SchooLinks
Modern College And Career Platform

2025-2026 The College Application Process Reference Guide
SENIORS

The College Application Manager, Transcripts & Letters of Recommendation can be processed through SchooLinks beginning August 15, 2025

To access your SchooLinks account, go to your student resource page **https://resources.svsd.net** and click on the SchooLinks 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 a college/university (after August 15th) 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 a SRAR was completed (Pitt and Penn State are examples that require the SRAR). 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 careful and accurate 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

All applications are done online.
1. Read the directions! Follow them!
2. Start early and save often.
4. Graduation is **May 28, 2026**, your graduation year is **2026** and your class size is **595**.
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 various parts of your application at different times. Colleges will collect and compile your application components until complete (application, test scores, transcript, recommendations, etc.) and put them into your 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 includes everything you type including spaces, numbers, punctuation marks, etc. Make sure to answer the question(s).
9. Have a trusted person proofread your application and essays. College essays can be submitted to your English teacher during the school year.
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:

<mark>TEST-OPTIONAL MAY STILL BE A CHOICE-**HOWEVER** SOME COLLEGES ARE NOW REQUIRING THEM AS IN THE PAST!!</mark>

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 SchooLinks. ***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 SchooLinks, complete the following steps:

1. <mark>Create a Common App account **first** with your own personal email (not SVSD email).</mark>
2. Add Seneca Valley High School as your current high school.
3. Add at least one college to your Common App account.
1. 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 SchooLinks:

2. In SchooLinks, under the Colleges tab (left tab of dashboard), click on College Applications, then Connect (under External Accounts-bottom left).
3. Instructions will appear based on whether a Common App account was created.
4. You will log in to Common App or be directed to create an account. Next, you will Agree to terms and Click Connect.
5. You will be redirected back to SchooLinks where your colleges will be populated from Common App.

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 SchooLinks as you would for any other institution.

Getting Ready to Process Transcript Information for College Applications and Scholarships

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 SV parent portal.
   a. Log-in to SV parent portal
   b. Click on the SchooLinks 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 SchooLinks by clicking on your name (top right) of your Dashboard. Be sure to complete the My Story, Experiences, Bragging Rights and Academics sections.

3. **Remember August 15th** is the first time you can begin using the College Applications Manager in SchooLinks.

4. At this time, students can be working on the **School Searches**, **Favorites & Lists**, **Admission Stats**, and **Final List** components of SchooLinks (see below) in preparation for college applications. Additionally, students can be completing/updating the **"BRAG SHEET"** under their dashboard task or after August 15th in the College Applications Manager.
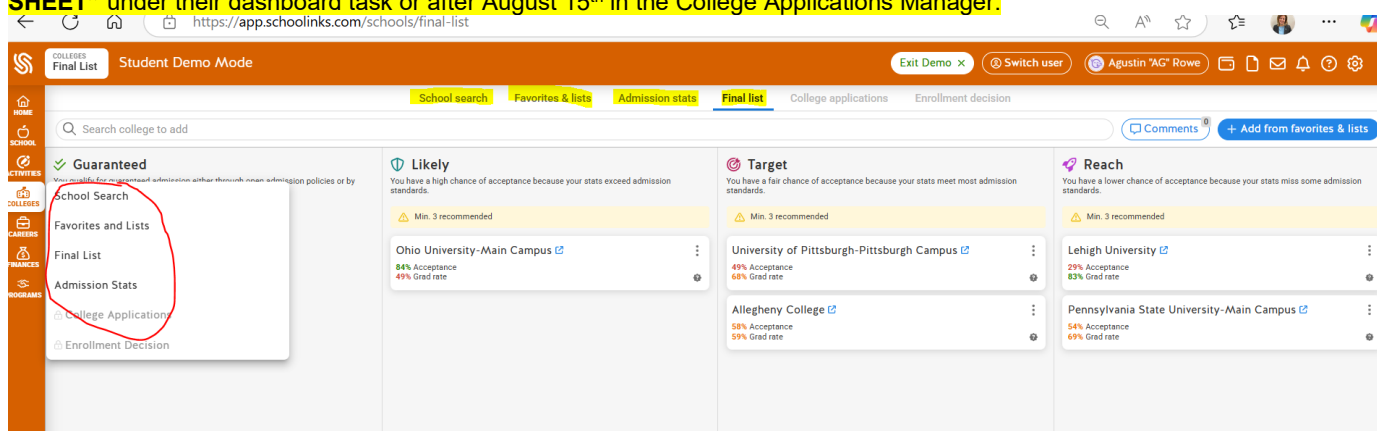
5. If parents/guardians haven't created an SV Parent "view only" SchooLinks account, please do so by sharing a unique parent /guardian link to use in creating their account. Students can find this link under the Gear icon (top right) of their dashboard and click on Settings, then Your Guardians. Students 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 Set-up the College Applications Manager

College Application Manager Overview

The College Application Manager is a tool used by students to:

• request application documents, such as transcripts and letters of recommendation,

• manage & track application requirements,

• add application results, and

• indicate enrollment decisions

The College Application Manager is **not** where students submit their college applications. Applications are submitted directly on college websites or through applications portals such as Common App, Coalition, Questbridge, etc...

SchooLinks has a partnership with Common App !! This partnership simplifies the process of requesting and tracking application documents onto a single dashboard for students. Learn more 👉 Student: Connect Your Common App Account | SchooLinks Help Center
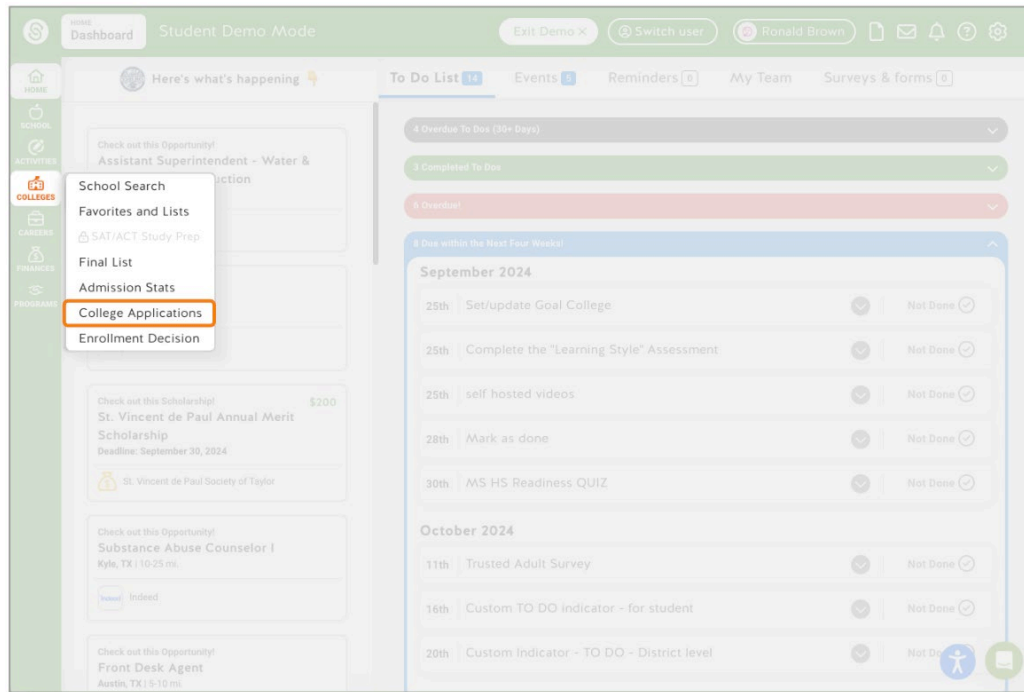*STUDENTS MUST BE LOGGED IN TO SCHOOLINKS TO VIEW THIS ARTICLE*

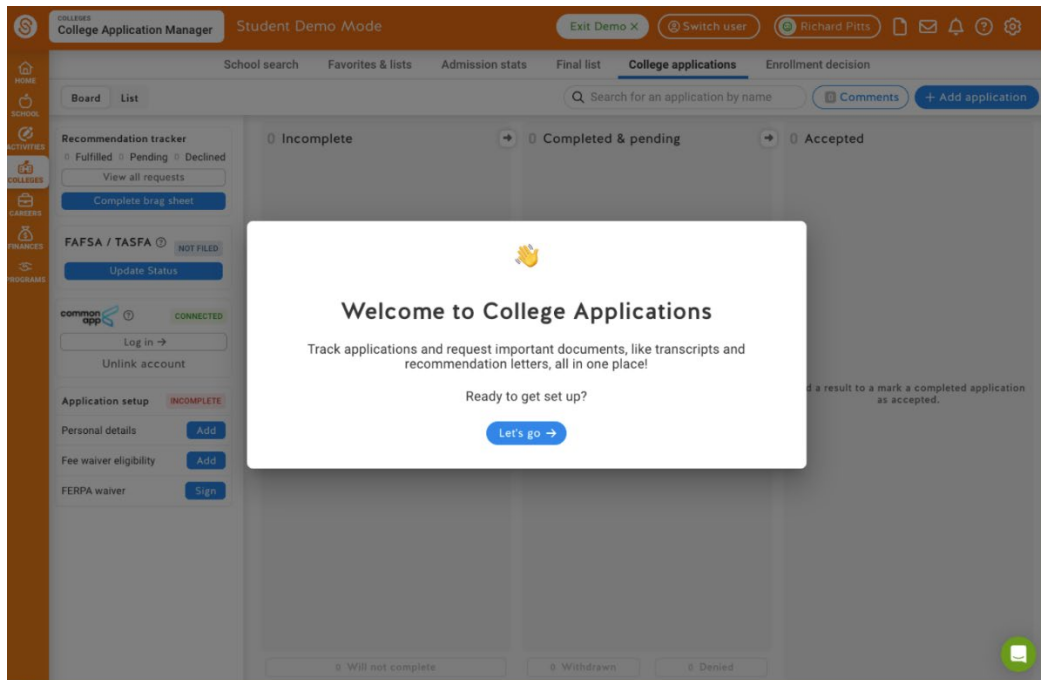**Set up College Application Manager**

The first-time students access the College Application Manager, they will be prompted to complete a three-part setup process. Follow the steps below to get set up!

Access

Click **Colleges** in the side navigation bar, then select **College Applications**

Click **Let's go** on the Welcome to College Applications window

Personal Details

Add the required **Personal Details**

Note: this information is required for certain documents requested by colleges and can be edited at any time.

Fee Waiver Eligibility

Indicate **Fee Waiver Eligibility**

*Note: if marked as eligible, a required Fee Waiver document will be added for the counselor to complete. Eligibility can be edited at any time.

FERPA Waiver

FERPA gives you the right to review confidential letters of recommendation under certain circumstances if one of the following conditions are met:

- You are enrolled in college and that college saves the recommendations for enrolled students
- You are 18 or older.

Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.

Important Note: Common App requires its own FERPA waiver to be signed

Complete & electronically sign the **FERPA Waiver**

*Note: Once you sign your FERPA Waiver decision, you cannot change it within the platform. However, if you selected the wrong option,

*you could contact SchooLinks support via the support icon in the bottom right corner to request a change. Keep in mind that after your application documents have been sent, your FERPA Waiver decision **cannot** be changed by anyone.*

Complete Brag Sheet

*****Note**: Your brag sheet highlights your experiences and accomplishments to help recommenders write letters of recommendation.

1. Click **Complete brag sheet in** the Recommendation tracker section.
2. Complete the questions and click **Submit**

3. Click **Edit brag sheet** to make changes
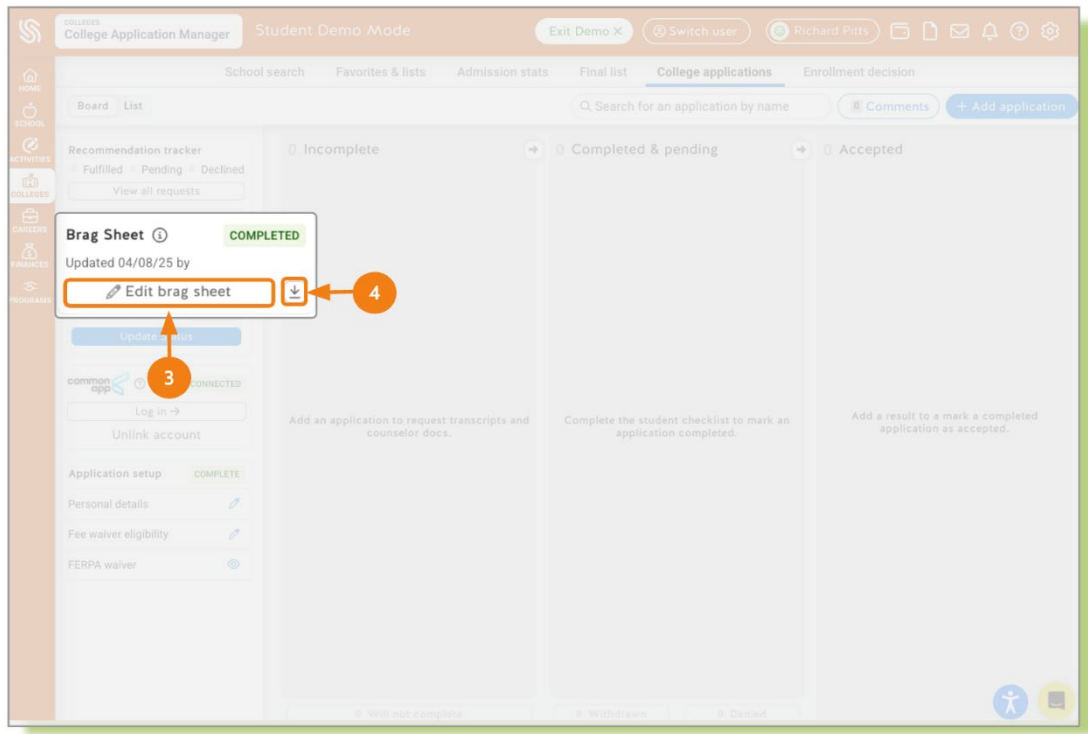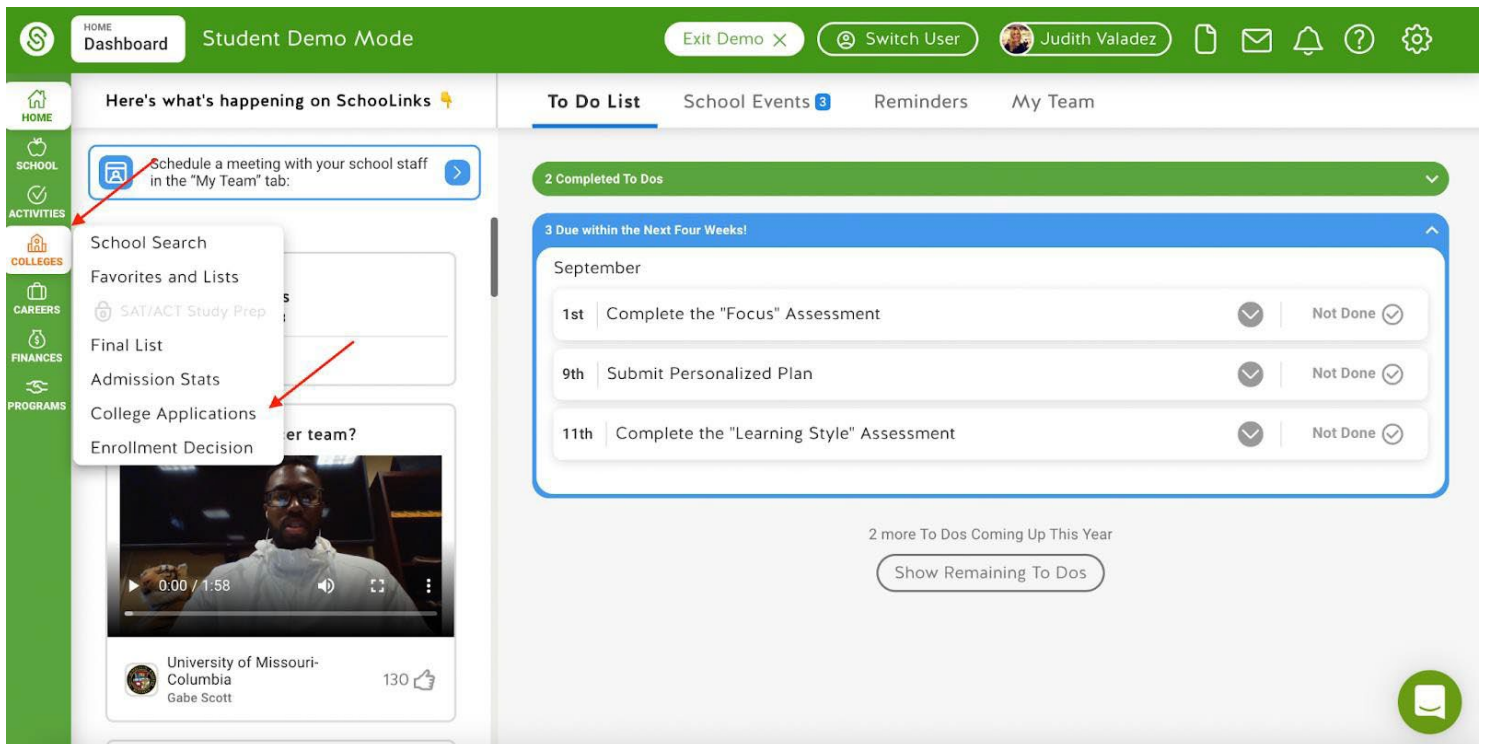4. Click the download icon to download your brag sheet as a PDF

How to Process Transcripts in SchooLinks for College Applications

Accessing Application Manager

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

For initial or midyear 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
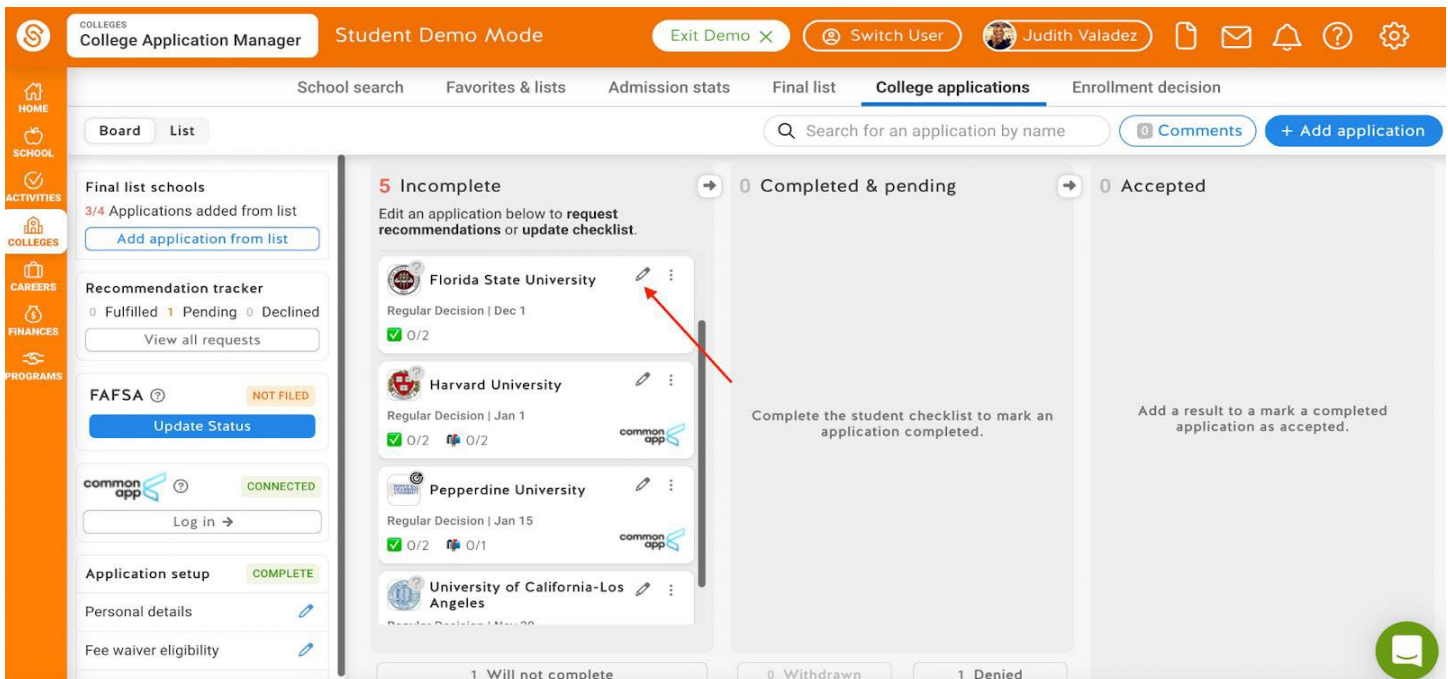
Once on the application details page, you will notice that any required documents from counselors (like initial and midyear transcripts) are automatically requested. You do not have the ability to change these requirements, but if there's something you would like added to this list, you can reach out to your counselor in the Message Center.
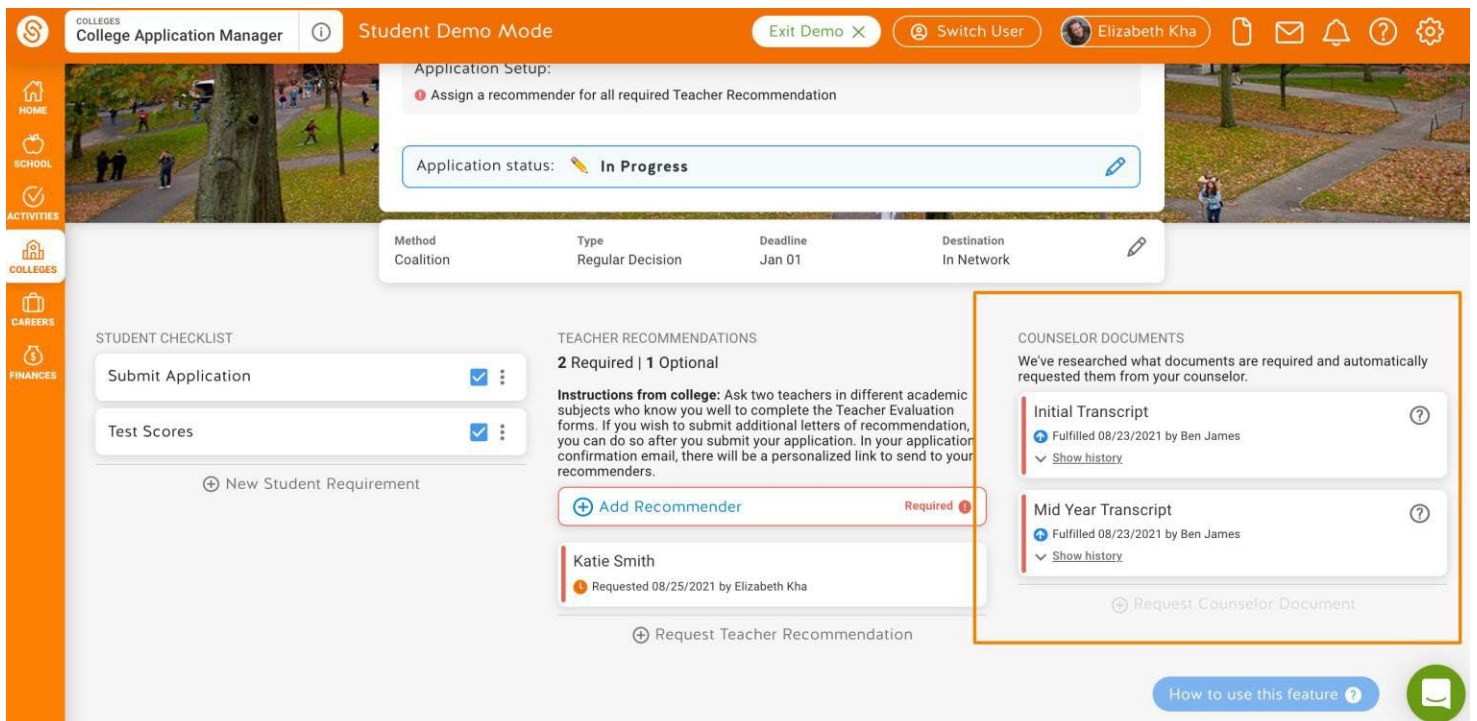
You can view the history and status of the requested documents by clicking **Show History** for more details. Once the transcript is sent and viewed by the college you will see a Doc ID available from Parchment:

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 or the NAIA 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 different destinations and different ways you can send your transcript from the dropdown menu:

- NCAA/NAIA Eligibility Center,
- Email Address
- Mailing Address/College Mailing Address (not listed on SchooLinks)

Select the method you will use to send your transcript.
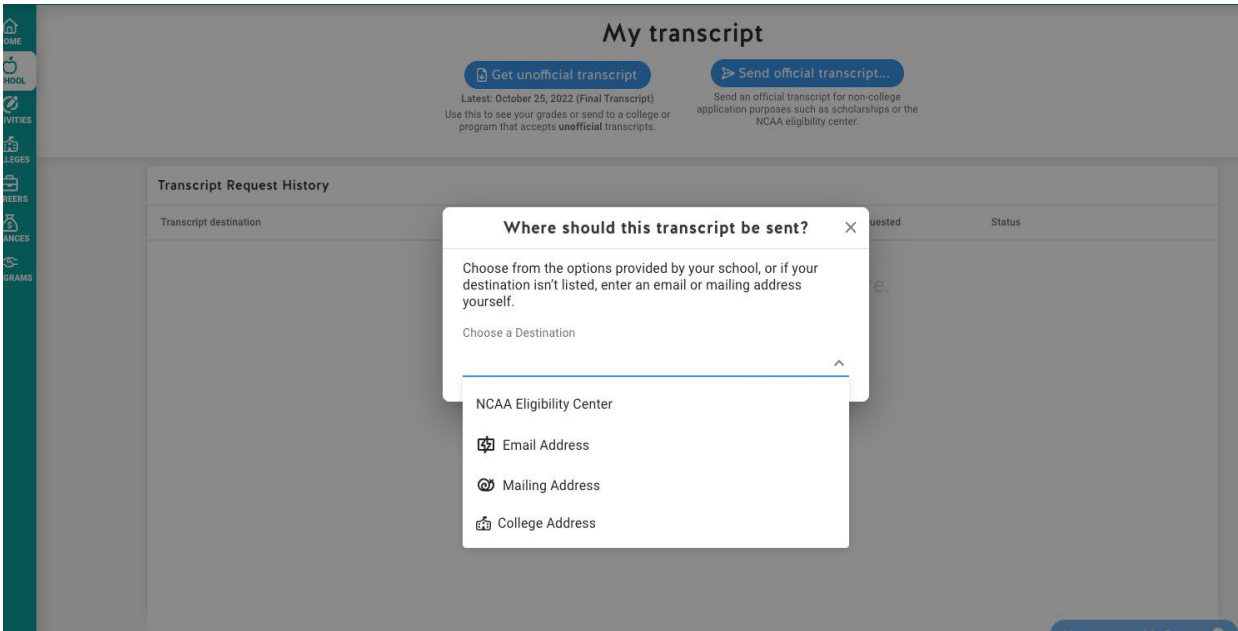
NCAA/NAIA Eligibility Center

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 **Send Transcript**.

3. Tracking Transcript Requests

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

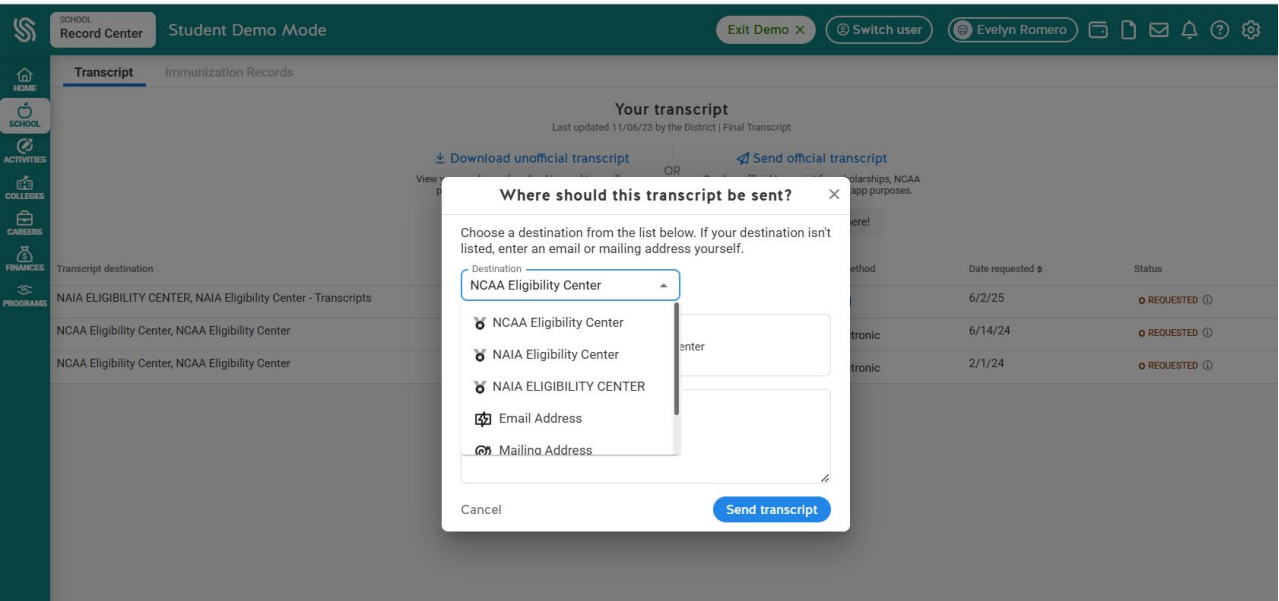When the transcript has been sent, you'll see the status change in Transcripts Request History. If the destination type is Electronic, you will also see a Document ID once the recipient receives the transcript.

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.

Getting ready to request Letters of Recommendation/Teacher Evaluations

Research admissions requirements! Some colleges do not require letters of recommendation and do not want them, some list them as optional, and others may require 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 SchooLinks.

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 SchooLinks school. Counselor and teacher letters of recommendation will be sent electronically through SchooLinks.

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

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**!

Access the following articles for step-by-step instructions and screen shots when processing college applications:
STUDENTS MUST BE LOGGED IN TO SCHOOLINKS TO VIEW THESE ARTICLES

Add a College Application and Request Application Documents – https://support.schoolinks.com/en/articles/4513204-student-add-a-college-application-and-request-application-documents

Request and Track Letters of Recommendation - https://support.schoolinks.com/en/articles/10012297-student-request-and-track-teacher-recommendations

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 or having a conversation with a college representative 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 SchooLinks account.

Directions

1. In SchooLinks 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 SchooLinks.

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.**

Learn more 👉 *STUDENTS MUST BE LOGGED IN TO SCHOOLINKS TO VIEW THIS ARTICLE*

- **https://support.schoolinks.com/en/articles/4513181-student-how-to-use-scholarship-matching**
- 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.

- For more information on scholarships and a guide to search for SV Scholarships, please visit our guidance website here: https://shs.svsd.net/guidance/guidance/college/scholarships