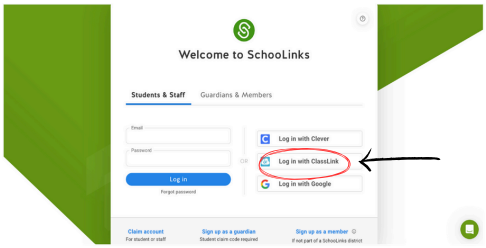
Stillwater Area High School

COLLEGE APPLICATION HANDBOOK

SchooLinks

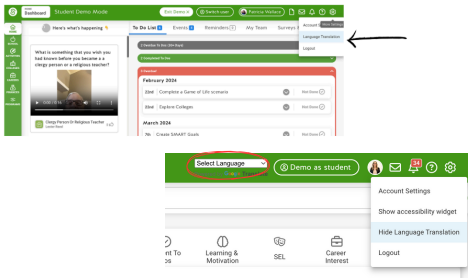
1

LOG ON & CHANGE YOUR LANGUAGE (OPTIONAL)



Log in using your school-issued Google account.

https://app.schoolinks.com/login/k12



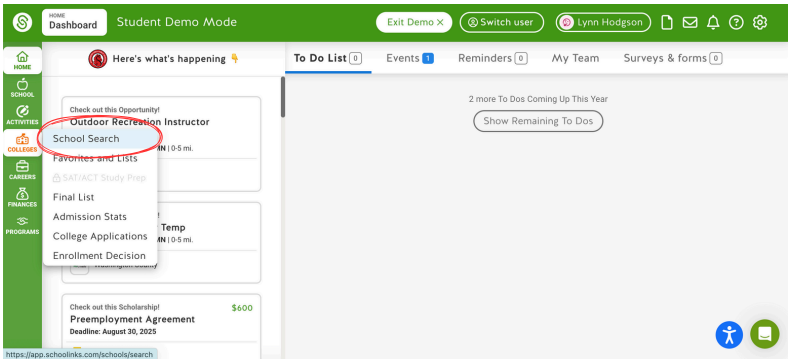
If you prefer a different language other than English, click on the gear in the upper right hand corner and then click on “Language Translation”.

2

SEARCH COLLEGES

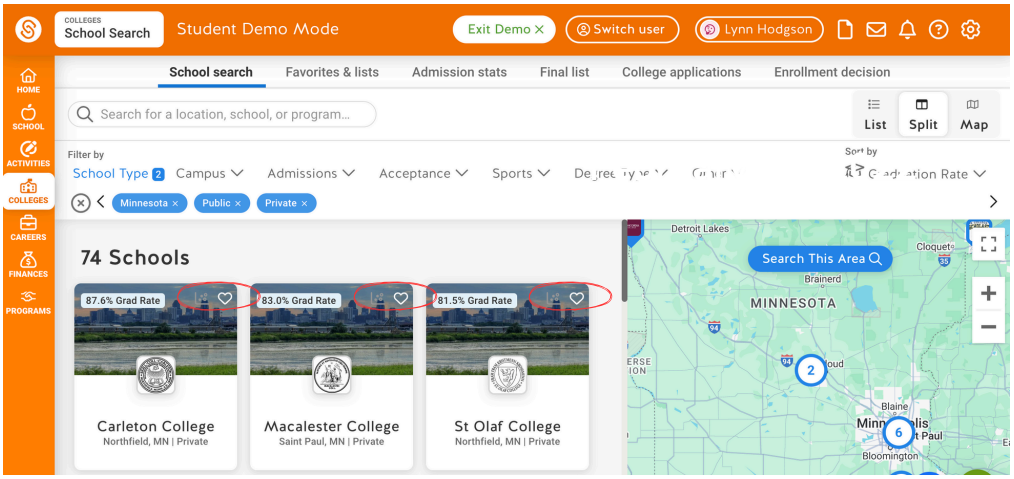
On the left menu, click on “Colleges” and hover over “School Search”

Access: Colleges > School Search



Save Your Favorites!

Click on the heart icon in the upper right hand corner and it will save your college. You can also create lists of schools!

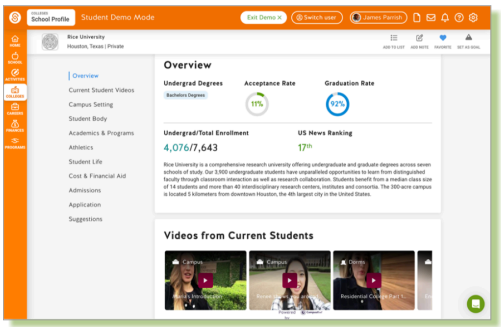


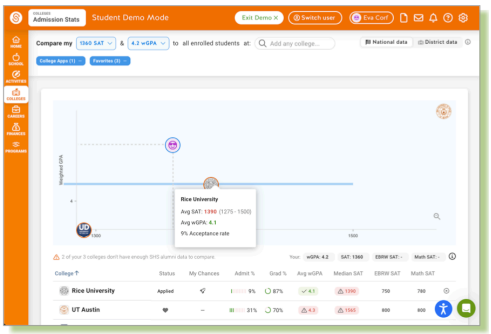
School Search

- Default filters include state, public, and private
- Use additional filter options to further narrow down search results
- Use search bar to search for school and program directly or to change the state filter
- Click school card to open School Profile

School Profile

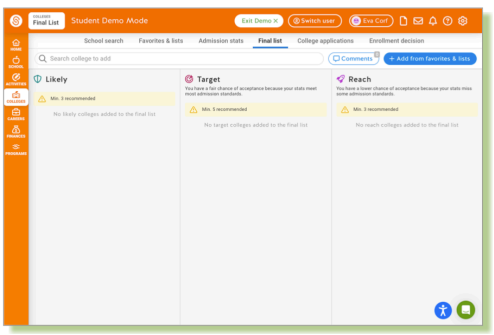
- Learn about admission stats, campus life, application requirements, and more!
- Watch current student videos
- Favorite & add to a school list





Admission Stats

- You can compare your test scores & GPA to national & district college admissions data
- You can manually add their test scores and GPA if you don’t see yours on there.





Final List

- Keep all schools of interest organized by likelihood of acceptance
- Required minimum for each category customizable at the district & school level
- The final list categories will be auto-selected for students if their test scores and GPA are on file in SchooLinks. You can manually do it too!

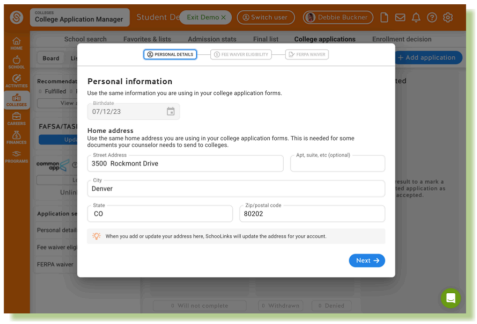
3

COLLEGE APPLICATIONS

Access: Colleges > College Applications

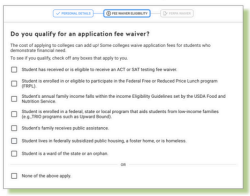
Applications Setup

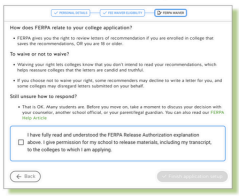
The first time you log in you will be prompted to complete a 3-part setup process.



Fee Waiver & FERPA

Complete both of these documents. FERPA cannot be edited after setup.





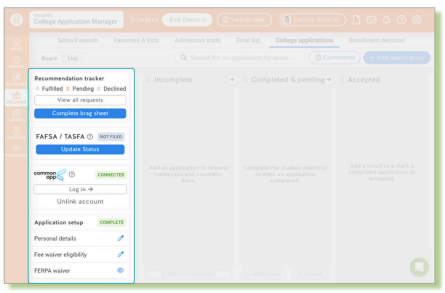
College Application Dashboard

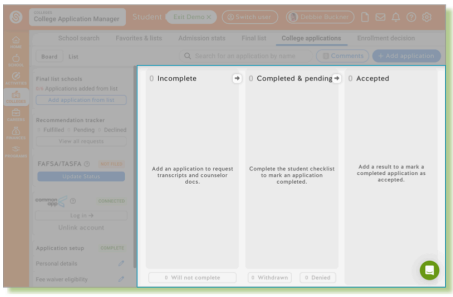
Side Panel

- Final List Schools
- Recommendation Tracker
- FAFSA File Status
- Common App Connection
- Application Setup

Application Status Lists

- Incomplete
- Completed & Pending
- Accepted





Add Applications

Adding Methods:

- Add an application from Final List
- Add an application not on Final List from + Add application button

⟶ **Select Application Status**

Upon adding an application, students will be prompted to select:

- Application Method
- Application Type
- Student Requirements

Manage Application Requirements

Student Checklist

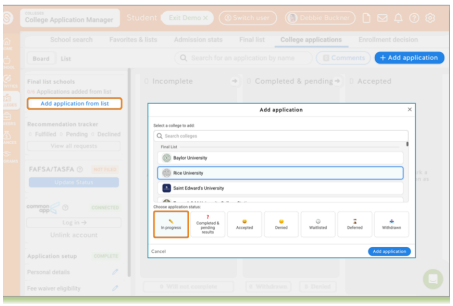
- Items to be completed by you
- Optional items can be added/removed

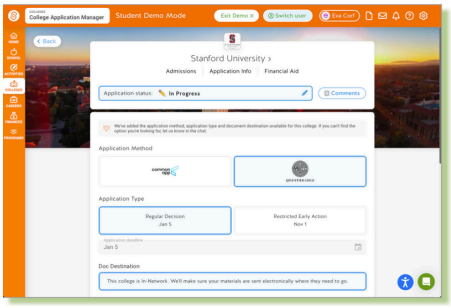
Teacher Recommendations

- Shows required number of recommendations with instructions

Counselor Documents

- Shows requested counselor documents
- You cannot edit this

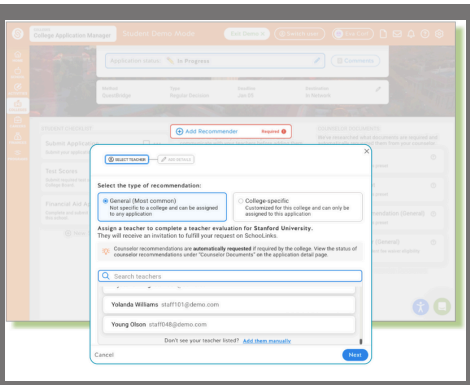




Request Letters of Recommendation

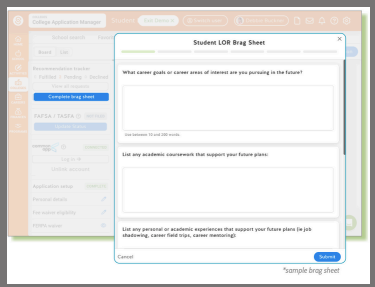
All letters of recommendation need to be requested through SchooLinks. You can search for teacher or enter a teacher manually if not in the list

The teacher is alerted via email of the request.



Complete Brag Sheet

You can complete a brag sheet for recommenders to review

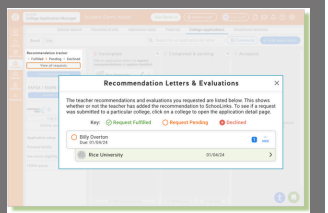


*sample brag sheet

Track Recommendation Letter Status

View recommenders and colleges along with status:

- Fulfilled
- Pending
- Declined

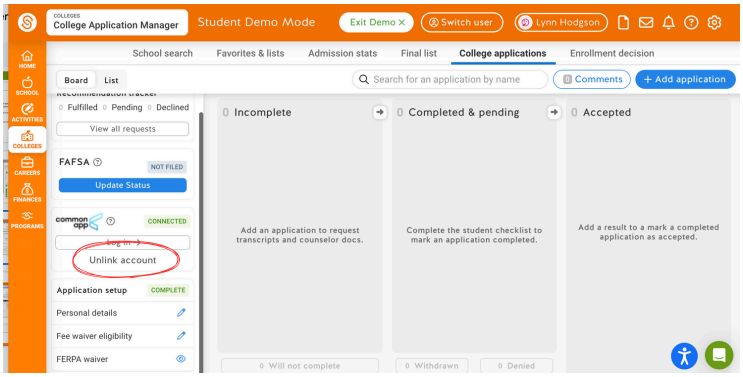


You are not able to see your letters of recommendation, even if you have not waived your right to them.

4

APPLYING WITH COMMON APP

Access: Colleges > College Applications



Link to Common App

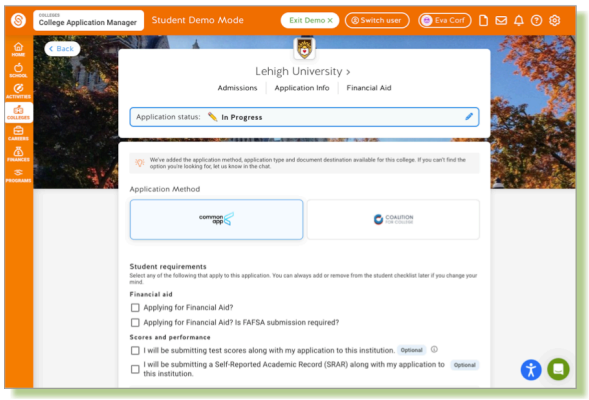
On the left, you will see the Common App logo. Under the click "Link to Common App."

Complete Application in Common App

Upon selecting Common App as the application method students will be redirect to Common App to add the application details including:

- Application deadline
- Fee Waiver qualification

- These details will be then be sync with SchooLinks



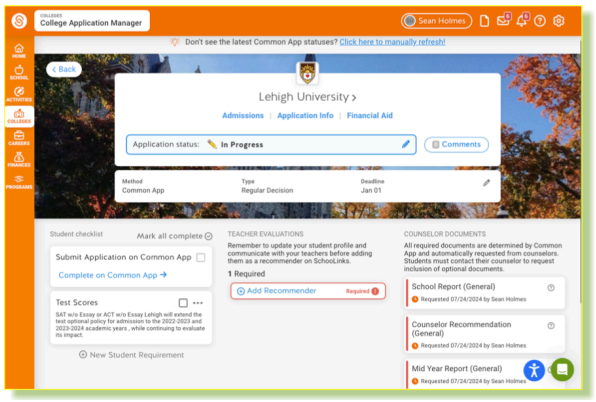
You will need to complete the Fee Waiver & FERPA in Common App and SchooLinks.

Complete both of these documents. FERPA cannot be edited after setup.

Common App Requirements

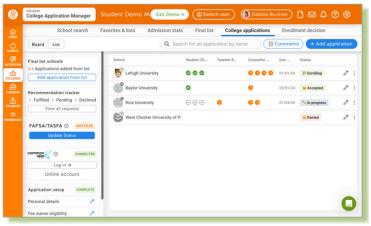
Common App counselor documents will be auto-requested:

- School Report
- Counselor Recommendation
- Mid Year Report



Applications List View

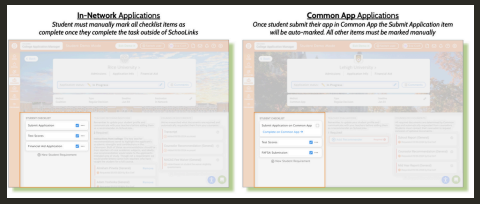
View all applications in list view, seeing the status of all requirements a single dashboard



UPDATE APPLICATION STATUS

Complete Student Checklist

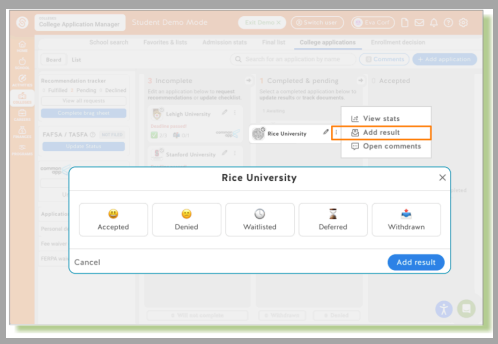
Applications move from Incomplete to Completed & Pending when every item on the student checklist is marked as complete.



Report Application Results

To add an application result:

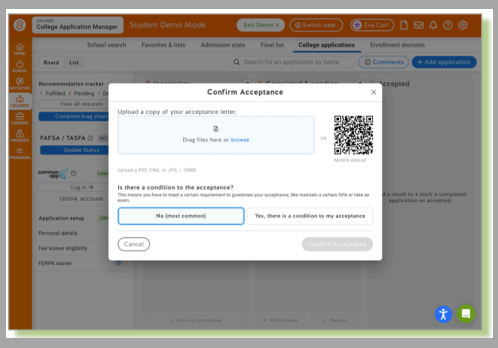
- Click the three dots
- Select Add result
- Select result



Confirm Acceptance

- You will be prompted to upload verification of your acceptance

- You will specify whether or not there is a condition to the their acceptance



5

REQUESTING OFFICAL TRANSCRIPTS

You can requst transcripts for the following reasons:

NCAA
Scholarships
Financial Aid
Insurance

1. From your dashboard, click on School and click on “Record Requests”.

2. Click on “Send official transcript”.

3. Click on where you want your offical transcripts to go.

4. You can ask a customized message (optional).

5. Click “Send transcript”

6. Track your progress

