

How to Invite Your Counselor & Teachers for Letters of Recommendation

Common Application: What You Need To Do

Step 1: Register on the Common App

Step 2: “College Search” - Add the schools you intend to apply to (you can always add/remove colleges later)

Step 3: “Common App” - Fill in personal data, address, phone, and email information, parent information, etc.

Step 4: “Education” – Complete page

- School Lookup: Tamiscal High
- Date of Entry – **08/2020** =if started as a freshman. If you started Tamiscal after attending another high school first, enter your actual start date at Tamiscal here and also complete Step 5.
- Graduation Date – **06/11/2024**

Step 5: “Other Secondary/High Schools” If you did not start at Tamiscal, list other high schools attended with dates. Include online programs (BYU, Soloquest, or transfer school) **DO NOT LIST COM HERE**. “Education Interruption” – Answer No unless you took a gap year in high school and/or if you plan to take a gap year, etc.

Step 6: “College & Universities” – only fill out if you have taken a college course (COM, Berkeley, etc.)

Step 7: “CBO” – Skip unless aided by community organization such as 10,000 Degrees or other non-profit program

Step 8: “Grades” – **Required before inviting school official for letter of recommendation**

- Class Rank Reporting – No Ranking
- Class size=**78**
- Cumulative GPA – this is your **“Total Academic Weighted GPA”**.
- GPA Scale – **4**
- GPA Weighting – **Weighted**

Step 9: “Current Year Courses” – **FILL IN EXACTLY AS PRINTED ON YOUR SCHEDULE!!!!**

How many courses would you like to report? – Make sure to count semester courses if needed (ex. American Government and Economics are two separate classes). The example schedule below would count as 9 classes.

Level (Regular or AP or Honors – we don’t offer Accelerated, IB, or Regents courses. For COM classes, choose “Dual Enrollment”)

Credit Value – 5 credits for semester classes, 10 credits for year-long classes

Course Schedule – Enter year-long or specify semester for each class

Example:	First Semester	Second Semester	
	Economics	Government	2 semester classes
	Spanish 5	Spanish 6	1 year long class
	Street Law	Psychology – Spring	2 semester classes
	Statistics	Statistics	1 year long class
	Physics 1	Physics 2	1 year long class
	English	English	1 year long class
			8 total classes – 60 credits

Step 10: Complete the rest of the Common App section.

Step 12: “Dashboard” or **“My Colleges”** – has your list of colleges. Click on a college to begin LOR process

- Student Status – **Full Time**
- Preferred Start Term – **Fall 2024**
- Preferred Admission Plan – **Early Action, Early Decision, or Regular Decision**
- Complete the **Questions** section

Step 13: Assign Recommenders -

- FERPA Release Authorization – **You MUST waive your right to access to your letter** (if you do not waive your right, we will NOT send your letter)
- Signature – **type in your full name and date**
- Counselor – **Invite Counselor**
 - Input Counselor’s name: Lynne Kennedy and email: lkennedy@tamdistrict.org
- Teacher – **Invite Teacher**
- Parent (Only if you are applying Early Decision to a college) – **Invite Parent**
 - Your parent will receive an email link to your Common App account – **they must sign in and electronically sign your Early Decision Agreement in order for your Counselor to submit your transcript and letter of recommendation.**

If you have completed the above steps, you will have successfully invited your Counselor, Teachers, and Parent (if needed) to submit letters of rec, transcripts, and information to the Common App on your behalf. You must then go to each school and in the “Recommenders and FERPA” section, choose “Assign” for the specific teacher(s) allowed to submit letters for that particular school. The Common App will not send a letter to a school unless it is assigned by you.