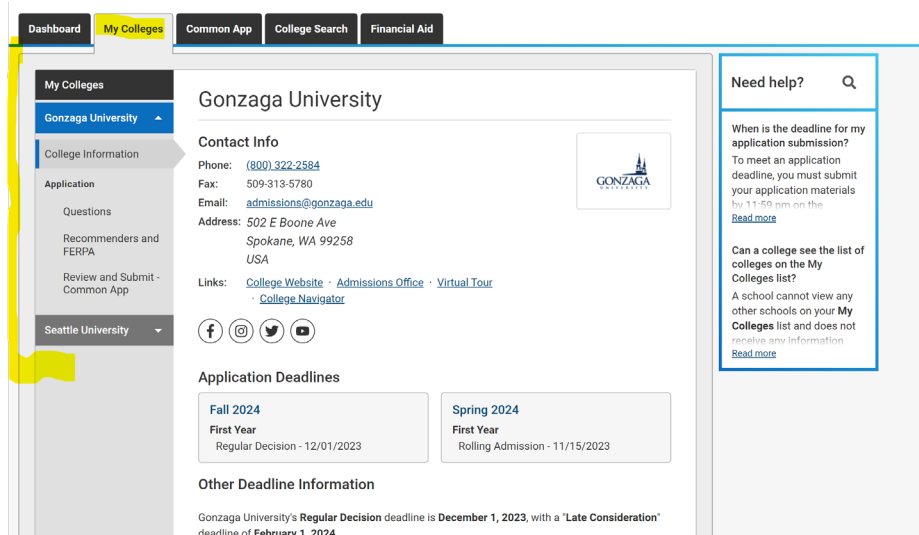


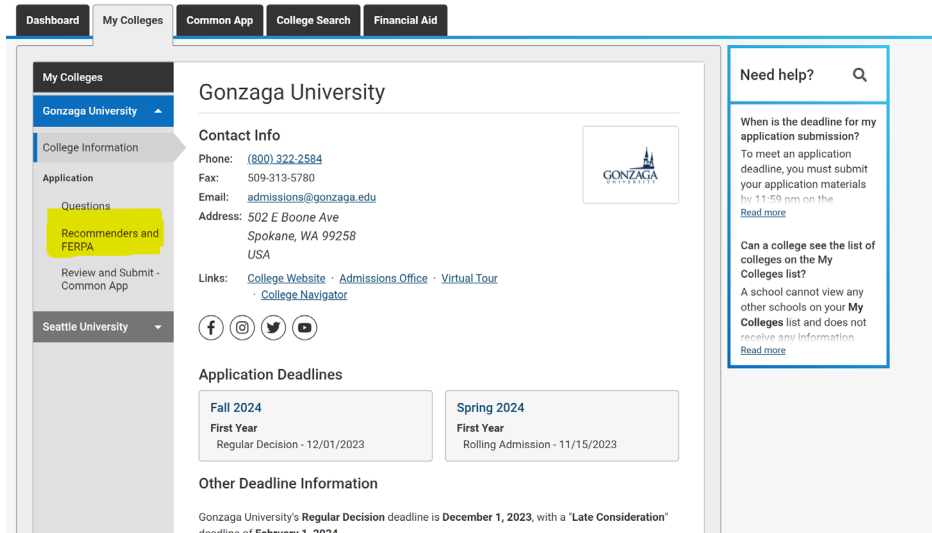
How to add your counselor so they can provide the Secondary School Report along with a Letter of Recommendation (if needed).

Students: You will need to start your application and add all the personal information that it asks for in addition to adding the colleges you want to apply to. You need to make sure to have your **“current school”** information filled out under the Education section before you can add your counselor.

Step 1: Under the **My Colleges** tab you will find all your schools that you are applying to.



Step 2: Next you will want to click on the **Recommenders and FERPA** tab:



Step 3: You will need to **waive your FERPA Rights**- this will allow your counselor and/or other recommenders to upload documents including your letter of Recommendation.

Step 4: Once FERPA is waived you will see this page:

The screenshot shows a web interface for managing college applications. On the left is a sidebar with a 'My Colleges' section containing 'Gonzaga University' (selected) and 'Seattle University'. Below this are menu items: 'College Information', 'Application' (with sub-items 'Questions' and 'Recommendations and FERPA'), and 'Review and Submit - Common App'. The main content area is titled 'Recommendations and FERPA' and includes a description of recommenders, a 'FERPA Release Authorization' status (checked), and sections for 'Invite recommenders', 'Counselor', and 'Teachers'. Each section has a corresponding 'Invite' button. The 'Required' and 'Optional' counts are shown at the bottom of the Teachers section.

Step 4: Click on the **Invite Counselor** button and then submit your counselor's contact information and click invite!

Step 5: If you are needing a Counselor Letter of Recommendation, be sure to also submit the correct MS Form for your counselor.