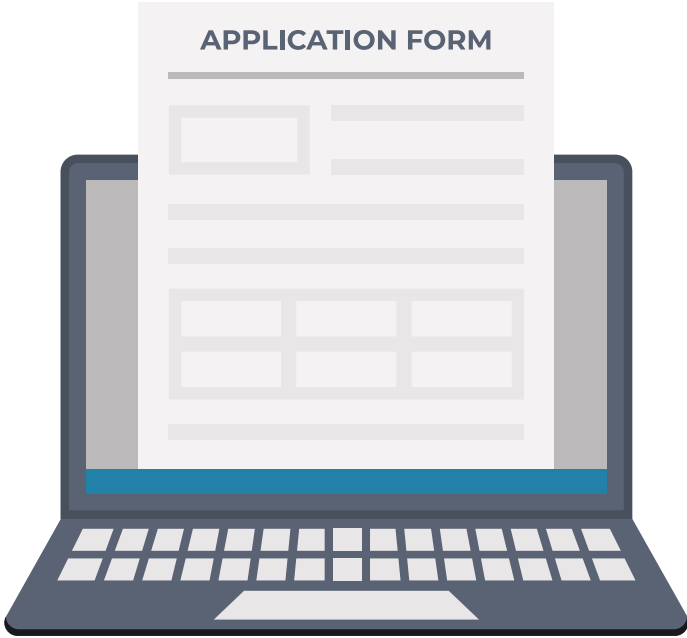


Request & Track Your Transcript with SchoolLinks

Rockwood Summit High School



01 Onboarding to SchoolLinks

Log in at schoolinks.com/login

- Sign in with Google (use your RSD account)
- Complete the onboarding process:
Complete the Find Your Path Assessment to find your personality and career matches. Choose your Career Cluster and potential majors.

02 Get Set Up to Request Documents

From the Dashboard Menu, click the Colleges button from the left menu then select College Applications and follow the prompts to get set up.

- Add your email and mailing address
- Determine your fee waiver eligibility
- Complete the SchoolLinks FERPA waiver in order to start tracking your applications.

03 Connect to Common App

Only complete this step if you are applying to colleges using the [Common App](#).

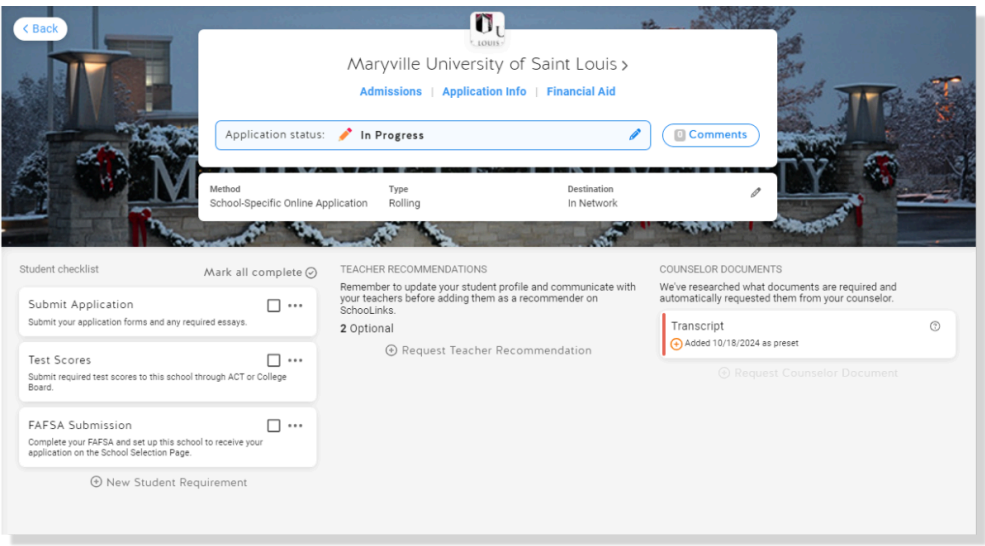
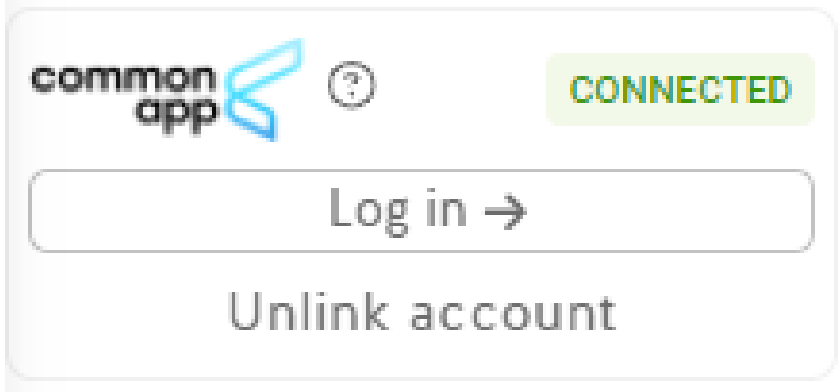
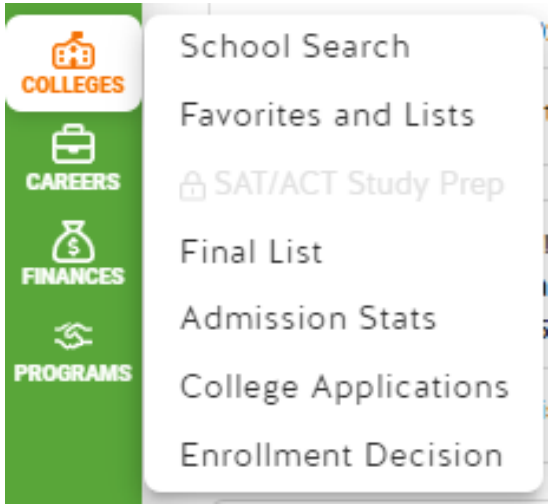
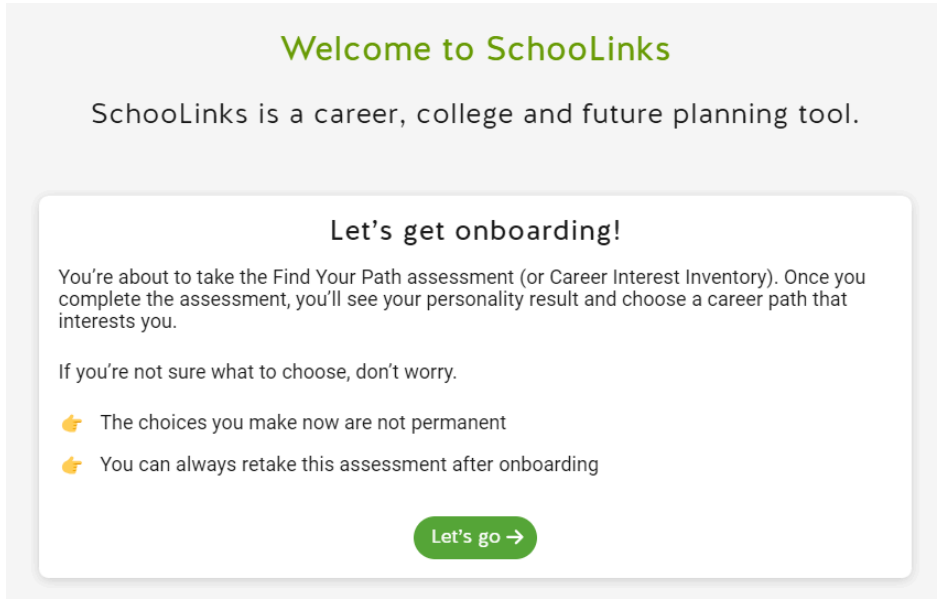
- Consent to share information with SchoolLinks.
- Add Rockwood Summit High School as your high school.
- Complete the Common App FERPA in the colleges tab after you’ve added a college to your Common App.
- Applications will automatically update in SchoolLinks as you complete them in Common App.
- Letters of recommendation requests are entered and submitted to Common App through SchoolLinks as is your transcript and other supporting documents required by the college.
- More instructions for completing the Common App are on the RSHS website.

04 Add Your Applications

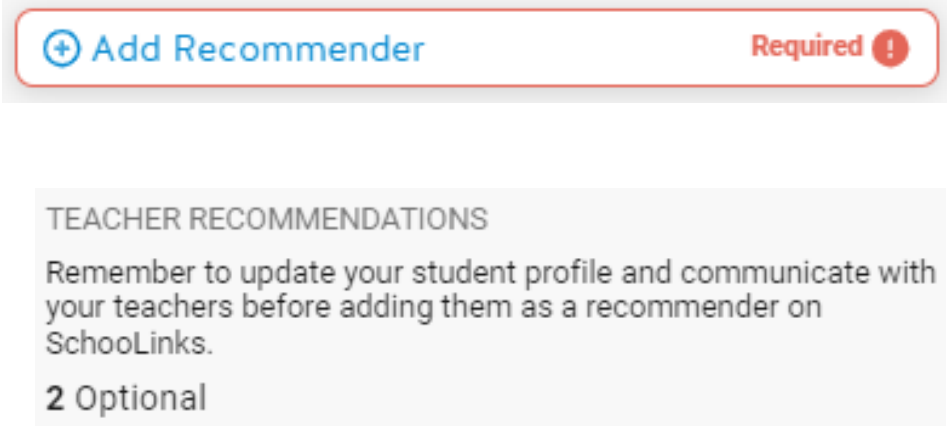
From the Application Manager page, select +Add Application to add colleges which you did not apply through Common App.

- Search for the school you are applying to.
- Select application status: If you have not submitted your application to the college, select “In Progress.” If the college already has your application, select “Completed & Pending Results.”
- Select your Application Method and Application Type (deadline)
- After you have added an application, SchoolLinks will open the application detail page where you can review it’s status, see all requirements and track the status of your documents requested.

Continue to Step 5 next page



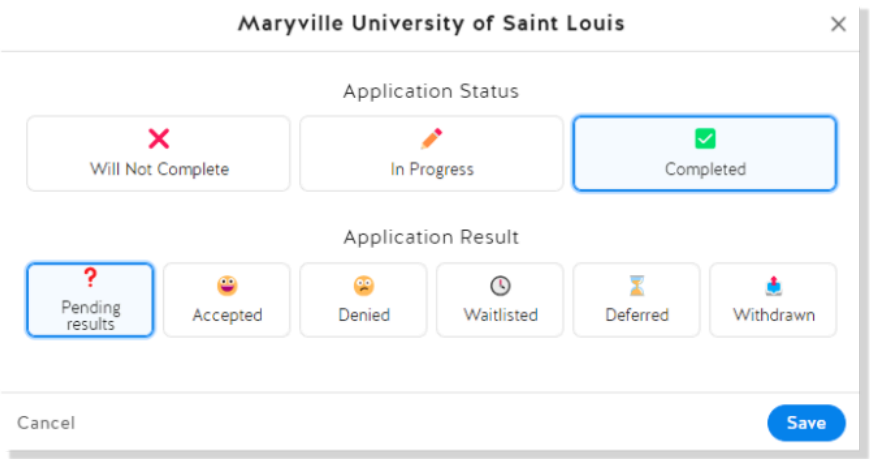
Request & Track Your Transcript with SchoolLinks



05 Request Recommendations (if required)

You can see if your college requires letters of recommendation on it’s application detail page.

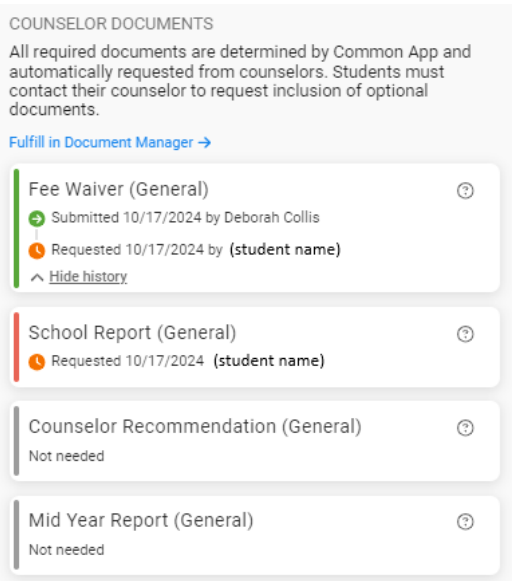
- PLEASE DO NOT REQUEST LETTERS UNLESS THEY ARE REQUIRED! Colleges typically do not review letters if they are optional.
- Ask your teacher in person BEFORE you add them in SchoolLinks.
- Click the +Add Recommender button to search for your teacher and follow the prompts.
- You have the option to add a message to your teacher. This is a good place to remind them when your application deadline is.



06 Complete Your Applications

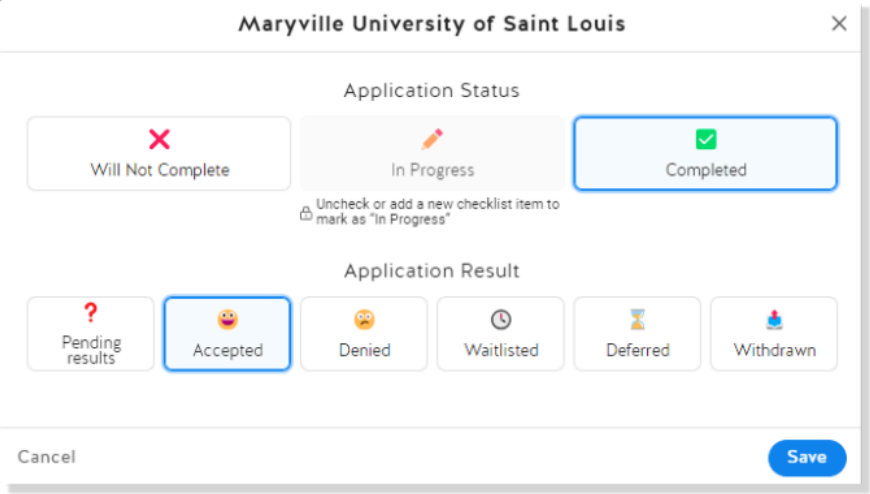
If you mark your non-Common App application as “In Progress” be sure to go back later and change it to “Completed & Pending Results” after you submitted it to the college.

- Check off the items on your student checklist on the application details page.
- Select the edit option for Application Status.
- *RSHS will only send transcripts and other supporting documents for non-Common App applications after your application has been marked in SchoolLinks as completed. This is to ensure that the college has an application to attach your documents to so they do not become lost.*



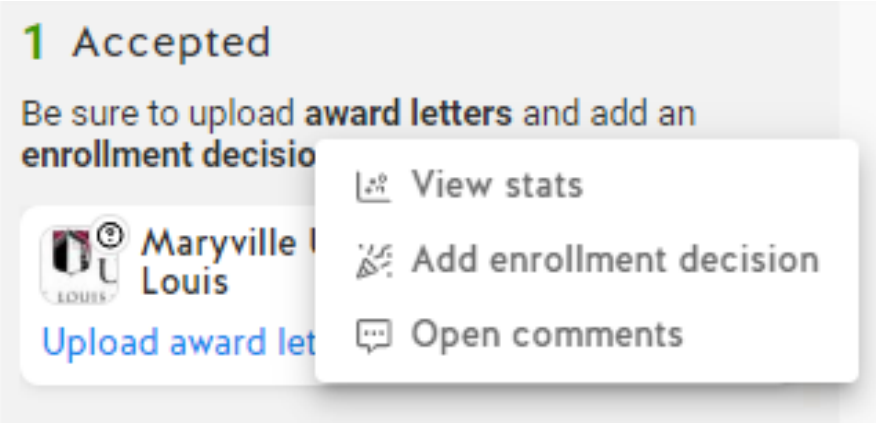
07 Track Application Materials

See the status of all your application materials on the application detail page. You can even see when the college has viewed your documents if they are sent electronically through SchoolLinks!



08 Add Your Results

When you hear back from colleges, add your admission results in SchoolLinks.



09 Add Your Enrollment Decision

Once you’ve decided where you will enroll, add your decision in SchoolLinks to let your counselor know.

- Do this by selecting “Update Enrollment Decision” on the application detail page.
- Or, from the College Application Manager page, select the [three dots] option for the college you plan to enroll in and then select “Add enrollment decision” from the options shown.
- *Toward the end of the spring semester, look for instructions sent through Parent/StudentSquare from Rockwood School District on how to complete the DESE required senior exit survey and how to request your final transcript.*

If you need further assistance, students can attend application workshops with Post High School Counselor Ivy Hartman during Ac Labs. Dates are shared in the daily announcement slides.