

# The College Application

## Detailed Instructions



SchoolLinks

### School Counseling Department Contact Information

<https://www.napls.us/Page/4168>

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### Join our Schoology Page!

*Helpful tips for all aspects of the application process, including essay prompts.*

**Your Future -Career & College Planning: Class of 2024** Access Code: K49N-BXF2-T4RHR

### Career & College Counseling Appointments

*Seniors are highly encouraged to schedule an appointment with their counselor.*

[Book Now!](https://nahsguidance.simplybook.me/v2/) <https://nahsguidance.simplybook.me/v2/>

### Counseling Center Drop-In Hours 7:30-3pm (E Office)

A counselor is available to answer your general college & career questions.

Monday	Jill Cuthbert
Tuesday	Stefanie Drugan
Wednesday	Colleen Reinohl
Thursday	John Longo
Friday	Julie J. Horning

# 5 ACTIONS TO COMPLETE YOUR COLLEGE APPLICATIONS

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## ACTION 1 BUILD A GREAT LIST!

Have you identified schools you could see yourself attending? Do you have two safe schools you're sure will admit you & you would be happy to attend?

Most students apply to 4-8 colleges, we want you to have choices.

Create your list in **SchoolLinks** <https://youtu.be/6-MKaXFyym8>

- find the "**Colleges**" tab select "**School Search**" Explore colleges and "Favorite" colleges you are interested in and may apply to by *clicking on the heart*.
- find the "**Colleges**" tab select "**Final List**". Add colleges to your final list designating if they are **Likely, Target** or **Reach** *based on your profile*.

**Meet with visiting College Representatives!** Look for visits in SchoolLinks events and listen to school announcements. Eventually sign up through SchoolLinks. Attend online visits available via college websites.

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## **ACTION 2**

## **COLLEGE APPLICATIONS & SCHOOLINKS**

Apply to nearly all colleges online.

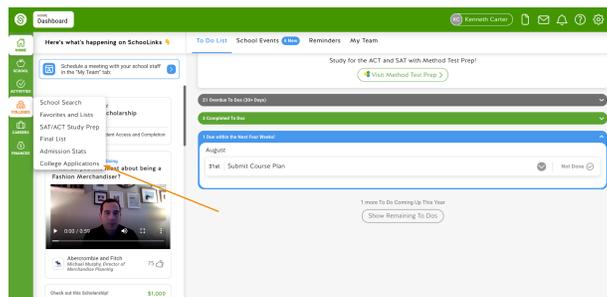
- a) Directly through the college's website **OR**
- b) **The Common Application** [www.commonapp.org](http://www.commonapp.org)

Connecting your **Common App** account to SchoolLinks requires the following 3 steps:

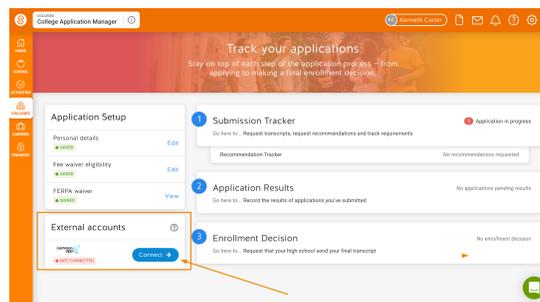
### **1. Linking your Common App Account**

The first time that you use the **College Applications** manager in **SchoolLinks**, you will need to connect your **Common App** account.

#### **Setting up Common App in SchoolLinks as a Student**



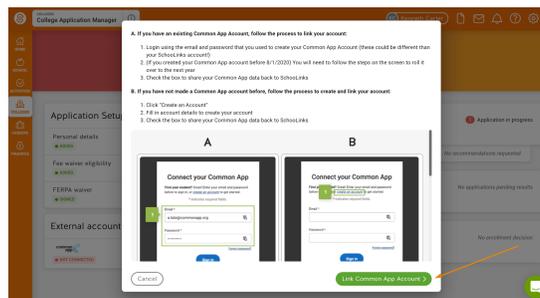
On the **College Applications** dashboard, click **Connect**.



You will see a list of instructions based on whether you

- A) have an existing Common App account or
- B) need to sign up for a Common App Account.

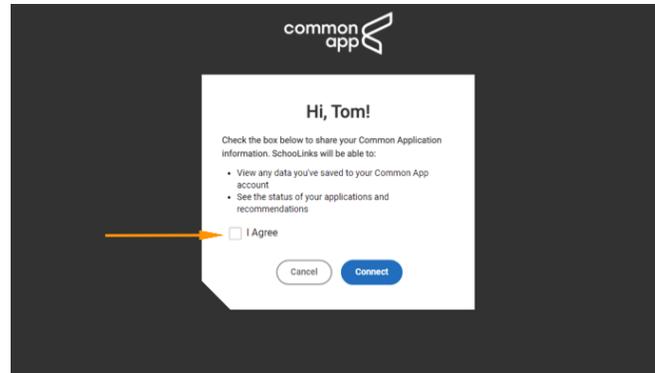
Click **Connect Common App Account** and Common App will open in a new tab.



**Already have a Common App account?** Login using the email and password you used to create your Common App account. **Note:** If you created your Common App account before 8/1/2023, follow the steps on the screen to roll it over to next year.

If you have **NOT** made a **Common App** account before, click **"Create an Account"** to fill in your account details and create a new account.

Check the box next to **I Agree** to confirm that you want to share your Common App data back to SchoolLinks. This is required to use Common App in SchoolLinks.



**Once you have successfully linked your Common App account, you will be redirected back to SchoolLinks. You will now see your status as "Connect" on your External accounts card!**

## 2. Adding New Albany High School

The next step in setting up your Common App account is adding New Albany High School. This helps Common App know where your application will be coming from.

- On the **College Applications** dashboard, *click **Login** in the bottom left section* to access Common App. *If you have already completed the previous step of linking your account, Common App should be open in a different tab.*
- On the **Common App** website, *go to the **Common App** tab and click open the **Education** section. Then click **Find School**.*
- Find and select **New Albany High School** and click **continue**.*
- Make sure your High School is correct. Otherwise, teachers and counselors will not be able to submit recommendations.

## 3. Adding your first Common App School and Completing FERPA Authorization

*Now that you have your account set up, let's add your first school! This will also allow you to complete the step of FERPA Authorization which must be done when you add your first school.*

- On the **College Applications** dashboard, *click **Submission Tracker**.*
- Select a school from your **Final List** to start tracking. You can also click **Add School** to search for additional colleges to track.*
- Select the **Application Method** as **Common App**. *Click **Save Application** to continue setting up this application*
- Click **Add College to Common App** -the Common App will open in a new tab*
- Login to your **Common App** account (if you're not already logged in)*
- You will see this college added to the list of schools on your dashboard. *Click into the school.*
- Click on the **Questions** section under "**Application**" and complete the "**General**" section, particularly the "**Preferred start term**" & "**Preferred Admission Plan**" to establish a deadline for this application.*

Now that you've added this school to your applications in Common App, you can continue to apply through Common App with the results and status tracked through SchoolLinks!

*Note: If you already added schools in Common App prior to linking your accounts, these will be added to your submissions tracker during the sync.*

**But let's not celebrate just yet - you'll need to complete the FERPA Authorization if you want to be able to request Teacher Evaluations for Common App.**

- Go to the "Recommendations & FERPA" of this application. If you have not already added New Albany High School to the **Common App** tab, you will be prompted to do this first. See "Adding your High School" for additional instructions
- In the "Recommendations & FERPA", click **Complete Release Authorization**. Review the instructions about waiving rights. Selecting "I waive my right to review . . ." will allow teachers and counselors to submit confidential documents on your behalf. Once you add your signature, click Save and Close.
- Click back into the **SchoolLinks** tab on your browser and click "Refresh Page" in the popup.

**You can now begin tracking your application on SchoolLinks!**

### ACTION 3      **REQUEST TRANSCRIPTS: SchoolLinks Application Manager**

- Log into your **SchoolLinks** account, *hover over the Colleges icon and click College Applications.*
- Click the **pencil icon** next to the college (either under Incomplete or Completed & pending).
- New application? Click on "**Add application from list**" in the top-left, *fill in the details of the type of application*, and click **Save Application**.
- Next, you'll see the **application details** page. Notice that any required documents from counselors (like initial and midyear transcripts) **are automatically requested**. If there's something you would like added to this list, *reach out to your counselor* in the **Message Center**.

View history and status of requested documents by *clicking Show History* for more details. *Once the transcript is sent and viewed by the college you will see a Doc ID available from Parchment:*

The screenshot displays the SchoolLinks Application Manager interface. At the top, there is a table with columns: Method (ApplyTexas), Type (Priority), Deadline (Jun 01), and Destination (In Network). Below this, the interface is divided into three main sections:

- STUDENT CHECKLIST:** Contains items like "Applying for Financial Aid?" (with Yes/No buttons), "Submit Application", "FAFSA Submission", and "Test Scores".
- TEACHER RECOMMENDATIONS:** Shows "3 Optional" recommendations and includes "Instructions from college" regarding document submission.
- COUNSELOR DOCUMENTS:** Lists "Transcript" with a status of "Sent via Parchment (Doc ID: [redacted])" and "Fulfilled 09/13/2021 by [redacted]". It also includes a "Request Counselor Document" button.

**Important Notes:**

- **Many colleges DO NOT require a LOR** such as OU, Kent, BGSU, Akron, OSU.
- *Please DO NOT request a LOR if your colleges do not ask one.*
- Many colleges limit # of LORs. For example, OSU only takes 1! Therefore, DO NOT ask for more than will be accepted by your college(s)!
- **NAHS does not release LORs to students.**
- Teachers spend a lot of time outside of school hours writing on behalf of students. Please use your very best, most genuine manners when asking for letters and for showing gratitude.
- Provide teachers a copy of a resume or a list of your activities, sports, volunteer service, your intended major (even if undecided), etc.
- **ONLY NAHS staff can submit LORs through SchoolLinks.** If your recommender is not on NAHS staff, provide them with a link via common app or give them an addressed, stamped envelope to send the LOR directly to the college. Include a hard copy of any forms required.

**Requesting a Teacher Recommendation (LOR)**

*All teacher recommendations (referred to as Teacher Evaluations in Common App) will be requested through SchoolLinks.*

- *Log onto **SchoolLinks**, click the **College** icon on the left navigation sidebar, then select **College Applications** from the drop-down menu.*
- *Click on the **pencil icon** of the college you want to request a teacher evaluation for.*
- *Warning: If you have not completed your FERPA Authorization for Common App, you will be required to do so before requesting teacher evaluations. If you have not completed your FERPA authorization, the following prompt will direct you to log in to Common App.*
- In the "**Teacher Evaluations**" column, any required evaluations will be outlined in red. You will need to add a "**Recommender**" (the person filling out your Teacher Evaluation) for each required evaluation.

**Adding a Recommender** You have some options when it comes to determining who you would like to request an evaluation from:

**a. Choose an existing teacher evaluation/LOR to assign to this application**

If you have already requested a teacher evaluation for another college, you can assign an existing teacher evaluation to this school. These teachers will show up as Pending, Declined, or Fulfilled depending on the status of the already submitted recommendation. Request an evaluation from a new teacher who has a SchoolLinks account

**b. Request an evaluation from a new NAHS teacher/staff member**

Search for them by name in the search field. If you choose this method, you will need to select the subject for which you would like an evaluation.

**c. Request an evaluation from someone outside of NAHS who does NOT have a SchoolLinks account.**

*-click **Add them Manually**.* Provide their First and Last Name, Email, and Subject to request an evaluation from them. You will again need to select their subject in order to continue. Note: You must use the search first in order to see this option.

## **ACTION 5**

## **SEND TEST SCORES TO COLLEGES**

*-if required/desired*

[List of Test Optional Colleges](#) -Class of 2024  
<https://fairtest.org/test-optional-list/>

### To send test scores to colleges

- log into your ACT or College Board accounts
- follow the prompts to send the reports.
- ACT & College Board send score reports in batches. It is not an immediate process. To assure scores are received by the college deadline, **order reports weeks in advance!**

**ACT:** [www.actstudent.org](http://www.actstudent.org)

**SAT, Subject Tests, AP:** [www.collegeboard.org](http://www.collegeboard.org)

Note: ACT, SAT, SAT Subject Tests & AP scores are NOT listed on NAHS transcripts.

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***Once you complete your 5 Action Steps, CONGRATULATIONS!***



*you  
did it!*

## Common Application Education Information

High School Name	New Albany High School
High School Address	7600 Fodor Road New Albany, OH 43054
CEEB Code	363630
Graduation Date	May 18, 2024
Graduating Class Size	367
Counselor Job Title	School & College Counselor
Counselor Telephone #	614-413-8300
GPA Scale (select from dropdown menu)	4.0
GPA Weighting (select one)	Weighted
Class Rank Reporting (select one)	None, NAHS does not report rank
Course Scheduling System (select one)	semester

- **Courses/Grades section of the Common App.** Most universities do not require applicants to self-report transcript (grades/credit). However, if you are applying to a college requiring self-reporting of courses/grades from your transcript, see example below on how to enter this information in the **Courses/Grades** section of the **Common App**.