

College Application Steps - FHS (2024-25)

1. **Submit your college applications** of choice using one of the following methods. When setting up your account, be sure to use a personal email address and NOT your FISD gmail. (Note: SchoolLinks has an *Application Manager*, which is an **application tracking and document request management tool**. It is **NOT an application portal**, which means students cannot apply to colleges through SchoolLinks):

- A. Apply Texas (1st preference): All public and most private universities in Texas accept the Apply Texas Application. *Applytexas.org*
- B. Common Application (2nd preference): Assures your school records, teacher and counselor recommendations will be sent through SchoolLinks. *Commonapp.org*
- C. The college's own application: Use this if the college doesn't take Apply Texas or Common App.

2. **Check the email account used in step 1 within 2-3 days of submitting your application.** Most colleges will send an email upon receiving your application with instructions for you to set up your college portal with them. This portal will provide information on the remaining items needed for your application with the college including transcripts, test scores, etc. Read the instructions, and create and log into your portal regularly to see what items were received, what your colleges are still needing from you, and admission decisions.

3. Add your Colleges to SchoolLinks:

(Note: SchoolLinks has an Application Manager, which is an **application tracking and document request management tool**. It is **NOT an application portal**. Students must apply to colleges as described in Step 1.)

- A. Access SchoolLinks from any teacher's canvas page or by going to Schoollinks.com and clicking "Log In" in the top right corner. Choose "Login with Google", and login with your FISD gmail.
- B. Click on Colleges in the left navigation menu=> then choose "College Applications". The first time you access this, you will have to enter your address and sign off on your FERPA waiver.
- C. For your **CommonApp College Applications**, locate the CommonApp logo on the left and click the blue "Connect" button. You will be redirected to log into CommonApp. Once you login, your colleges will automatically appear under the "Incomplete" column.
- D. For **ApplyTexas or other Applications**, you will manually add each college by clicking on the blue "+ Add Application" button in the upper right corner. Using this button, add each college where you're applying, and they will each appear under the "Incomplete" column.

4. **AFTER YOU SUBMIT YOUR APPLICATIONS to colleges and add them in SchoolLinks, then you can send TRANSCRIPTS & RECOMMENDATION LETTERS: (IMPORTANT NOTE- Send these after you've done 1 -3 above)**

How to Send Transcripts:

- A. In the "College Applications" screen in SchoolLinks, under the "Incomplete" column choose a college by clicking on the pencil icon next to the college name, and you will be able to view the documents that are required and requested for that college.
- B. On the right side, you will see a column for "Counselor Documents". You will notice that any required documents from counselors (like initial and midyear transcripts, counselor recommendations (see step 5), or school reports) are **automatically input, but they are not automatically sent**. You do not have the ability to change these requirements. If you used CommonApp, a **school report** was requested for your school, which **contains your transcript**.
- C. To have the transcripts or school reports sent, you must go to the registrar's office with your ID (school or DL) and inform the registrar of which transcripts/school reports you wish to send. **They won't be sent until you tell the registrar in person to send them.**
- D. Note that you must log into your college portals to find out your college specific transcript requirements. SchoolLinks automatically requests transcripts, but some schools **DO NOT WANT** or require an official transcript. Instead they want students to complete the **SRAR** (Self-

Reported Academic Record) or some other self-reporting platform. Information and instructions for this will be found in the student's college portal (see step 2 above).

- E. You can obtain an **UNOFFICIAL** copy of your **transcript** in SchoolLinks under "Record Requests" found under the "School" tab on the left. This can be used to self-report your academic record.
- F. You can view the history and status of the 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 number available from Parchment.

How to Request Teacher Recommendation Letters (for Counselor Recommendations, see #5 below):

- A. In the "College Applications" screen in SchoolLinks, under the "Incomplete" column, click on the pencil icon next to the college name.
- B. In the middle of the screen, under the "Teacher Recommendation" column, you'll have an option to "Request Teacher Recommendations" if the college requires or allows them.
- C. For recommenders that are not current FHS employees, you will begin typing in the name of the recommender, and then you will have the option to add the person manually.
- D. Make sure to tell the recommender in person that you sent the request, and ask them to look for the email link from SchoolLinks.
- E. **If there is not an option to add a recommender** through SchoolLinks, this is probably because the college does not want Teacher Recommendation Letters or they do not play a significant role in the application process. If you still wish to send them, you may have an option to request one through your portal (see step 2 above) or have the recommender mail a physical copy to the school (find the school's preferred address on the college's website).

5. If the school requires a **Counselor Recommendation**, complete your Brag Sheet in your SchoolLinks Dashboard **first**, then go in person to your counselor to ask her to complete this recommendation. The brag sheet is located on the "Home" tab in the "Dashboard" under the green **To Do's** list in the middle of the screen in SchoolLinks. (Note: You may need to click "Show Remaining To Dos" to see the Brag Sheet.)

6. Complete 2025-26 FAFSA, which opens October 2024. Do not complete the FAFSA prior to October 2024 because you will be completing the FAFSA for the wrong year. (Fafsa.gov)

*This is a Graduation Requirement for **all** students. FHS counselors will help students in class to begin the FAFSA process, and our local community colleges host parent workshops throughout the year to help parents and students complete the FAFSA. Ask Mrs. St. John for more information about the workshops.

Ranking, Percentiles or Quartiles: FHS does not rank below the top 10%. If asked on an application, choose FHS is a "non-ranking school".

Self-reported Transcripts: For some schools like Texas A&M University-College Station, a transcript is not required to apply. You are responsible for completing the SRAR (Self-Reported Student Academic Record) or college specific reporting method. Note: It is recommended that you have an unofficial copy of your transcript (available in the "School" tab in SchoolLinks under "Record Requests") to help you complete this process. You are also responsible for uploading your Rank Letter (if you are in the top 10%), which is bundled with your transcript in SchoolLinks.

SAT/ ACT Scores: See individual college websites for "Test Optional" policies. If you choose to submit test scores, you are responsible for sending your scores to the college(s) to which you are applying. Test scores are not posted on your transcript per FISD policy. Visit [SAT](#) and/or [ACT](#) to send your scores directly from the testing agency. [collegeboard.org](#) [act.org](#)

See your counselor or refer to the [FHS College and Career Readiness](#) and [FHS Counseling Center Webpages](#) if you have any questions.