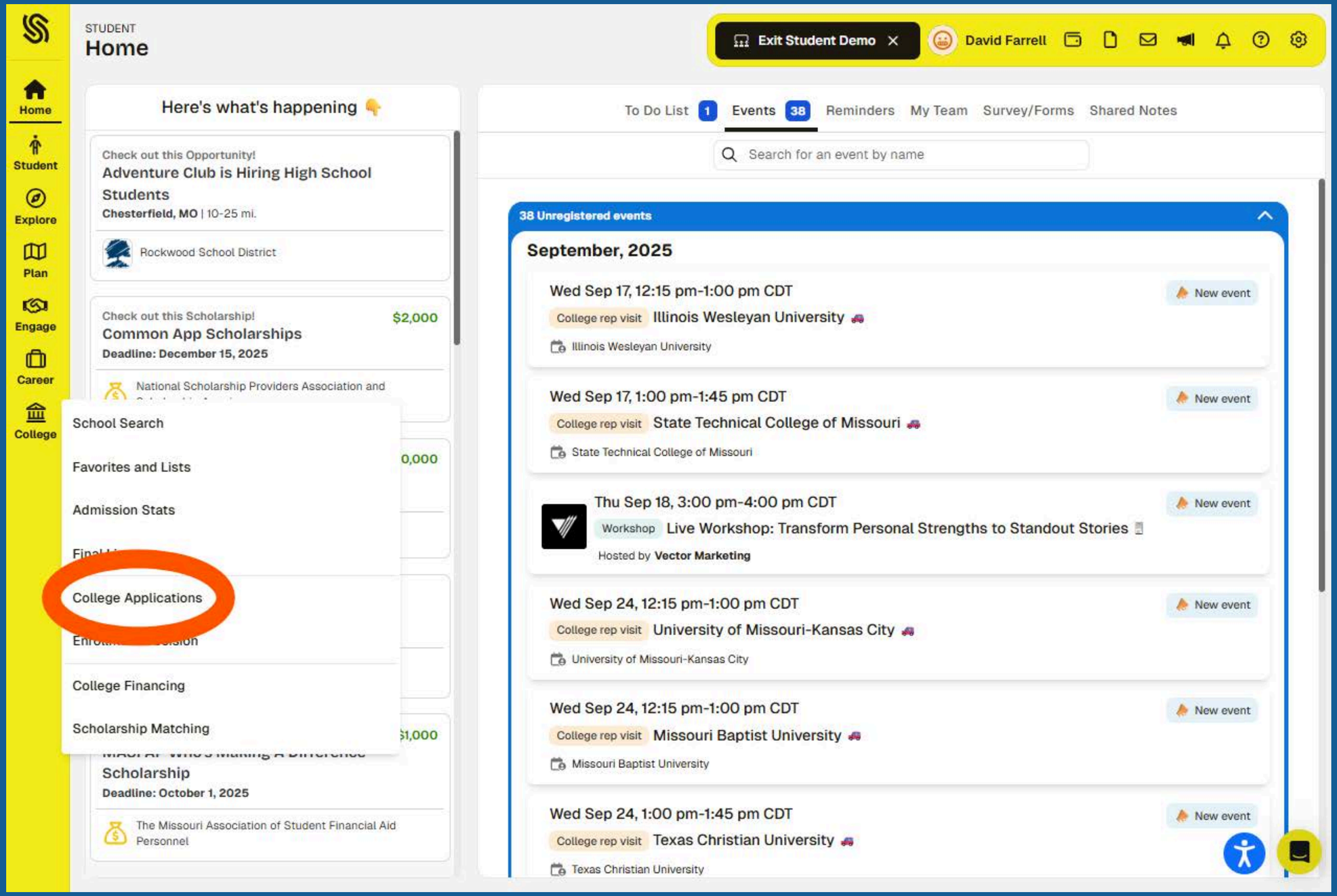
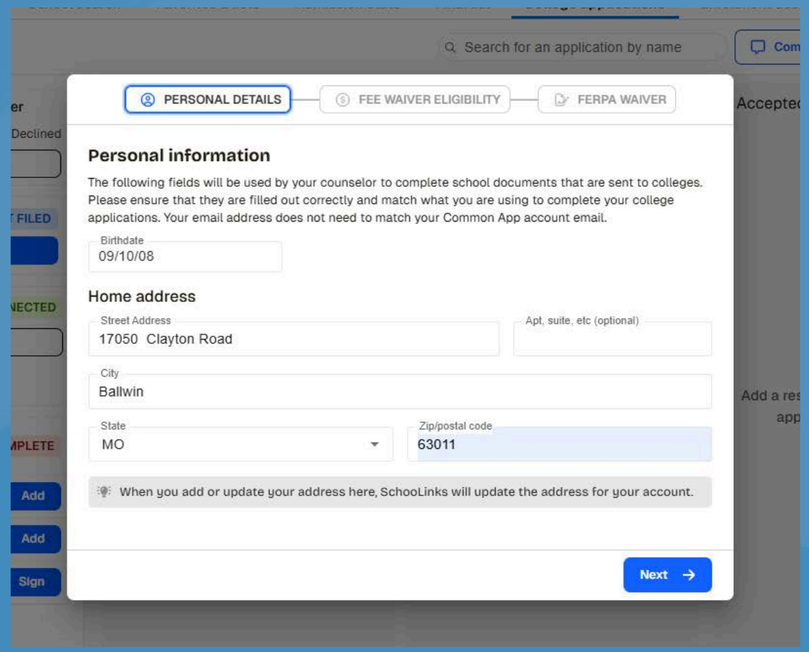
REQUESTING TRANSCRIPTS

1. Log into your SchooLinks Account

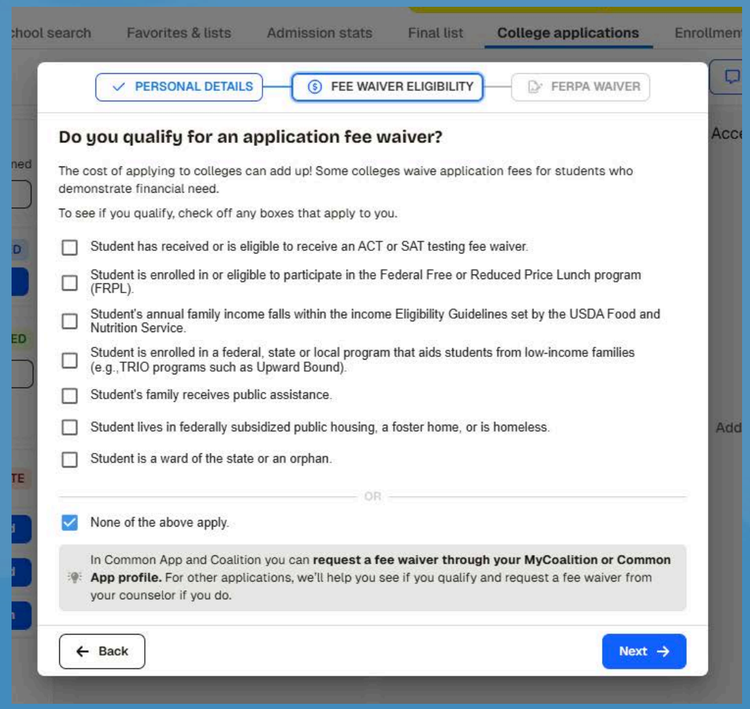
2. Go to College Application Manager, located under College Tab



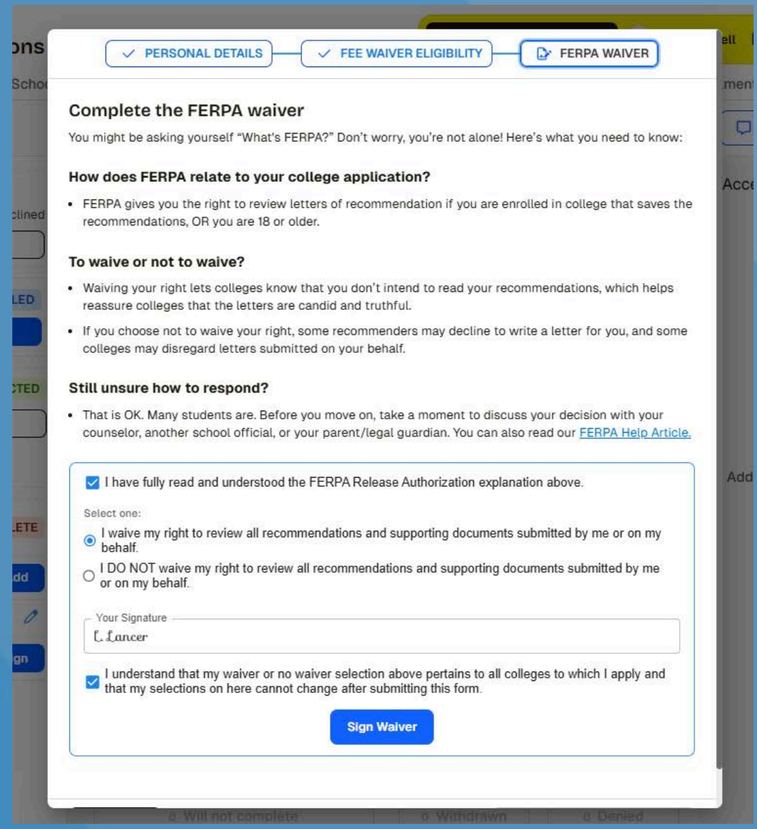
3. Complete College App Profile



Personal Info



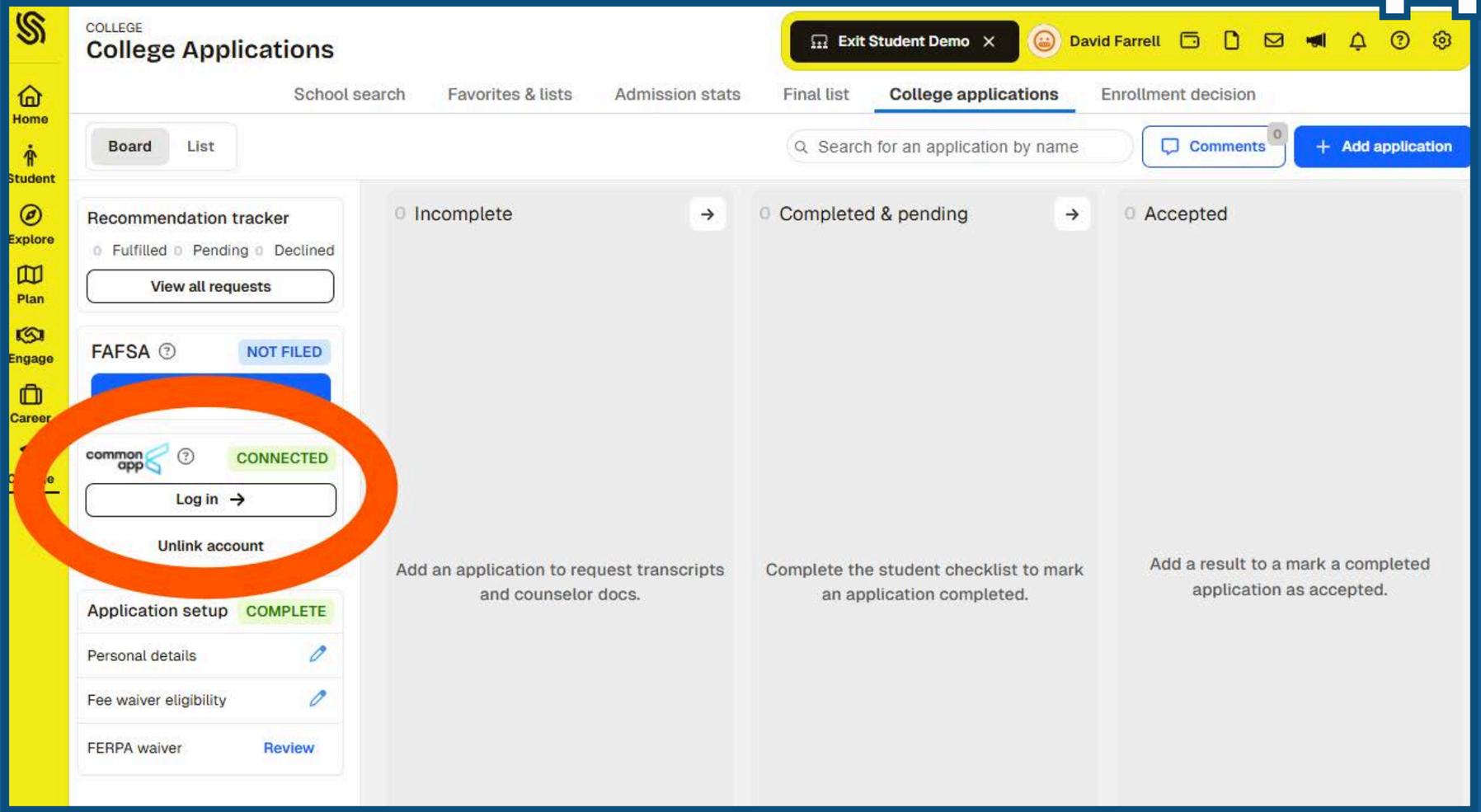
Fee Waiver



FERPA Waiver

IF APPLYING THROUGH THE COMMON APP

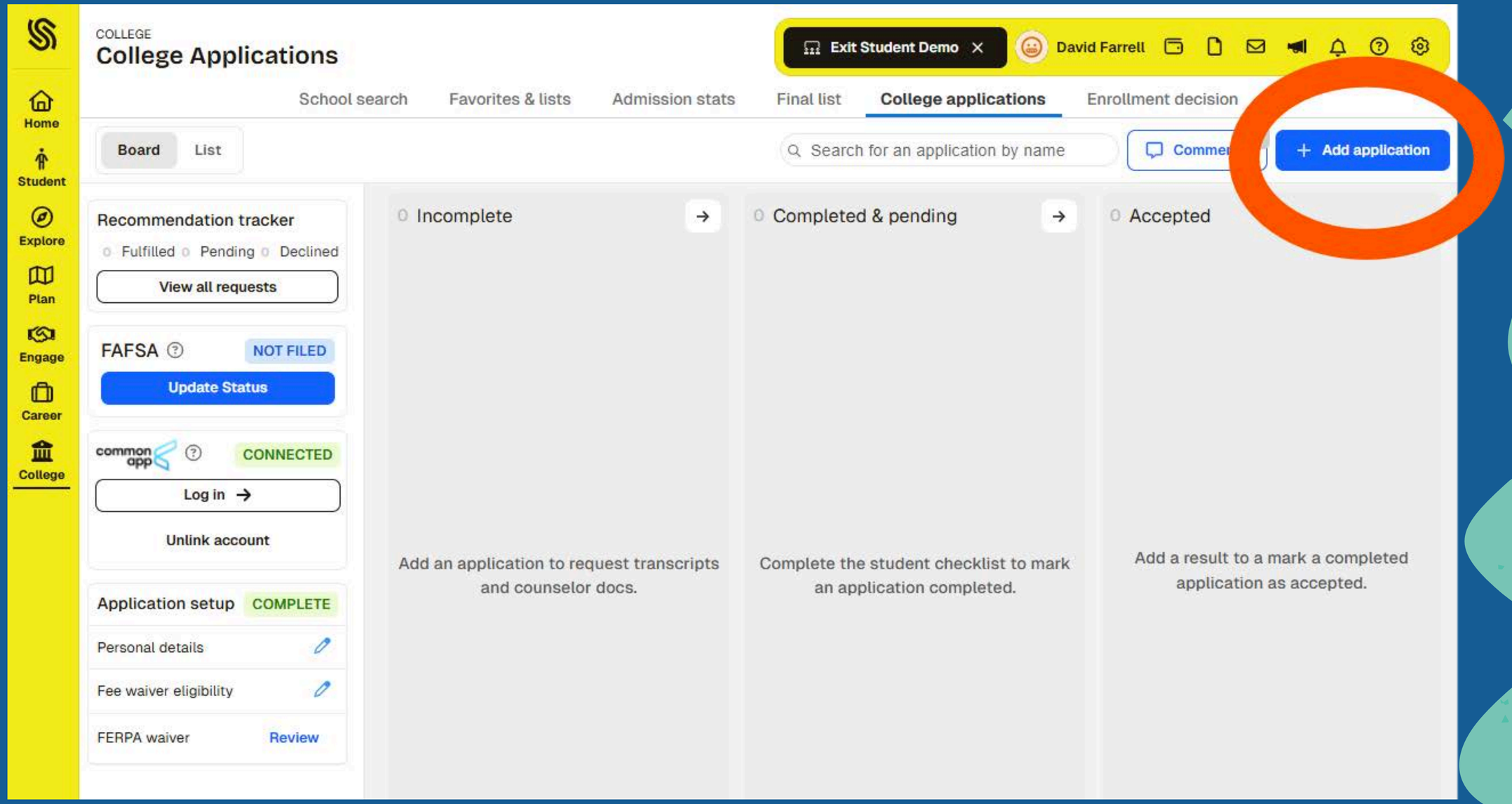
Connect Your Common App



You will be taken to CommonApp.org to sign in. Once you have linked your account, all of your colleges will show up in the Incomplete section. Once they appear, our office will immediately receive a request to send your transcripts and other documents.

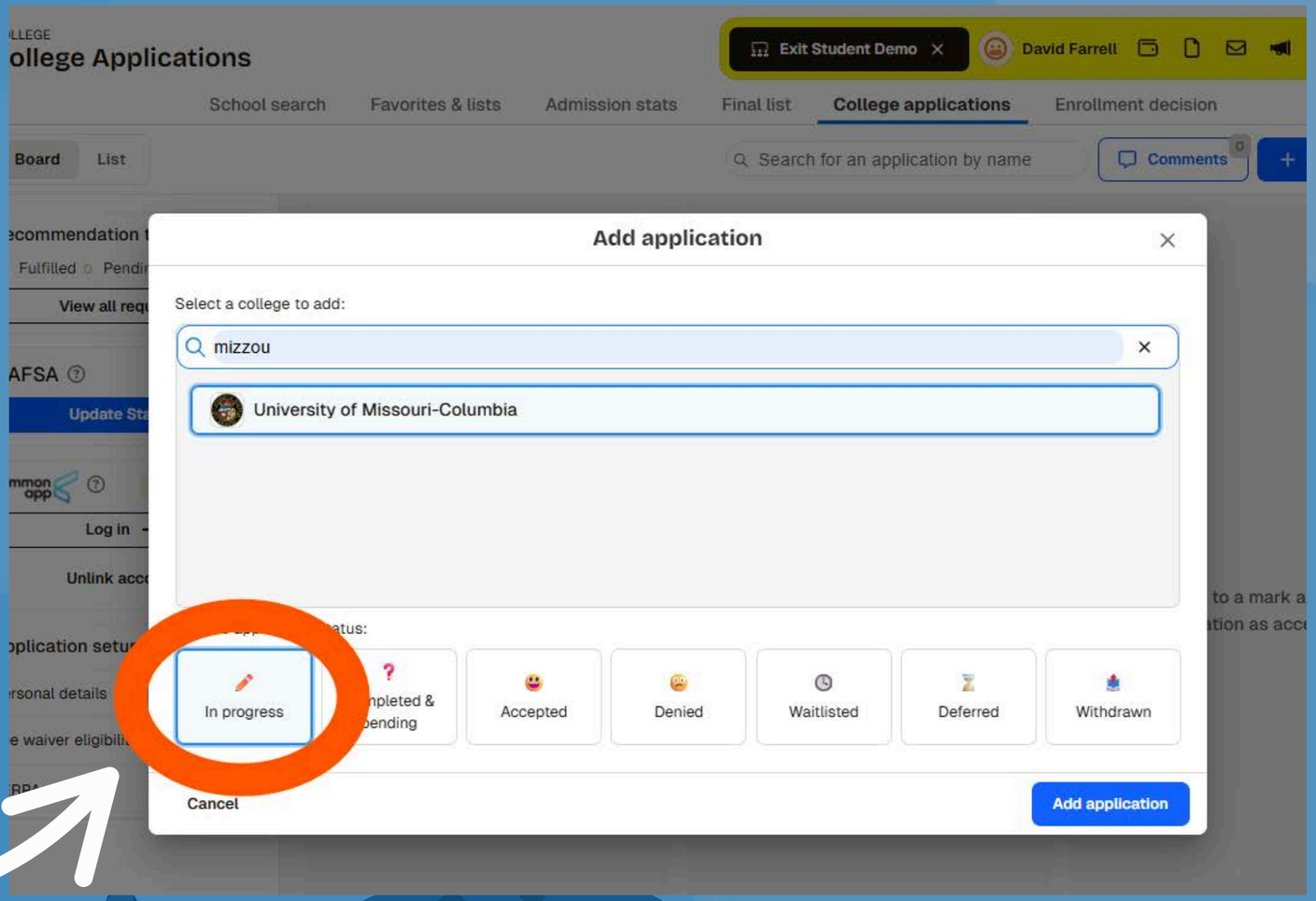
IF APPLYING THROUGH COLLEGE WEBSITE

Manually Add Applications



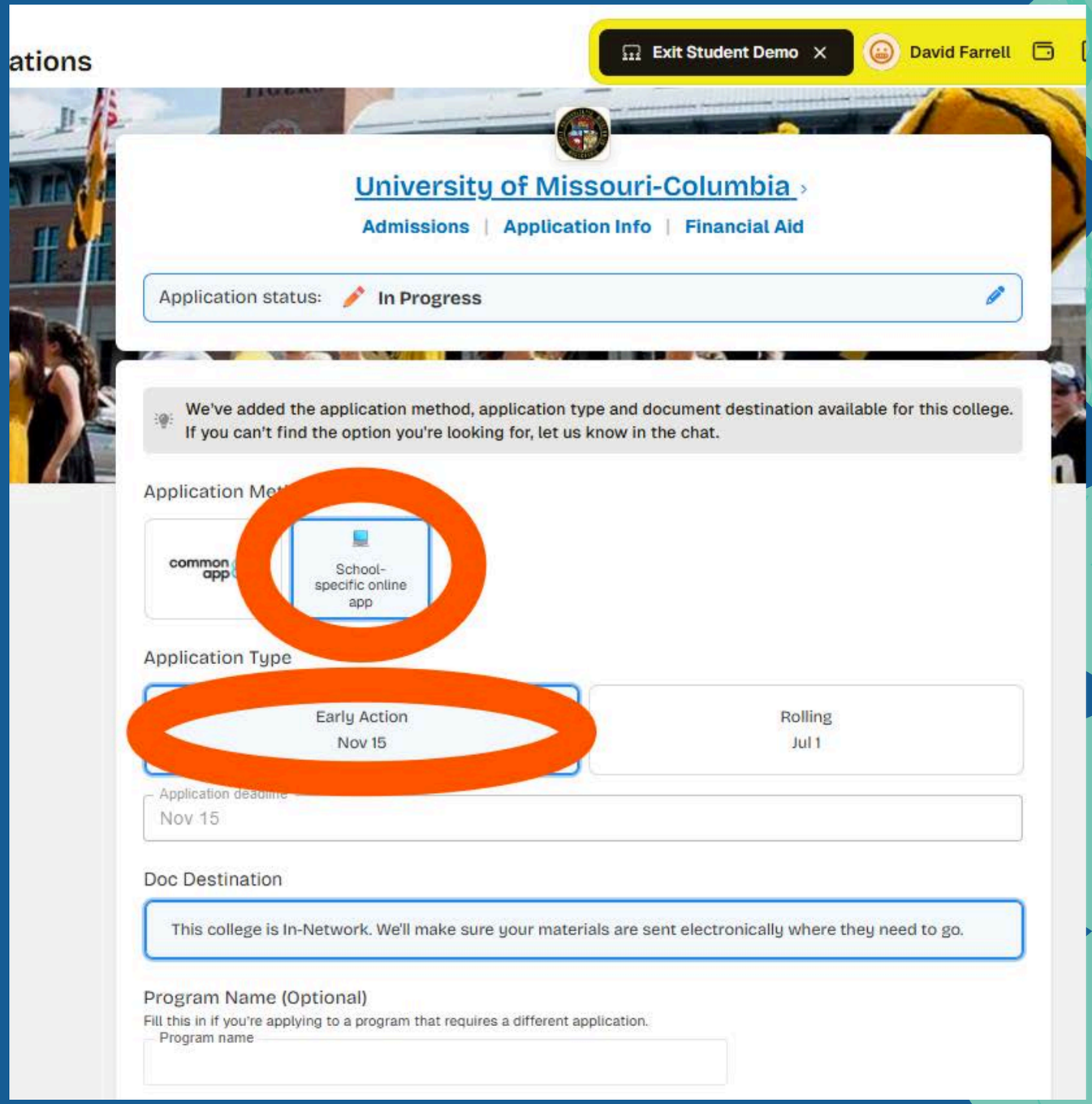
Search for the College

Indicate that the application is in progress, even if you have submitted it. We will not be notified to send your transcripts if you say the application is complete



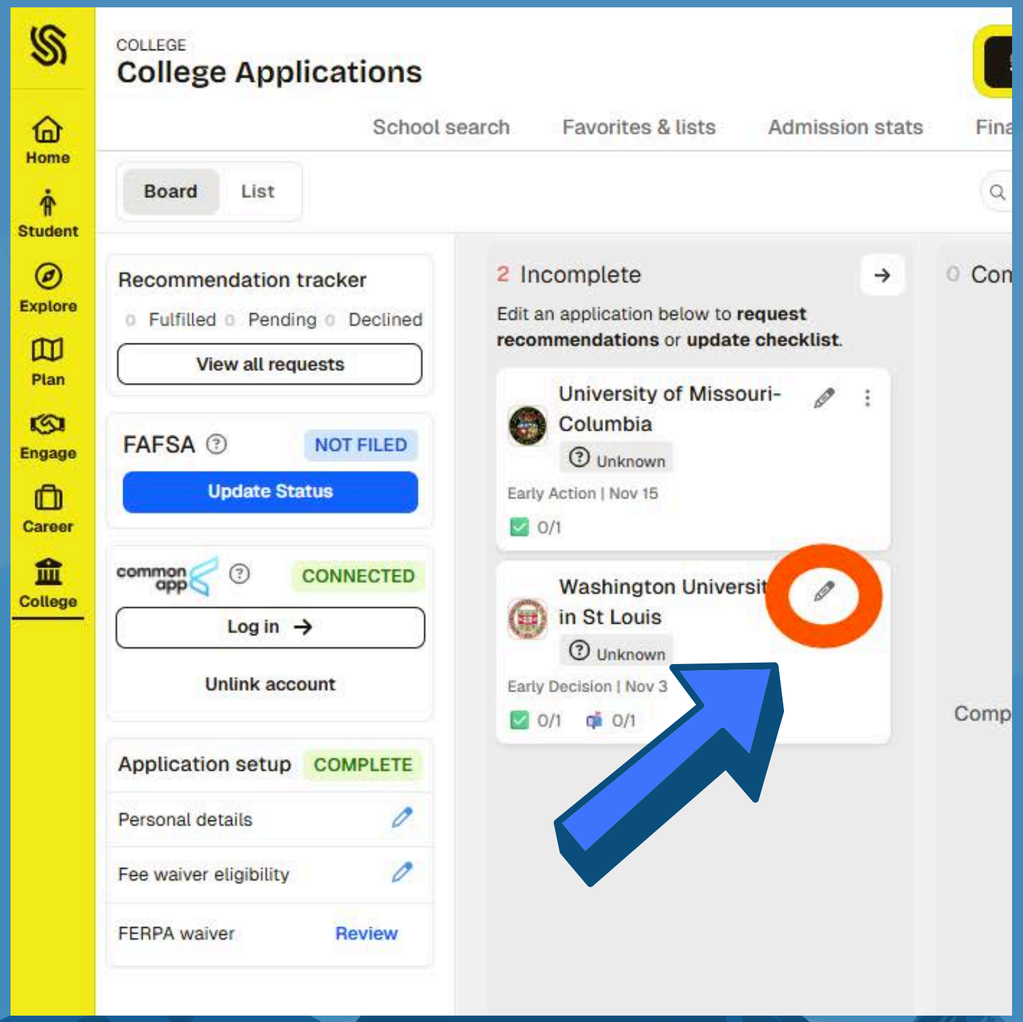
Let us know how you applied, as well as the application deadline.

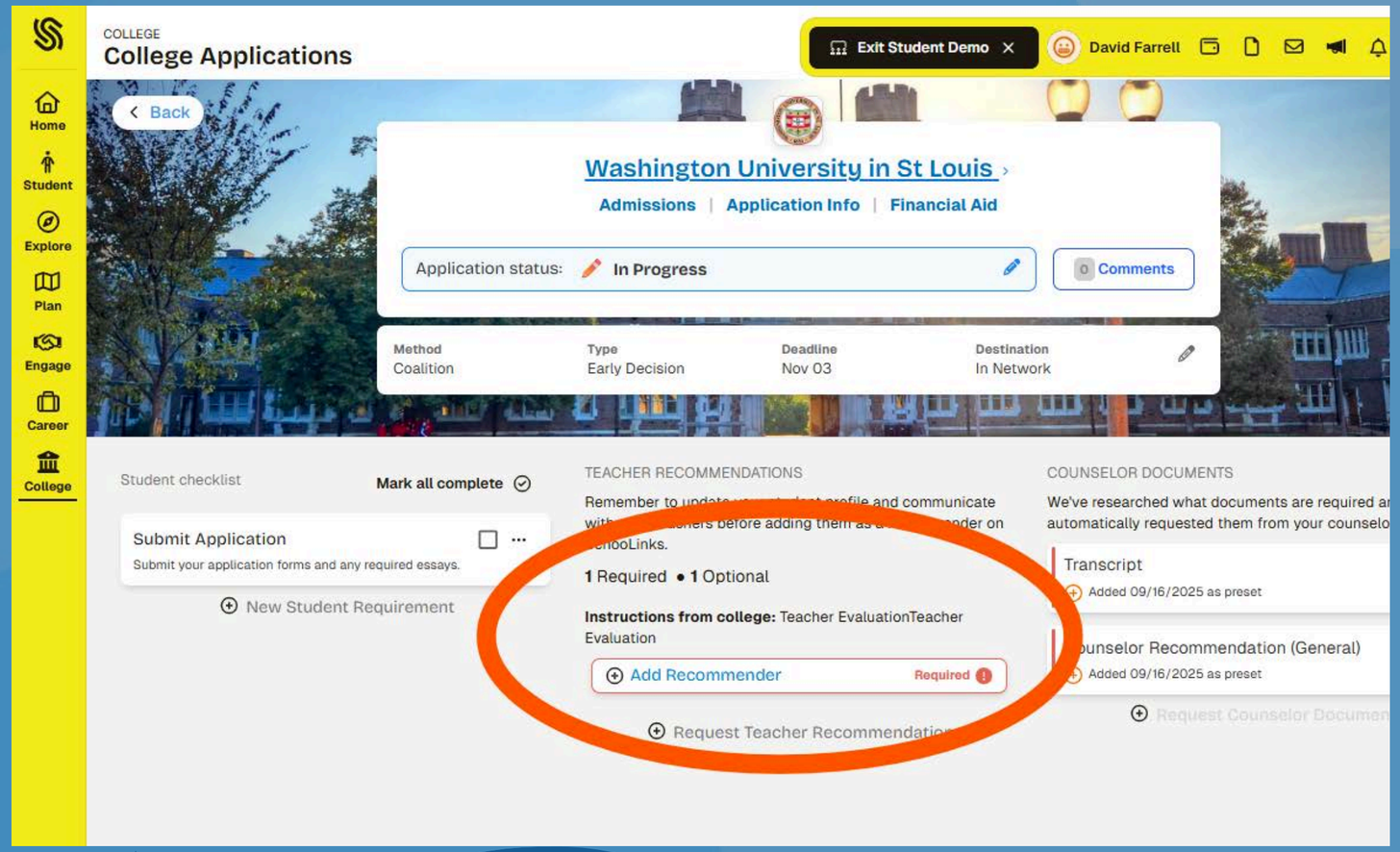
Click “Save Application” to request transcript



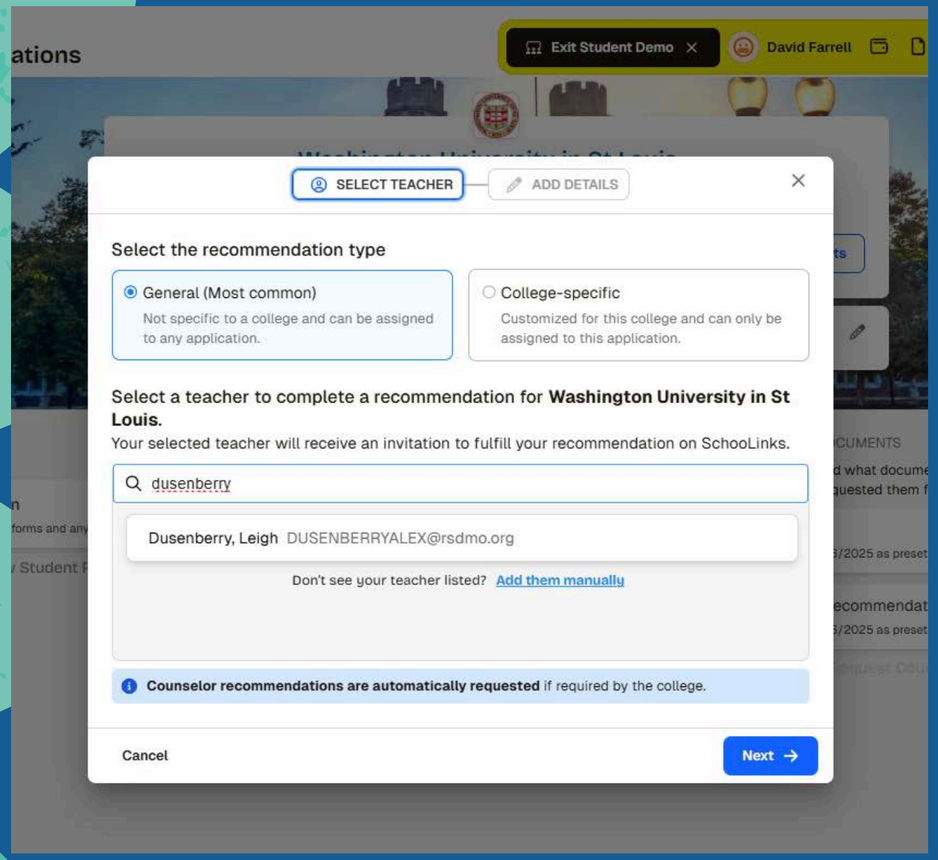
REQUESTING LETTERS OF RECOMMENDATIONS

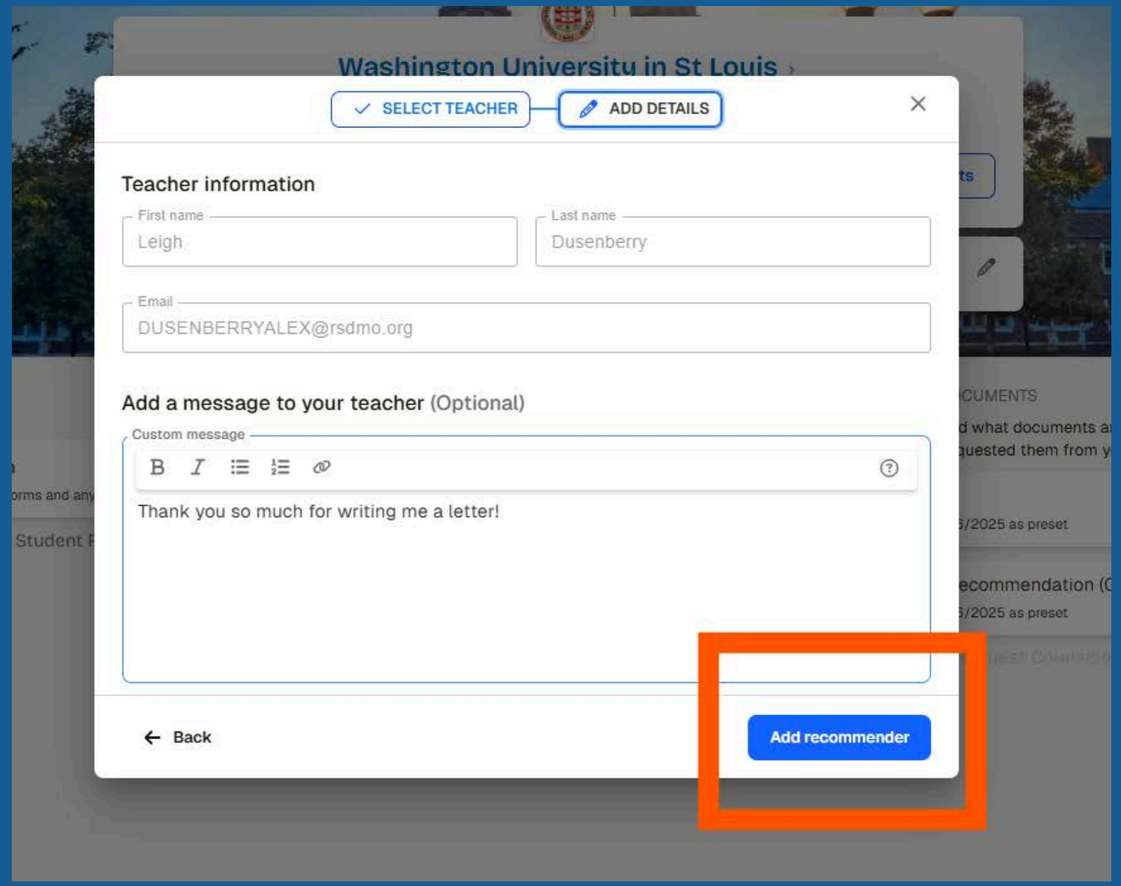
Edit Application Details



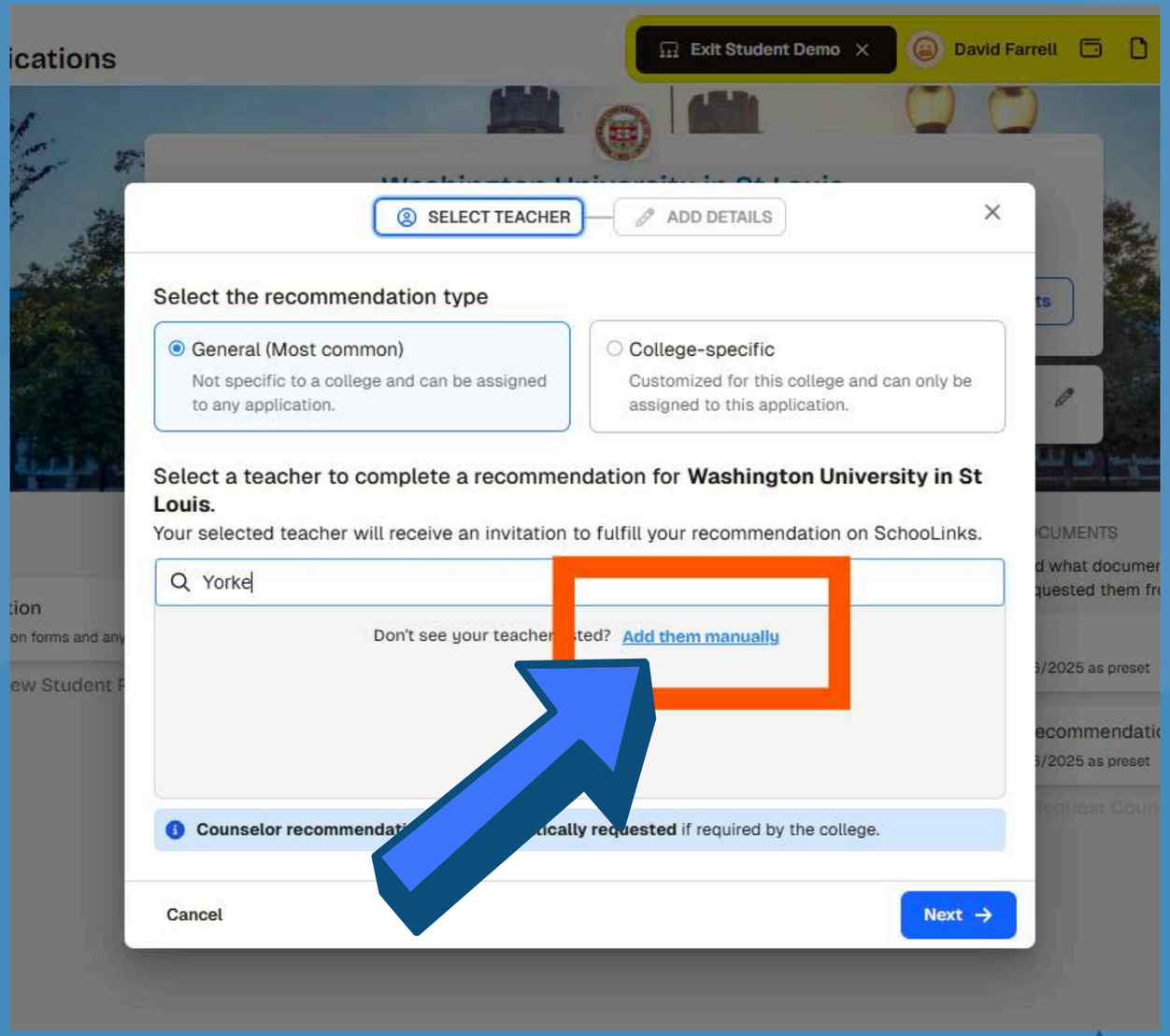


Search for your teacher's name in the system, click next, then "Add Recommender" Make sure you have spoken with them in person prior to requesting the letter.





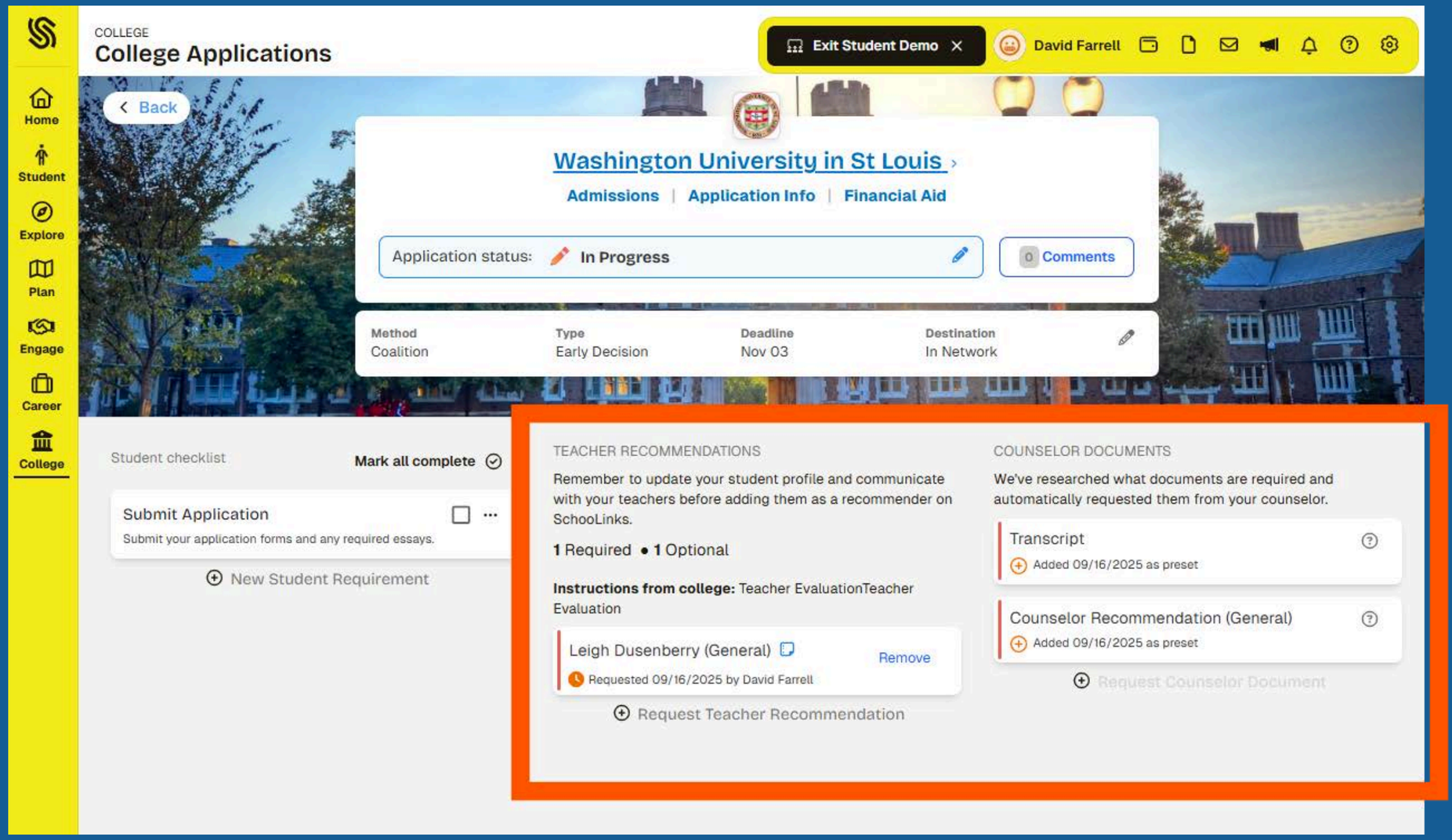
*Note that this will need to be done for every school. Though you will be adding the teacher to each college, they will only receive one request.



If recommender is not a Rockwood teacher, you can add them manually. This option will appear once you type in a name that does not exist in the database

*Make sure that you are still fulfilling the application requirements. Some colleges require that the recommendation letter come from an academic teacher

KEEPING TRACK OF APPLICATION REQUIREMENTS



Through this system, you can keep track of what has been requested, when it has been fulfilled and even when the college viewed the document!