Link your Recommendation and Transcript Forms to save your student's teachers from duplicate work!

The schools listed above use *SchoolAdmin* to administer their online admission applications, and have agreed to use 'common' recommendations and transcript request forms to reduce the work of your student's teachers and administrators. If your student is applying to more than one school listed above, please use the 'linking' functionality in SchoolAdmin so your student's teachers and administrators need to complete forms just once.

The link functionality is only available in the SchoolAdmin portals (that parents and guardians can access); teachers who receive recommendation requests are not able to 'link' to a recommendation they have already completed.

How to Link Common Recommendations and Transcript Request Forms

1) Log in to the Application Portal for one of the schools listed above (where your student is applying.)

2) Send each recommendation and the transcript request form via the Portal to the appropriate teacher or administrator.

3) Log in to the Application Portal for *a different school* to which your student is applying.

4) Find the checklist item for one of the recommendations / transcript request forms, and click the '**Link Common Form'** button.

5) Select the correct form from the drop down menu. (ex. If you are looking to complete the Math Teacher Recommendation Form, choose the Common Math Teacher Recommendation link from the drop down menu.)

6) Complete this process for all of the recommendations and within each Application Portal (where your student is applying.)

7) You are finished! When the teacher completes and submits the recommendation, the checklist item will be marked as 'complete' in each Application Portal.