



2024-2025 The College Application Process Reference Guide SENIORS

Transcripts can be processed through SchoolLinks starting August 15, 2024

To access your SchoolLinks account, go to your student resource page <https://resources.svsd.net> and click on the SchoolLinks icon page. Seneca Valley School District will appear in the next screen. The last step is to click on "Log-in using Active Directory".

****STUDENTS: If the system prompts you to Log-in, use your SV USERNAME@svsd.net & SV PASSWORD in the spaces.**

****PLEASE NOTE: ALLOW 5 SCHOOL DAYS FOR SENECA VALLEY SHS TO PROCESS ANY TRANSCRIPTS****

Once a senior adds (after August 15th) a college/university to their SCHOOLINKS COLLEGE APPLICATIONS section (under the Colleges Tab), transcripts will **AUTOMATICALLY** be processed – seniors **DO NOT** have to request them.

If a school requires the Self-Reported Academic Record (SRAR), you still **MUST ADD THOSE SCHOOLS** to the College Applications section under the Colleges Tab and indicate that an SRAR was completed. On the SRAR, you will report all of your high school courses and grades. You should copy them exactly as they appear on your transcript. Be **VERY** careful and **HONEST** when reporting because these schools will require a final transcript if you choose to attend there. To assist you with transcript accuracy, you can access your **UNOFFICIAL** transcript from your student portal.

General Application Guidelines

1. All applications are done online.
2. Read the directions! Follow them!
3. Start early and save often.
4. Graduation is **May 29, 2025**, your graduation year is **2025** and your class size is **580**.
5. Be sure that you are using your FULL NAME. It must match exactly what is on your transcript and test scores. (If your name is Jonathan and you go by John, you need to use Jonathan).
6. Be sure to check deadlines and requirements and make sure that all elements of the application are submitted before the deadline.
7. It's acceptable to send different pieces at different times-colleges will collect all of the elements (application form, test scores, transcript, recommendations, etc.) and put them into a student file. Once all of the required pieces are there, it's a complete application. It does not matter the order in which it was received.
8. When writing an essay that has a maximum "character" requirement, this means everything you type including spaces, numbers, punctuation marks, etc. Make sure to answer the question(s).
9. Have someone check everything over. College essays can be submitted to your English teacher.
10. If you are asked to report your GPA, (and it does not indicate "weighted" or "unweighted"), list your weighted.

Test Scores—Check institutions to evaluate SAT/ACT options respective to college admission, choice of major, and scholarship opportunities:

TEST-OPTIONAL MAY STILL BE A CHOICE

SVHS **DOES NOT** report scores on the transcript.

- Students are responsible for sending colleges and universities their official SAT and/or ACT scores. Request your scores be sent directly from the SAT or ACT websites (there is a fee for each score requested). It can take at least **3 weeks** for colleges to receive those scores.
- If your highest sub score is across multiple ACT/SAT scores, you may want to send all ACT/SAT scores containing them. This is also required for the schools that super score.

COLLEGE APPLICATION OPTIONS

1. *School Specific – Online Application

Most colleges and universities offer access to applications through their websites. If you want to apply directly to a college, university, or career/technical school, you can access these applications through their website or SchoolLinks. ***Some students find using school specific applications easier than using the Common Application, especially if applying to less than 4-5 schools.**

2. Common Application and “Common Errors”

Before connecting your Common Application to SchoolLinks, complete the following steps:

1. **Create a Common App account first with your own personal email (not svsd email).**
2. Add Seneca Valley High School as your current high school.
3. Add at least one college to your Common App account.
4. Sign the FERPA (Family Educational Rights & Privacy Act) Request Authorization Form. Students often do not know which FERPA box to check and may check the wrong box. We strongly suggest students waive their right to access information, as it makes letters of recommendation more credible. **YOU WILL NOT BE ABLE TO GO BACK AND CHANGE YOUR ANSWER ONCE A RECOMMENDER HAS SUBMITTED** or you send out an application.

To connect accounts with SchoolLinks:

1. In SchoolLinks, click on Colleges (left tab of dashboard)>Click on College Applications>Click Connect (under External Accounts-bottom left).
2. Instructions will appear based on whether a Common App account was created.
3. You will log in to Common App or be directed to create an account. Next, you will Agree to terms and Click Connect.
4. You will be redirected back to SchoolLinks where your colleges will be populated from Common App. See further instruction on the SHS webpage about linking the accounts if you have questions.

3. Coalition Application

1. If you are applying via Coalition, you **MUST** check the box that states you will send documents externally from the application.
2. Request all documents through SchoolLinks as you would for any other institution.

Transcript Processing Information for College Applications

To process transcripts for college applications, all students must complete the following first:

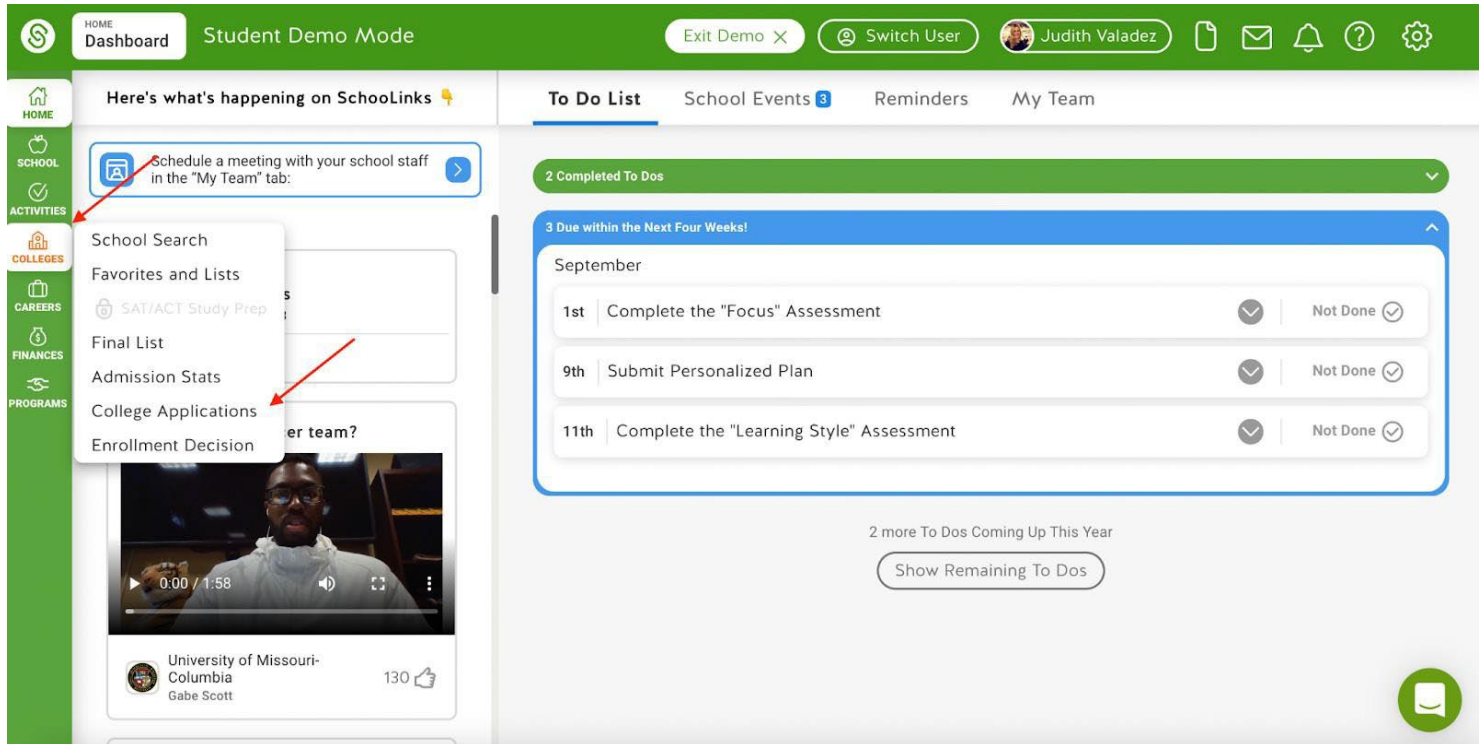
1. Have your PARENT/GUARDIAN complete the **Parent Release Authorization after July 1st** in the parent portal.
 - a. Log-in to SV parent portal
 - b. Click on the SchoolLinks icon
 - c. Authorize the release of student transcripts

***PLEASE NOTE: Completing the Parent Release Authorization does not provide authorization instantaneously. It can take up to one week to process this step. Please plan accordingly.**
2. **Update your student profile page** in SchoolLinks by clicking on your name (top right) of your Dashboard. Be sure to complete the My Story, Experiences, Bragging Rights and Academics sections.
3. **After August 15th**, go to the Colleges Tab and under College Applications, complete the **Application setup questions** (Personal details/Personal email used for applications, Fee Waiver eligibility, and FERPA waiver).
4. **Complete/update the “BRAG SHEET”** under College Applications (on the left).
5. If parents/guardians haven't created an SV Parent “view only” SchoolLinks account, please do so by sharing a unique parent /guardian link to use in creating their account. Students can find this link under the Gear icon (top right) of their dashboard and click on Settings, then Your Guardians. Students can then copy the link and share it. This account gives parent/guardians access to view student's college and career readiness journey including viewing college applications.

How to Process Transcripts in SchoolLinks for College Applications

Accessing Application Manager

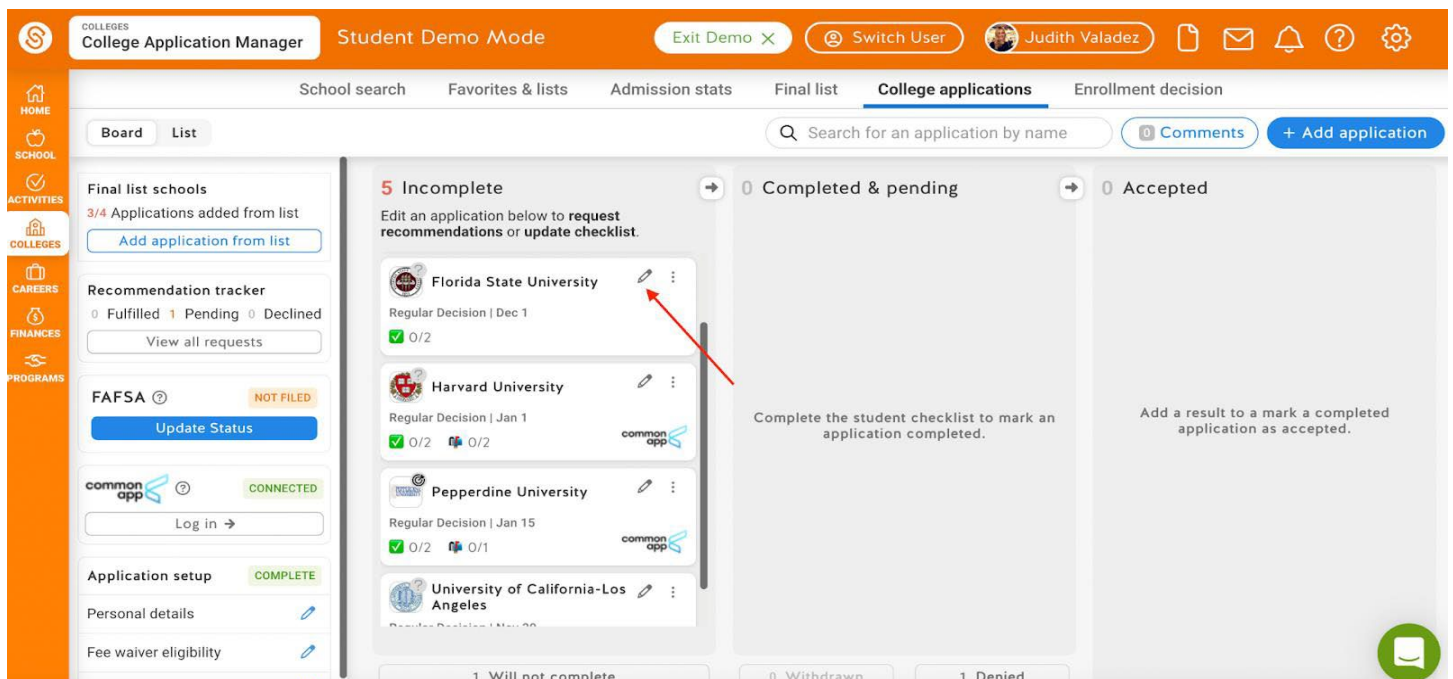
Hover over the **Colleges** icon and click **College Applications**.



For initial or mid year transcripts

Click on Add application if the college/university is not there (if you connect to Common Application, they will appear from that application) or Add application from your Final list schools (top left of dashboard) . You can edit an application or update your checklist by clicking on the pencil icon. If it's a new application, you'll need to click on "Add application from list" in the top right, fill in the details of the type of application, and click

Save Application. Next, you'll see the application details page.



Once on the application details page, you will notice that any required documents from counselors (like initial and midyear transcripts) are automatically requested. You do not have the ability to change these requirements, but if there's something you would like added to this list, you can reach out to your counselor in the Message Center.

The screenshot shows the 'College Application Manager' interface in 'Student Demo Mode'. The top navigation bar includes 'Exit Demo', 'Switch User', and the user's name 'Elizabeth Kha'. The main content area is divided into three sections: 'STUDENT CHECKLIST', 'TEACHER RECOMMENDATIONS', and 'COUNSELOR DOCUMENTS'. The 'COUNSELOR DOCUMENTS' section is highlighted with an orange border and shows two items: 'Initial Transcript' and 'Mid Year Transcript', both fulfilled on 08/23/2021 by Ben James. A 'Request Counselor Document' button is visible at the bottom of this section. The 'TEACHER RECOMMENDATIONS' section shows '2 Required | 1 Optional' and includes a 'Request Teacher Recommendation' button.

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 available from Parchment:

This screenshot shows a different application detail view. The 'COUNSELOR DOCUMENTS' section is highlighted and shows a 'Transcript' document. The document status is 'Sent via Parchment (Doc ID: [redacted])' on 10/08/2021 by L. Below this, it shows 'Fulfilled 09/13/2021 by L' and 'Added 10/06/2021 as preset'. A 'Request Counselor Document' button is located at the bottom of the document card. The 'TEACHER RECOMMENDATIONS' section shows '3 Optional' and includes a 'Request Teacher Recommendation' button.

Transcript Processing for Scholarships, Athletics (NCAA, NAIA), and Other

Sometimes you'll need to send a transcript to an organization that's not a college. For example, you might need to send a transcript for a scholarship application, military recruiter or to the NCAA Eligibility Center.

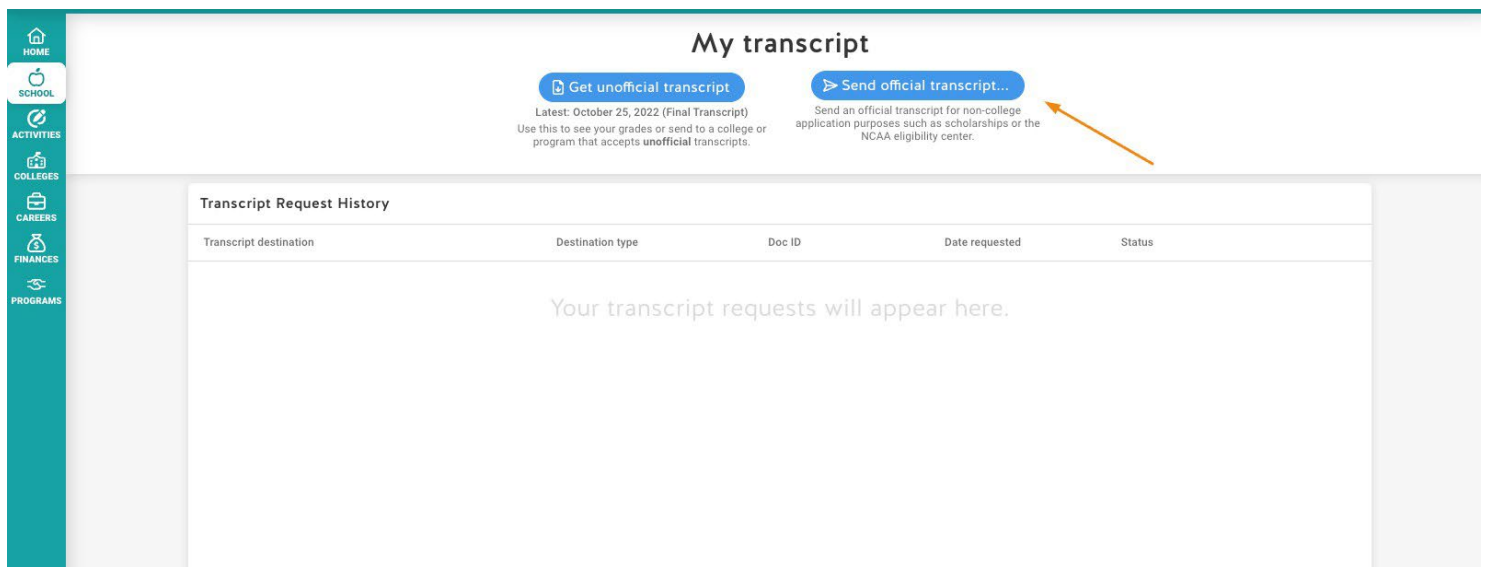
Note: Transcripts are automatically sent when students add the college/university to the College Application section. The steps below are for Other transcript requests.

1. Processing Other Transcript Requests

From the dashboard, click the **School icon** on the left navigation sidebar, then select **Record Requests** from the drop-down menu.

2. Requesting Other Transcript

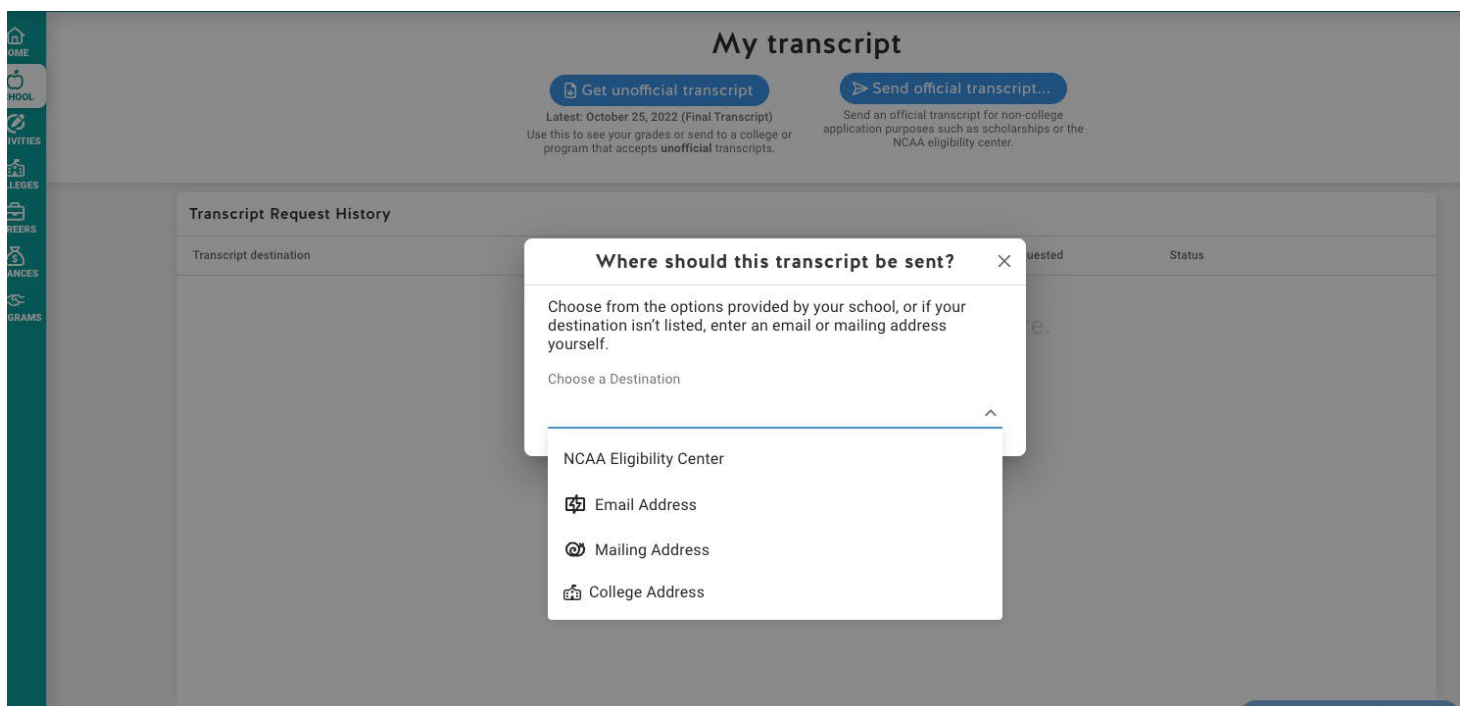
Click the **Send Official Transcript** button.



There are three different ways you can send your transcript to non-colleges:

- NCAA Eligibility Center,
- Email Address
- Mailing Address

Select the method you will use to send your transcript.



NCAA Eligibility Center

The email address for the NCAA Eligibility Center will automatically appear.

Click **Send Transcript**.

Email Request

Fill in the organization name, receiver name, and receiver email.

Then click **Send Transcript**.

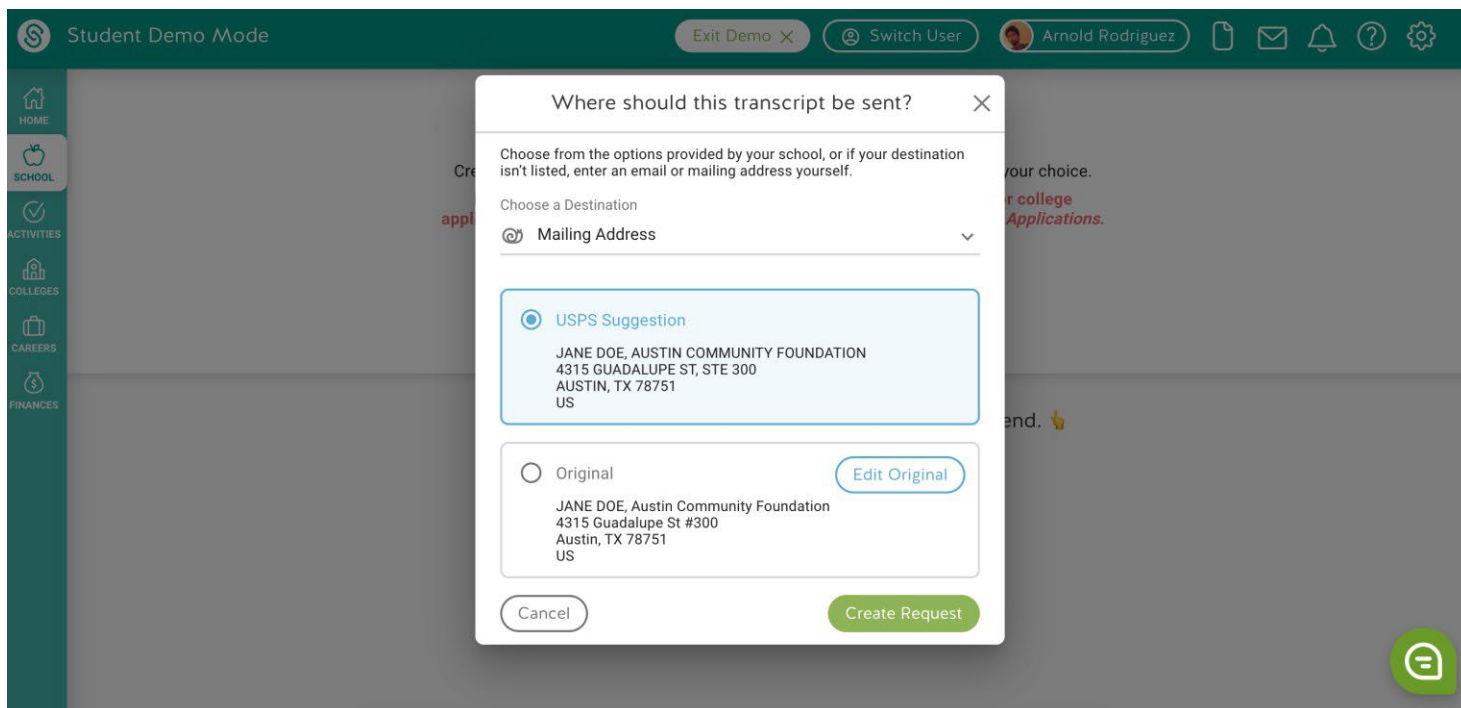
Mail Request

Fill in the organization name, receiver name, and address.

Then click the **USPS Validate** button. This will make sure the address you put in is correct.

You can either select the USPS address or select the address you typed in.

Then click **Create Request**.



3. Tracking Transcript Requests

After you send your request, you'll see your request, the date you requested it, and its status.

When the transcript has been sent, you'll see the status change in Transcripts Request History. If the destination type is Electronic, you will also see a Document ID once the transcript is received by the recipient.

Use Manage Transcripts to request transcripts for scholarships and athletics and to keep track of your general transcript requests, whether for college applications or scholarships.

Letters of Recommendation

Research admissions requirements, some colleges do not require letters of recommendation, and others may ask for one or two.

Directions

1. Be sure to ask your teacher/counselor in person **BEFORE** submitting your requests. * **PLEASE NOTE:** Give your recommenders at least 2 weeks to write your letter. Last minute requests may not be honored or could result in a generic letter. Don't forget to write a thank you! *
2. As you complete your applications, request and keep track of letter of recommendation requests in SchoolLinks.
3. Follow up in person to make sure teachers have received your request.
4. Counselor letters of recommendation will be completed only if an institution requires them. Your School Counselor will automatically complete Common App recommendations. You must make an appointment to meet with your School Counselor for all other requests.

DO NOT request a teacher letter of recommendation through the Common Application! SVHS is a SchoolLinks school. Counselor and teacher letters of recommendation will be sent electronically through SchoolLinks.

Letters written by teachers or adults outside of SVHS need to be sent by mail or electronically through the Common Application as "**Other Recommender**" or if it is for a Non-Common Application school, all letters can be sent from SchoolLinks.

Recommenders spend a tremendous amount of time writing letters. If you asked a teacher/counselor for a letter of recommendation but **no longer need one, please inform them IMMEDIATELY!**

Student: Requesting Common App Teacher Evaluations (Letters of Recommendation)

Note: This **applies only to requesting a Teacher Evaluation for a Common App school**. Non-Common App schools require a Letter of Recommendation so you'll need to refer to this article to [request a Letter of Recommendation for a non-Common App school](#).

Getting Started

If you have not yet linked your Common App account to SchoolLinks, the first step is to [Set Up Your Common App Account](#) which includes linking your account to SchoolLinks. You won't be able to request recommendations without this step.

When using SchoolLinks with Common App, you will need to request all of your recommendations through SchoolLinks. In Common App under the Recommenders section, you'll see the following message for *both* teacher and counselor requests:

1. Requesting Teacher Evaluations

From the dashboard, 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 school you want to request a teacher evaluation for.

The screenshot displays the 'College Application Manager' interface in 'Student Demo Mode'. The top navigation bar includes 'Exit Demo X', 'Switch user', and the user's name 'Arden Nelson'. The main navigation sidebar on the left includes icons for Home, School, Activities, Colleges, Careers, Finances, and Programs. The main content area is titled 'College applications' and features a search bar, a 'Board' view, and a 'List' view. The 'List' view shows three incomplete applications: American University (0/1 checklist items, 0/1 recommendations), Baylor University (0/2 checklist items, 'Deadline passed!'), and Rice University (0/3 checklist items, 0/2 recommendations). The dashboard also includes a 'Recommendation tracker' with 'Fulfilled', 'Pending', and 'Declined' counts, a 'FAFSA/TASFA' status of 'NOT FILED', and 'Application setup' which is 'COMPLETE'. A 'Log in' button for the Common App account is visible. The top navigation bar includes 'Exit Demo X', 'Switch user', and the user's name 'Arden Nelson'.

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. For more information visit [Completing FERPA Authorization](#).

American University >
Admissions | Application Info | Financial Aid

Application Status: In Progress

Type	Deadline	Method	Fee Waiver	Fin Aid
Regular Decision	01/01/2021	common app	<input checked="" type="checkbox"/>	-

STUDENT CHECKLIST

- Do you plan on applying for financial aid?
 Yes No
- Does this school require Test Scores? (ACT or SAT)
 Yes No
- Submit Application
Submit your application forms and any required essays.

common app
Complete FERPA Waiver to view these requirements and request evaluations.
[Login 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.

American University >
Admissions | Application Info | Financial Aid

Application status: In Progress [Comments](#)

Method	Type	Deadline
Common App	Regular Decision	Jan 15

STUDENT CHECKLIST

- Test Scores ...
Official SAT and/or ACT Scores
- Submit Application on Common App
[Complete on Common App >](#)

TEACHER EVALUATIONS
Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks.
1 Required • 1 Optional
[+ Add Recommender](#) Required
[+ Request Teacher Evaluation](#)

COUNSELOR DOCUMENTS
All required documents are determined by Common App and automatically requested from counselors. Students must contact their counselor to request inclusion of optional documents.

- School Report (General)
[+ Added 12/21/2022 as preset](#)
- Mid Year Report (General)
[+ Added 12/21/2022 as preset](#)
- Counselor Recommendation (General)
Not needed

[+ Request Counselor Document](#)

Adding a Recommender

You have a few options when it comes to determining who you would like to request an evaluation from:

1. Choose an existing evaluation
2. Request an evaluation from a new teacher with an account

3. Request an evaluation from a new teacher without an account

Request Teacher Recommendation



Select the type of recommendation.

General (Most common)

Not specific to a college and can be assigned to any application



College-specific

Customized for this college and can only be assigned to this application



Your school has disabled college-specific recommendations.

Assign a teacher to complete a teacher evaluation for **Baylor University**. They'll receive an invitation to fulfill your request on SchoolLinks.



If this college requires a counselor recommendation, it will be automatically requested in "Counselor Documents".

Search teachers

Justin Mills		PENDING
Ben James		PENDING
Katie Smith counselor@test.com		
Counselor SchoolLinks counselor@schoolinks.com		
Aaron Harper AHarper@counselor.com		
Nathan Hart NHart@counselor.com		

Choose an existing evaluation to assign to this application

If you have already requested a teacher evaluation for another school, 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

You can also request an evaluation from a new teacher by searching 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.

Request an evaluation from a new teacher who does NOT have a SchoolLinks account by adding them manually

If after searching for your teacher you don't see the teacher listed, you can click **Add them Manually**. This will open up an option for you to 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.

Search for teachers by name or email address.

justin

Kenneth Belton staff071@demo.com

Justine Lester staff116@demo.com

Don't see your teacher listed? [Add them manually](#)

Regardless of the method you chose, once you have selected a teacher, click **Next**. You will then be prompted to add a subject and an optional custom message that will be sent to your teacher along with your evaluation request.

✕

Invite a teacher to fulfill your request on SchoolLinks or [search teachers instead](#)

First name: Andrea

Last name: Sellers

Email: staff187@demo.com

Subject: Other

(Optional) Add a custom message to send to your teacher along with your request:

Custom message

[Empty text area for custom message]

To finalize the request, click **Submit Request**. You will now see the assigned teacher's name and the status of your teacher evaluation! The teacher will be alerted that you have requested an evaluation and will be instructed to complete it for your application.

Tip: If the college accepts *optional* teacher evaluations, you can request them by clicking **Request Teacher Evaluation** and performing the same steps above to add an additional evaluation.

Tracking and Editing your Letters of Recommendation

Requesting an evaluation is only the beginning of the process - the next step is ensuring that the teacher completes the requested evaluation. If you'd like to check on the status of all of your requests for a Letter of Recommendation (non-Common App) or Teacher Evaluations (Common App) or want to change your recommender to someone else, you can do so by following the instructions in this article, [Tracking and Editing Teacher Evaluations and Letters of Recommendation](#).

Student: Requesting an Other Recommender on Common App (Non-Teacher Evaluations)

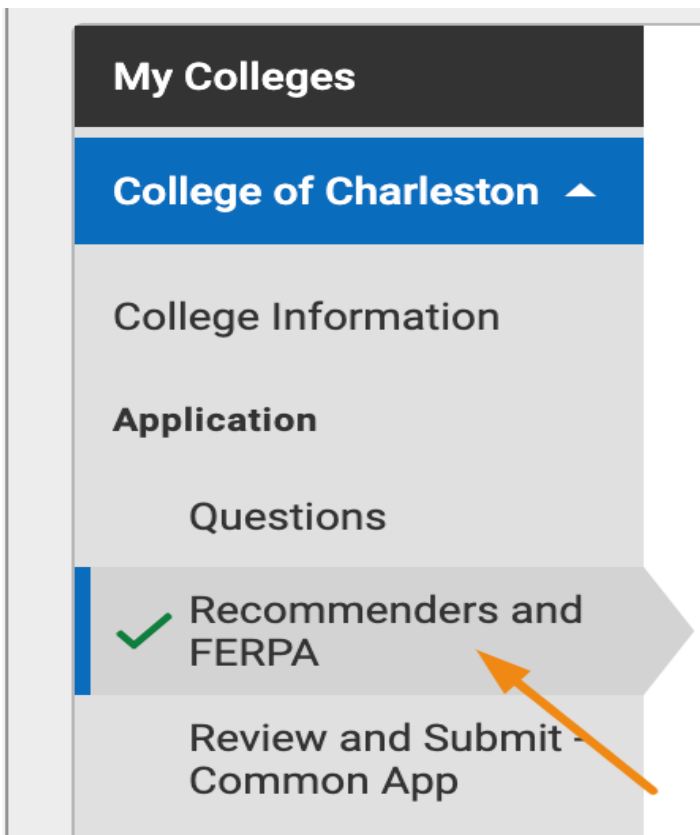
In this article, we will show students how to request an **Other Recommender** in Common App. This applies to any recommendation you are requesting of someone who is not a teacher (ex. athletics coach, employer, volunteer supervisor, etc.)

Note: This applies only to requesting a Non-Teacher Evaluation for a Common App school. Refer to this article to [request a Common App Teacher Evaluation](#). Refer to this article to [request a Letter of Recommendation for a non-Common App school](#).

1. To request an outsider recommender, you need to login to the [Common App](#)

- From the dashboard, click the **"My Colleges"** tab on the top navigation bar.
- Select the college that you want to invite other recommender.

2. Click on **Recommenders and FERPA** tab under the college name.



- Scroll down to "Other Recommender".

3, Click "Invite Other Recommender."

- Fill out the pop out form and click "add."

✓ Other Recommender

Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.

Recommender types accepted by this college:

- Arts Teacher
- Clergy
- Coach
- College Access Counselor
- Employer
- Other

Required: 0 Optional: 1

[Invite Other Recommender](#)



Student: Requesting a Teacher or Other Letter of Recommendation (non-Common App school)

Why would I request a letter of recommendation on SchoolLinks?

Requesting a letter of recommendation on SchoolLinks allows for you to electronically send that letter to the colleges that you're applying to. You can also track if and when your recommendation letters have been uploaded.

Your recommenders will have access to your SchoolLinks profile to help them write the best letter possible. To learn how to update your profile, go to [Building your student profile](#).

Tip: It's usually best to personally ask anyone you want to request a recommendation from BEFORE you submit a request for a letter of recommendation on SchoolLinks.

1. Accessing the College Application to request a Letter of Recommendation

Start by clicking the **Colleges** icon, then **College Applications**.

2. Select the College Application

Note: If you haven't started tracking any college applications in SchoolLinks yet, you should check out this article on [how to add a college application](#).

Here, you will select the application for which you need to request a letter of recommendation by clicking on the School or the **Edit** pencil.

3. Adding a Letter of Recommendation

On the college's application requirement page, if the school requires a specific number of recommendations you will click on **Add Recommender**. If requirements are optional you will click on **Request Teacher Recommendation**.

4. Selecting your Recommender

Adding a Recommender

You have a few options when it comes to determining who you would like to request an evaluation from:

1. Choose an existing recommender

2. Request a recommendation from a new teacher with an account
3. Request a recommendation from a new teacher without an account

Request Teacher Recommendation



Select the type of recommendation.

General (Most common)

Not specific to a college and can be assigned to any application



College-specific

Customized for this college and can only be assigned to this application



Your school has disabled college-specific recommendations.

Assign a teacher to complete a teacher evaluation for **Baylor University**. They'll receive an invitation to fulfill your request on SchoolLinks.



If this college requires a counselor recommendation, it will be automatically requested in "Counselor Documents".

3



Search teachers

Justin Mills

1

PENDING

Ben James

PENDING

Katie Smith counselor@test.com

2

Counselor SchoolLinks counselor@schoolinks.com

Aaron Harper AHarper@counselor.com

Nathan Hart NHart@counselor.com

Choose an existing recommender to assign to this application

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

Request a recommendation from a new teacher who has a SchoolLinks account

You can also request a recommendation from a new teacher by searching for them by name in the search field.

Request a recommendation from a new teacher who does NOT have a SchoolLinks account by adding them manually

If after searching for your teacher you don't see the teacher listed, you can click **Add them Manually**. This will open up an option for you to provide their First and Last Name and Email to request a recommendation from them. Note: You must use the search first in order to see this option.

Regardless of the method you chose, once you have selected a teacher, click **Next**.

You will then be prompted to add an optional custom message that will be sent to your teacher, along with your evaluation request.

Invite a teacher to fulfill your request on SchooLinks or [search teachers instead](#)

First name
Andrea

Last name
Sellers

Email
staff187@demo.com

(Optional) Add a custom message to send to your teacher along with your request:

Custom message

Cancel

Submit Request

To finalize the request, click **Submit Request**.

You will now see the assigned teacher's name and the status of your teacher evaluation! The teacher will be alerted that you have requested an evaluation and will be instructed to complete it for your application.

The screenshot displays the 'College Application Manager' interface for the University of Pennsylvania. At the top, it shows 'Student Demo Mode' and 'Exit Demo X'. The user is identified as 'Arden Nelson'. The main content area features a 'University of Pennsylvania' header with navigation links for 'Admissions', 'Application Info', and 'Financial Aid'. The application status is 'In Progress' with a deadline of 'Jan 05'. Below this, there are three columns: 'STUDENT CHECKLIST' with 'Submit Application' and 'Test Scores' items; 'TEACHER RECOMMENDATIONS' with a list of recommendations including 'Andrea Sellers (General)'; and 'COUNSELOR DOCUMENTS' with 'Transcript', 'Mid Year Transcript', and 'Counselor Recommendation (General)'. A sidebar on the left contains navigation icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS.

5. Tracking and Editing your Letters of Recommendation

Requesting a recommendation is only the beginning of the process - the next step is ensuring that the teacher completes the request. If you'd like to check on the status of all of your requests for a Letter of Recommendation (non-Common App) or Teacher Evaluations (Common App) or want to change your recommender to someone else, you can do so in [Tracking and Editing Teacher Evaluations and Letters of Recommendation](#).

College Events (Rep Visits, College & Career Speaker Series, Fairs)

SVHS hosts various post-secondary events including:

- Rep Visits: students have opportunities to meet with college representatives at the Senior High School. Attending a college rep visit shows demonstrated interest. Colleges want to see that you are interested in them and believe you are a good fit.
- College & Career Speaker Series: students and parents have opportunities to attend college and/or career informational sessions. Topics vary each month.

Students **MUST** sign up to attend these events through their SchoolLinks account.

Directions

1. In SchoolLinks Click on **School Events** at the top of the dashboard homepage. Scroll down to view events.
2. Click on **title of event** to get a description and click on **Register** if you would like to attend.
3. A green registration message appears at the top of the **School Events** page. Either screen shot or print this page, as it will be your pass to attend the event.

Scholarships

Scholarship opportunities are posted in SchoolLinks.

- To access National scholarships, click on **Finance Tab (on left)**> go to **Scholarship Matching > Indicate Eligibility, Interest & Colleges and view Matches. Favorite any interested Scholarships**
- To search scholarships locally and what SV advertises, go to **District-Posted**. Some programs/scholarships require the CSS/Financial Aid PROFILE to be completed, in addition to their own application. Check your colleges'/programs' information to determine whether they require the PROFILE.

Our local scholarship packet will be available to students in mid-February. It consists of:

- General Scholarships- open to anyone pursuing post-secondary education.
- Specific/Limited Scholarships- unique to a group of students i.e. students that will be attending a specific college, declared a certain major, lives in a specific zip code, etc.