenders. A circled '1' points to the 'Add Recommender' button. Below this, a 'SELECT TEACHER' modal is open, showing a list of teachers. A circled '2' points to the 'Next' button at the bottom right of the 'SELECT TEACHER' modal.

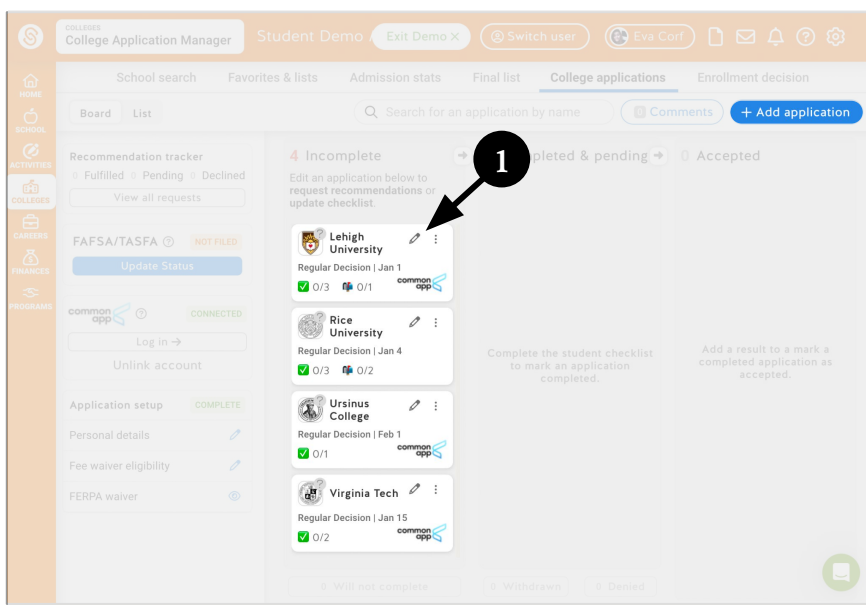
Other Notes on Recommendations

- You need to repeat the process of adding recommendations for **each** college
- Counselors Recommendations - automatically requested in SchoolLinks Counselor recommendations are automatically requested if required by the college. The counselor will fulfill the required recommendation by the deadline established by the application type. Students can view the status of counselor recommendations under “Counselor Documents on the application detail page.
- Outside Recommendations - must be requested in Common App
 - For all Common App applications, request an outside recommendation by clicking “Invite Other Recommender” in Common App.

How to View College Application Transcript Requests

College application Transcript request are automatically requested once you add a college to your College Application List.

- 1 Review transcript requests for any added application via the **pencil icon** next to the college name

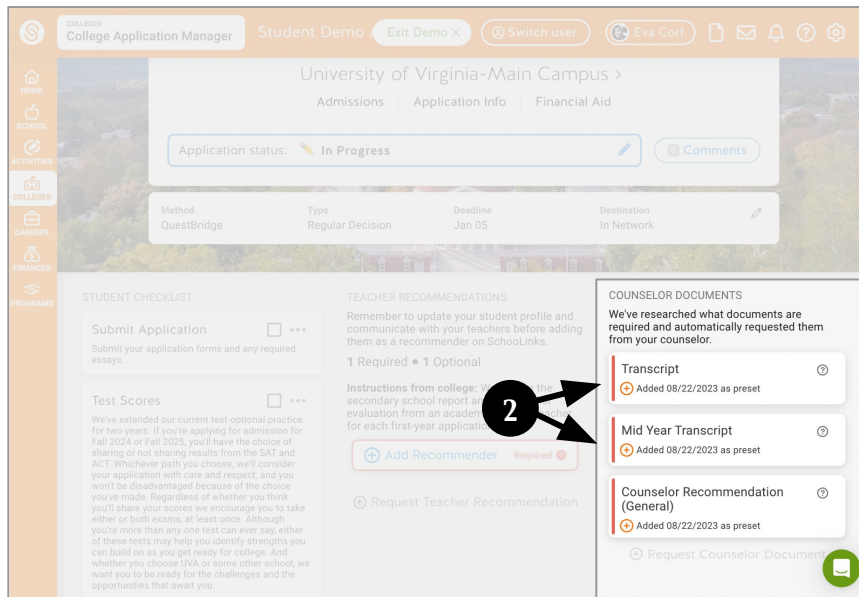


Initial & Midyear Transcripts: On the application details page, you will notice that any required counselor documents will be auto-requested. This includes both the initial and midyear transcripts. You do not have the ability to change the counselor requirements. Reach out to your counselor if there is something you would like added to the list

2

For Non-Common App applications, you will see a Transcript request.

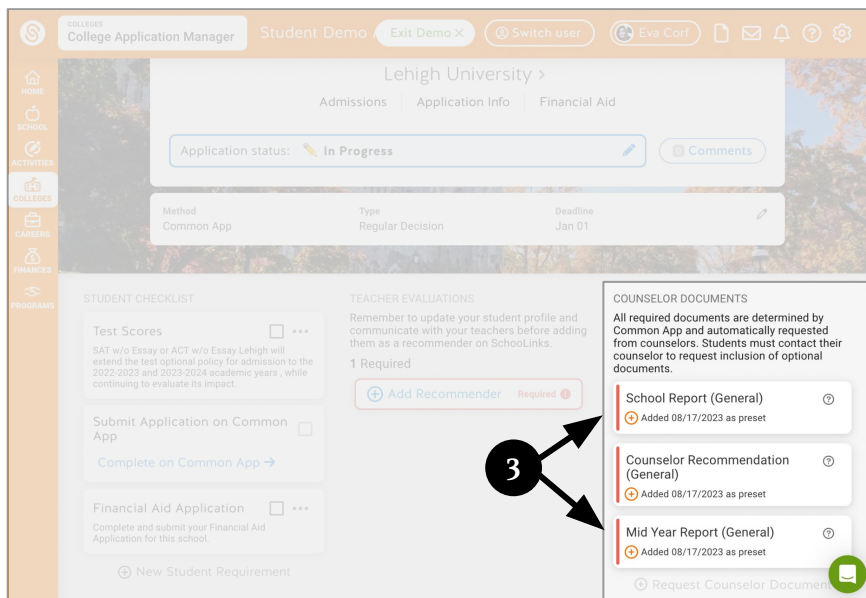
For schools that require it, you will also see a Mid Year Transcript request.



3

For Common App applications, you will see a School Report request which includes the Initial Transcript.

For schools that require it, you will also see a Mid Year Report request.



Status Icon Key:

 Requested

 Fulfilled

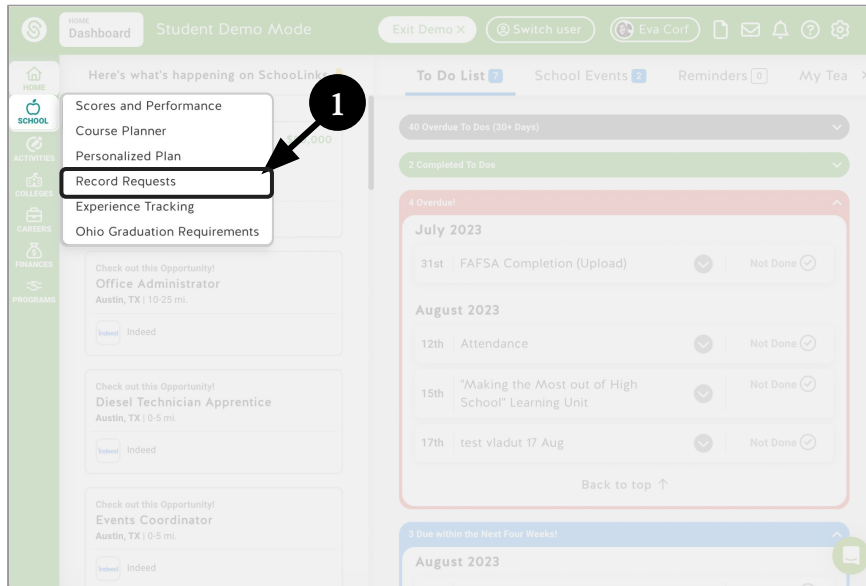
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Final Transcripts: Final transcripts are auto-requested after indicating your enrollment decision in the Enrollment Decision tab at the top of the the college application manager.

How to Request Non-College Application Transcripts

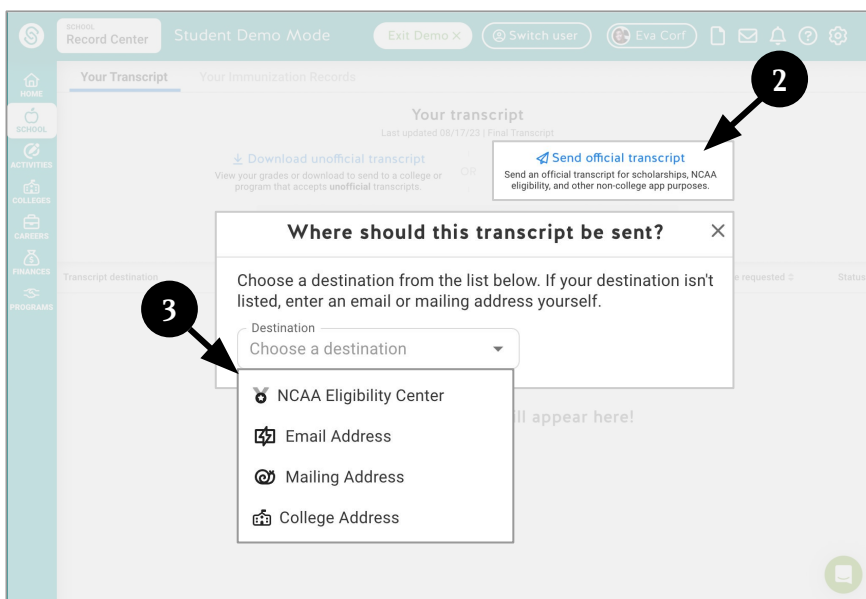
Learn more  [Request Transcripts for Non-College Applications](#)

- 1 Select **Record Requests** from the School Module in the side navigation panel



- 2 Click on **Send Official Transcript** to request a transcript be sent on your behalf

- 3 Choose transcript destination
 - NCAA Eligibility Center
 - Email Address
 - Mailing Address



***Reminder:** All College Application Transcripts should be requested through College Applications in the College Module