

# Common Recommendation & Records Request Forms

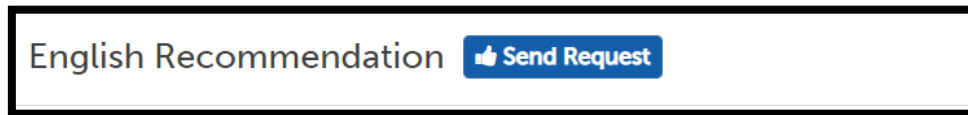
For Applicants to Two or More Catholic High Schools

The Portland-area Catholic high schools all use SchoolAdmin to host their admissions accounts. To streamline the process for your teachers, we have coordinated a common recommendation and school records request form. Applicant families must provide permission and link the forms between admissions accounts for this to happen. This action will allow your teacher to complete ONE form and fulfill the requirement at any of the Catholic high schools.

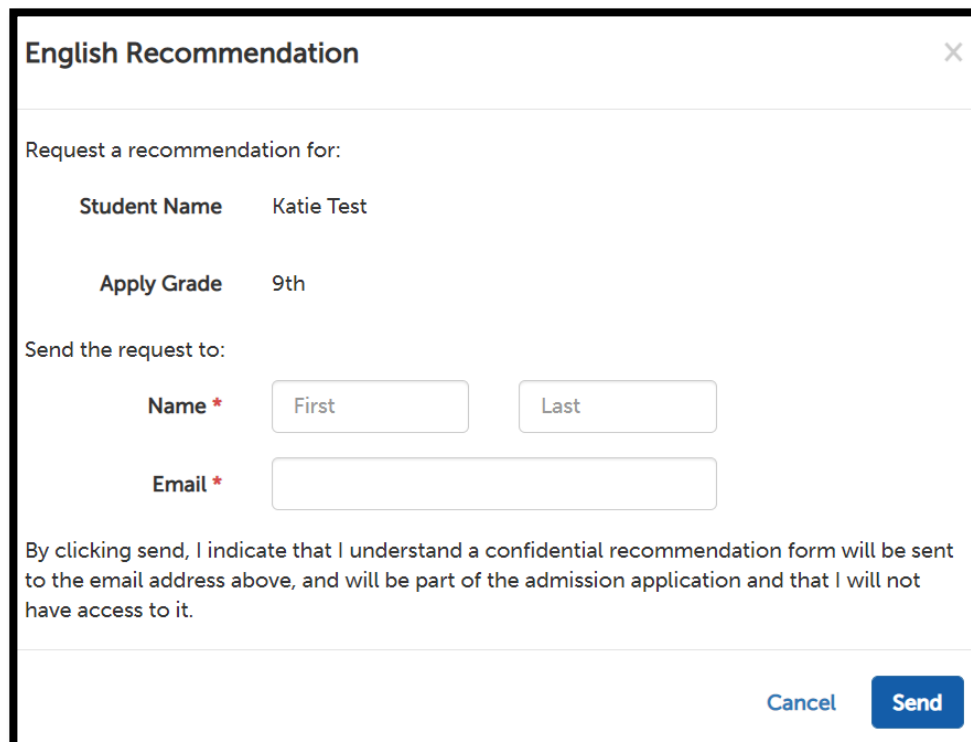
Linking your common forms is available only if you use the same email address as your login for EACH school. If you did not use the SAME email address to create your account, please contact one of your schools for tech support.

## School A – Log into the admissions account/portal for School A.

1. Complete the Parent/Guardian Release form to open up the School Records request form.
2. Click the blue “send request” button on each checklist item for teacher recommendations and records request and complete the pop-up form.



Once clicked, you will need to provide the name and email address for your teacher or school administrator (principal/counselor rec and the record release):

A pop-up window titled "English Recommendation" with a close button (X) in the top right corner. The form contains the following fields and text:

- "Request a recommendation for:"
- "Student Name" field with the value "Katie Test"
- "Apply Grade" field with the value "9th"
- "Send the request to:"
- "Name \*" field with two sub-inputs: "First" and "Last"
- "Email \*" field with an empty input box
- A disclaimer: "By clicking send, I indicate that I understand a confidential recommendation form will be sent to the email address above, and will be part of the admission application and that I will not have access to it."
- At the bottom right, there are two buttons: "Cancel" and "Send" (in a dark blue box).

## School B - Log into the admissions account/portal for School B

**\*YOU MUST USE THE SAME EMAIL ADDRESS FOR LOGIN. If your email logins do not match, you will not see the "Link Common Form" button. Please contact one school for tech support.**

1. Complete the Parent/Guardian Release form
2. Click the "Link to Common Form" button on each checklist item and complete the pop-up form.



Once clicked, the pop-up window will prompt you to select the checklist item you wish to link. Be sure to select the same form in the drop-down menu.

**Example below:** The current checklist item is the English Recommendation form for La Salle. The applicant is linking the common English Recommendation form that was requested through the St. Mary's portal.

