New Albany High School

# The College Application Detailed Instructions

## School Counseling Department Contact Information

| | | |
|---|---|---|
| Mrs. Juliann Rees | College/Career Center Assistant | Rees.2@napls.us<br>614-413-8316 |
| Mrs. Jill Cuthbert (A-C) | School,College/Career Counselor | cuthbert.1@napls.us |
| Mrs. Anna Shaffer (D-Hi) | School,College/Career Counselor | shaffer.6@napls.us |
| Ms. Colleen Reinoehl (Ho-Mc) | School, College/Career Counselor | reinoehl.3@napls.us |
| Mr. John Longo (Me-R) | School, College/Career Counselor | longo.1@napls.us |
| Ms. Julie Horning (S-Z) | School, College/Career Counselor | horning.1@napls.us |
| Mrs. Sarah Mele | Counseling Department Assistant | mele.1@napls.us<br>614-413-8310 |

**College Counseling Info**

**Join our Schoology Page!** -update to new landing site!

### Career & College Counseling Appointments

*Seniors are highly encouraged to schedule an appointment with their counselor.*

**Book Now!** https://nahsguidance.simplybook.me/v2/

### Beginning in September: Counseling Center Drop-In Hours 7:30-3pm (E Office)

A counselor is available to answer your general college & career questions.

| | |
|---|---|
| Monday | Jill Cuthbert |
| Tuesday | Anna Shaffer |
| Wednesday | Colleen Reinohl |
| Thursday | John Longo |
| Friday | Julie J. Horning |

# NAHS CLASS OF 2026

AT-A-GLANCE

# COLLEGE APPLICATION PROCESS

## Create a College List

### SCHOOLINKS

Along with talking with your counselor, use SchooLinks, College Board's My Big Future, college websites and rankings to create a balanced list including at least 1 safety college you can be excited about! **Add your list to your Schoolinks account.**

## Complete College Application(s)

### COMMON APPLICATION

Create an account, add your colleges and complete your application, essay and supplements. **Once your application is complete, pay the application fee for each school and submit the application BEFORE each college's deadline.**

## Link Accounts

### DIRECTIONS IN SCHOOLINKS

In Schoolinks, go to your "College Applications", look for "External Accounts" on left, click "Connect" and follow prompts.

## Request Transcripts & Letters

### IN SCHOOLINKS

Click the pencil icon of the college(s) you want to request a letter for and "Add Recommender" and follow prompts or "Add Manually" if person is NOT an NA employee. **Transcripts are automatically requested when you add an application to your list.**

## Send ACT and/or SAT Scores

### ACT OR COLLEGE BOARD (SAT)

*If your college requires test scores* or if you want to submit them, log onto ACT or COLLEGE BOARD, follow prompts to send scores. **Do this at least 4 weeks before the college deadlines.**

**COUNSELORS ARE AVAILABLE DAILY TO ASSIST YOU!**
**COME TO THE COUNSELING CENTER IN E OFFICE**
**OR EMAIL YOUR COUNSELOR DIRECTLY.**

# 5 ACTIONS TO COMPLETE MY COLLEGE APPLICATIONS


1. BUILD A **LIST** **pg 2**
2. **COLLEGE APPLICATIONS** & **SCHOOLINKS** **pg 3 - 5**
3. **TRANSCRIPTS via SchooLinks** **pg 5**
4. **LETTERS OF RECOMMENDATION** (if required) **pg 6**
5. SEND **TEST SCORES** (if required or preferred) **pg 8**

**Common Application Information & Tips** **pg 8 - 9**


---

## ACTION 1 BUILD A GREAT LIST!

Have you identified schools you could see yourself attending? Do you have two safe schools you're sure will admit you & you would be happy to attend?

**Colleges coming to NAHS** - go to **SchooLinks** "Events" to see which colleges are coming and to register to attend their visit.

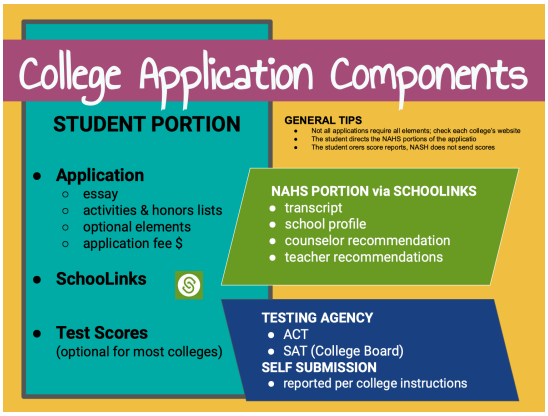
> **Meet with visiting College Representatives!** *This is a great way to learn about a school's academics, application process, scholarships, housing, student life & traditions. PLUS -some schools keep track of each contact applicants have with them & this may strengthen your chances of getting in!*

**Visit Colleges** -Essential to determine if a college is an all around "fit" for you. Attend online/virtual visits or take a day to tour some campuses!

**Most students apply to 4-8 colleges**. To assure you have choices come spring, your list should include multiple **safety** and **target** schools that you are excited about. See **SchooLinks** "Final College List" for a great tool to make and monitor your list.

---

# ACTION 2 COLLEGE APPLICATIONS & SCHOOLINKS Instructions



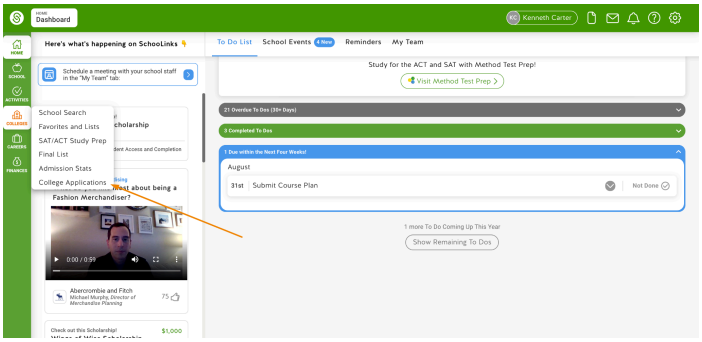

Online College Applications

a) **The Common App** www.commonapp.org **OR**

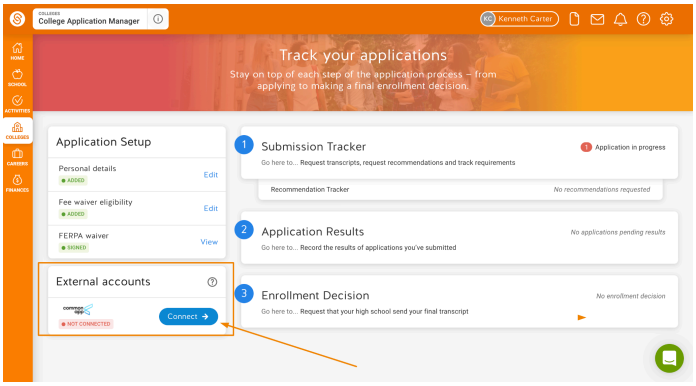
b) Directly through the college's website

Connectyour **Common App** account to **SchooLink**s in 3 steps:

**1.** The first time you use the **College Applications** manager in **SchooLinks**, you will need to connect your **Common App** account.




Go to **College Applications** dashboard, click **Connect**.

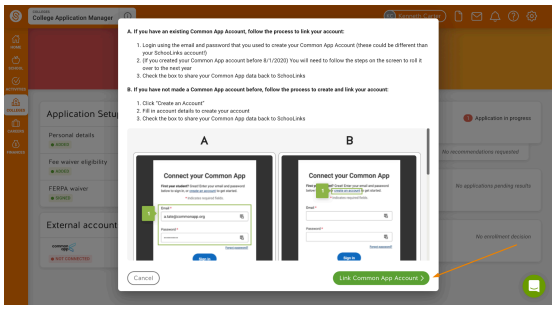



**See a list of instructions based on if you**

A) have an existing **common app** account or

B) need to create a **common app** account

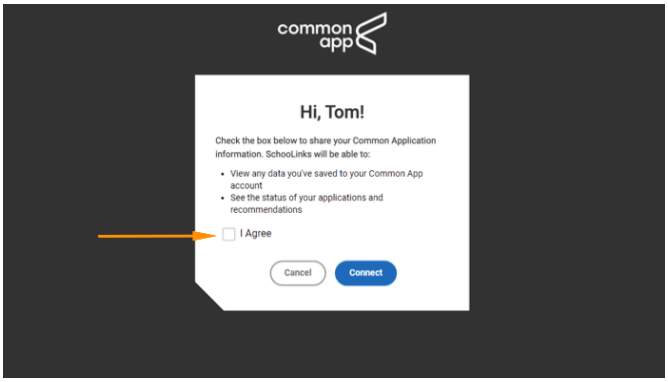
-Click "**Connect Common App Account**", **common app** will open in a new tab-




**Already have a Common App account?** Log into your Common App account. **Note**: *If you created your Common App account before 8/1/2025, follow the steps on the screen to roll it over to this year.*

**If you have NOT made a Common App account yet**, click **"Create an Account"** to fill in your account details and create a new account.

Check the box next to **I Agree** to confirm that you want to share your Common App data back to SchooLinks. This is required to use Common App in SchooLinks.




**Once you have successfully linked your Common App account, you will be redirected back to SchooLinks. You will now see your status as "Connect" on your External accounts card!**

### 2. Add New Albany High School to Common App

In SchooLinks:

a. On the **College Applications** dashboard, click **Login** (bottom left section) to access Common App. Common App may open in a different tab if you already linked your account.
b. On the **Common App** website, go to **Common App** tab and click the **Education** section. Next click **Find School**.
c. Find and select **New Albany High School**, click **continue**.
d. Confirm high school is correct to assure teachers/counselors will be able to submit recs.

### 3. Add your first college to Common App and Complete FERPA Authorization

*Now that you have your account set up, let's add your first school! This will also allow you to complete the step of FERPA Authorization which must be done when you add your first school.*

a. On the **College Applications** dashboard, *click* **Submission Tracker**.

b. *Select a school from your* **Final List** to start tracking. You can also *click* **Add School** to search for additional colleges to track.
c. Select the **Application Method** *as* **Common App**. *Click* **Save Application** to continue setting up this application.
d. *Click* **Add College to Common App** -the Common App will open in a new tab
e. *Login to your* **Common App** account (if you're not already logged in)
f. You will see this college added to the list of schools on your dashboard. *Click into the school*.
g. *Click* on the **Questions** section *under* "**Application**" and *complete the* "**General**" section, particularly the "**Preferred Start Term**" & "**Preferred Admission Plan**" to establish a deadline for this application.

**Now that you've added this school to your applications in Common App, you can continue to apply through Common App with the results and status tracked through SchooLinks!**

*Note: If you already added schools in Common App prior to linking your accounts, these will be added to your submissions tracker during the sync.*

***But let's not celebrate just yet - you'll need to complete the FERPA Authorization if you want to be able to request Teacher Evaluations for Common App.***

a. Go to the "**Recommenders & FERPA**" of this application. If you have not already added New Albany High School to the **Common App** tab, you will be prompted to do this first. *See "Adding your High School" for additional instructions*
b. In the "**Recommenders & FERPA**", *click* **Complete Release Authorization**. Review the instructions about waiving rights. *Selecting* "**I waive my right to review . . .**" will allow teachers and counselors to submit confidential documents on your behalf. Once you add your signature, click Save and Close.
c. *Click back into the* **SchooLinks** tab on your browser and click "**Refresh Page**" in the popup.

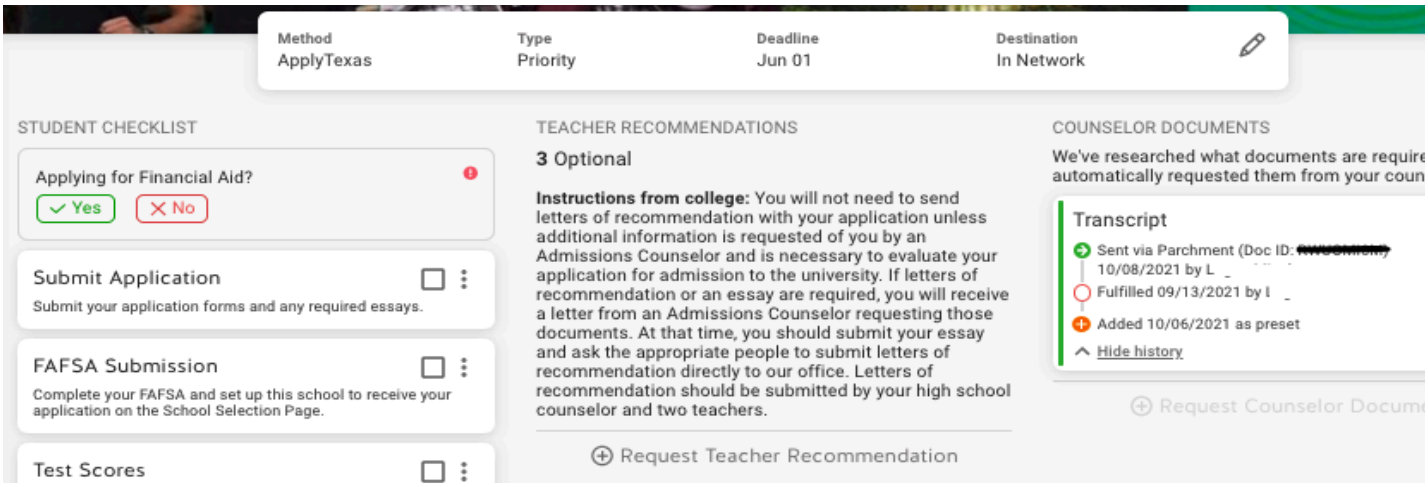
***You can now begin tracking your application on SchooLinks!***

---

## ACTION 3 REQUEST TRANSCRIPTS: SchooLinks Application Manager

- *Log into* your **SchooLinks** account, *hover over* the **Colleges** icon and *click* **College Applications**.
- *Click* the **pencil icon** next to the college (either under Incomplete or Completed & pending).
- New application? *Click on* "**Add application from list**" in the top-left, *fill in the details of the type of application*, and *click* **Save Application**.
- Next, you'll see the **application details** page. Notice that any required documents from counselors (like initial and midyear transcripts) **are automatically requested**. If there's something you would like added to this list, *reach out to your counselor* in the **Message Center**.

View history and status of 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*:




---

## ACTION 4 LETTER OF RECOMMENDATION (LOR) *-only if needed!*

### Important Notes:

- **Many colleges DO NOT require a LOR** such as OU, Kent, BGSU, Akron, OSU.
- *Please DO NOT request a LOR if your colleges do not ask one.*
- Many colleges limit # of LORs. For example, OSU only takes 1! Therefore, DO NOT ask for more than will be accepted by your college(s)!
- **NAHS does not release LORs to students.**
- Teachers spend a lot of time outside of school hours writing on behalf of students. Please use your very best, most genuine manners when asking for letters and for showing gratitude.
- Provide teachers a copy of a resume or a list of your activities, sports, volunteer service, your intended major (even if undecided), etc.
- **ONLY NAHS staff can submit LORs through SchooLinks.** If your recommender is not on NAHS staff, provide them with a link via common app or give them an addressed, stamped envelope to send the LOR directly to the college. Include a hard copy of any forms required.

### Requesting a Teacher Recommendation (LOR)

*All teacher recommendations (referred to as Teacher Evaluations in Common App) will be requested through SchooLinks.*

- *Log onto* **SchooLinks**, *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 college you want to request a teacher evaluation for.
- *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.*
- 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.

  **Adding a Recommender** You have some options when it comes to determining who you would like to request an evaluation from:

a. **Request an new evaluation from a NAHS teacher/staff member**

Search 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.

b. **Choose an existing teacher evaluation/LOR to assign to this application**

If you have already requested a teacher evaluation for another college, 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 SchooLinks account

c. **Request an evaluation from someone outside of NAHS who does NOT have a SchooLinks account.**

-*click* **Add them Manually**. 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.

## ACTION 5 SEND TEST SCORES TO COLLEGES *-if required/desired*

List of Test Optional Colleges -Class of 2026

To send test scores to colleges

- Log into your ACT or College Board accounts
- Follow the prompts to send the reports.
- ACT & College Board send score reports in batches. It is not an immediate process. To assure scores are received by the college deadline, **order reports weeks in advance!**

**ACT:** www.actstudent.org **SAT, Subject Tests, AP:** www.collegeboard.org

Note: ACT, SAT, SAT Subject Tests & AP scores are NOT listed on NAHS transcripts.




## *Once you complete your 5 Action Steps,*

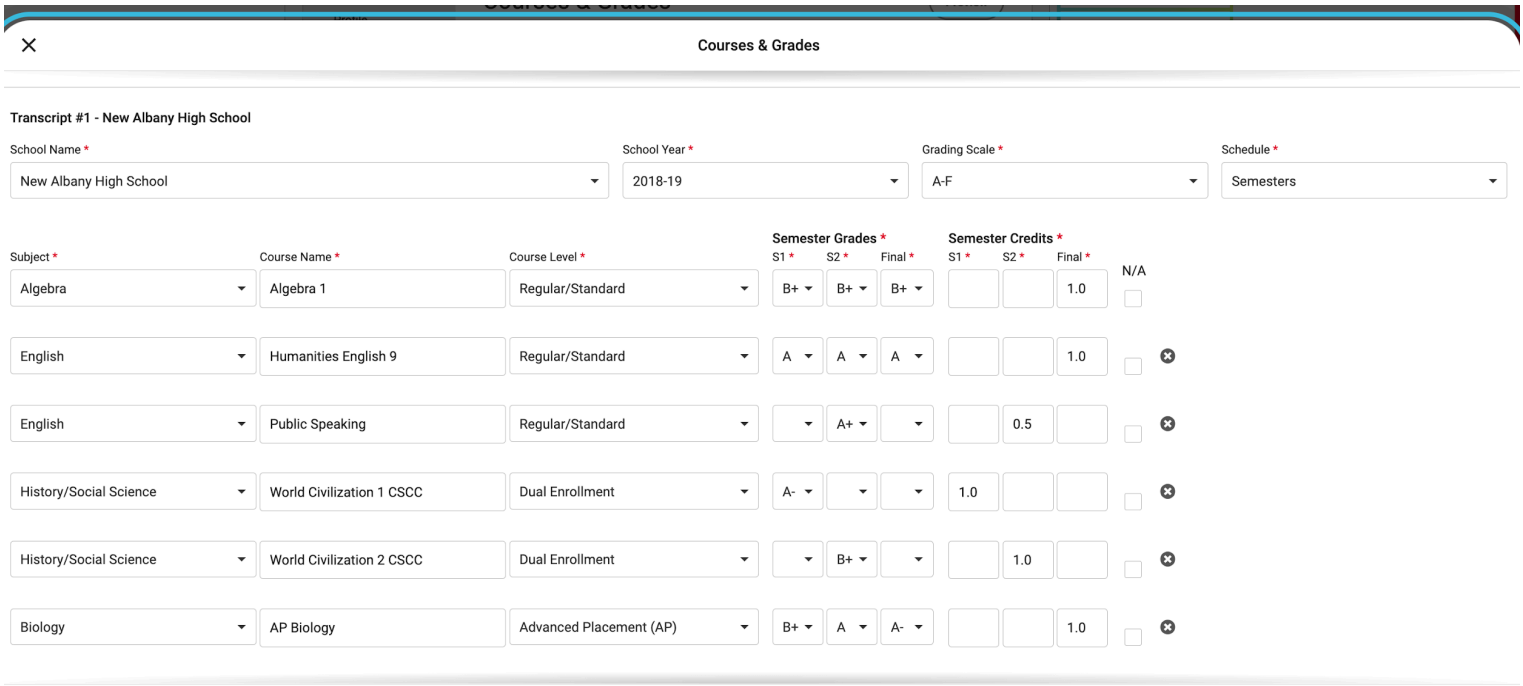
## *CONGRATULATIONS*




### Common Application Education Information

| | |
|---|---|
| **High School Name** | New Albany High School |
| **High School Address** | 7600 Fodor Road<br>New Albany, OH 43054 |
| **CEEB Code** | 363630 |
| **Graduation Date** | May 23, 2026 |
| **Graduating Class Size** | 392 |
| **Counselor Job Title** | School & College Counselor |
| **Counselor Telephone #** | 614-413-8300 |
| **GPA Scale (select from dropdown menu)** | 4.0 |
| **GPA Weighting (select one)** | Weighted |
| **Class Rank Reporting (select one)** | None, NAHS does not report rank |
| **Course Scheduling System (select one)** | Semester |

- **Courses/Grades section of the Common App**. Most universities do not require applicants to self-report transcript (grades/credit). However, if you are applying to a college requiring self-reporting of courses/grades from your transcript, see example below on how to enter this information in the **Courses/Grades** section of the **Common App**.


Courses & Grades
Transcript #1 - New Albany High School
School Name *
New Albany High School
School Year *
2018-19
Grading Scale *
A-F
Schedule *
Semesters
Subject *
Course Name *
Course Level *
Semester Grades *
S1 * S2 * Final *
Semester Credits *
S1 * S2 * Final *
N/A
Algebra
Algebra 1
Regular/Standard
B+ B+ B+
1.0
English
Humanities English 9
Regular/Standard
A A A
1.0
English
Public Speaking
Regular/Standard
A+
0.5
History/Social Science
World Civilization 1 CSCC
Dual Enrollment
A-
1.0
History/Social Science
World Civilization 2 CSCC
Dual Enrollment
B+
1.0
Biology
AP Biology
Advanced Placement (AP)
B+ A A-
1.0