
SchoolLinks College Application Process

— Connect to Common App, Add colleges, Request recommendations! —

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Accessing SchoolLinks

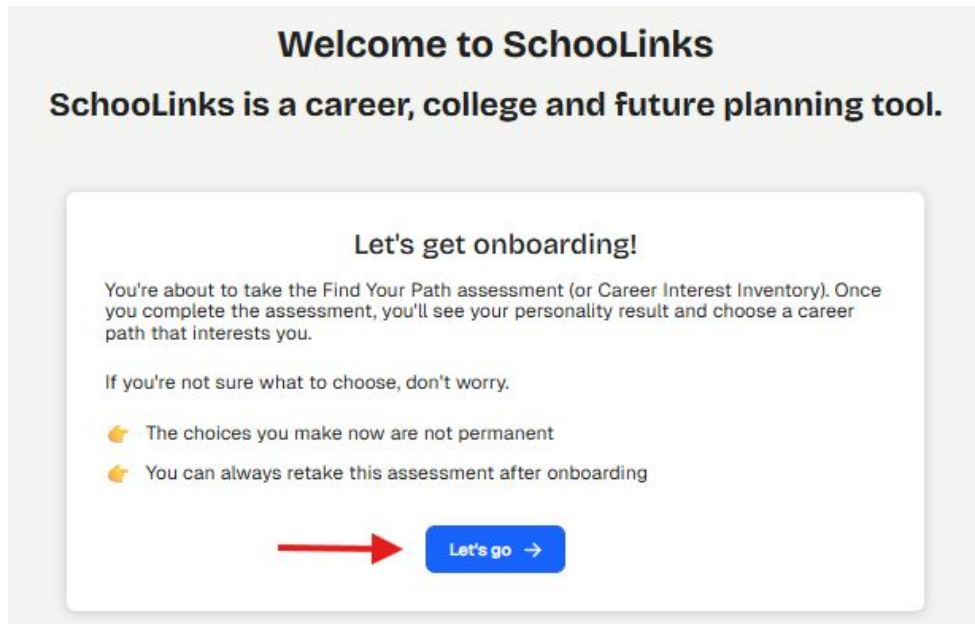
In your portal, under “Additional Resources” click on *SchoolLinks*. This will automatically open up the SchoolLinks website and you will be logged in.

If you do not see SchoolLinks in your Additional Resources, try logging out of the portal and logging back in on the main GCPS home page under “Students”



Complete onboarding

You will be prompted to begin the SchoolLinks onboarding process. Click the “Let’s go” button and answer the questions that follow. You do not need to spend too much time on this - this will generate some potential career options for you and is similar to what you did in Naviance earlier in high school.



The screenshot shows a web interface for SchoolLinks. At the top, it says "Welcome to SchoolLinks" and "SchoolLinks is a career, college and future planning tool." Below this is a white box with the heading "Let's get onboarding!". The text inside the box explains that the user is about to take a "Find Your Path assessment (or Career Interest Inventory)" and that they will see their personality result and choose a career path. It also reassures the user that their choices are not permanent and that they can retake the assessment. At the bottom of the box is a blue button labeled "Let's go" with a right-pointing arrow. A red arrow points to this button from the left.

Welcome to SchoolLinks

SchoolLinks is a career, college and future planning tool.

Let's get onboarding!

You're about to take the Find Your Path assessment (or Career Interest Inventory). Once you complete the assessment, you'll see your personality result and choose a career path that interests you.

If you're not sure what to choose, don't worry.

- 👉 The choices you make now are not permanent
- 👉 You can always retake this assessment after onboarding

Let's go →

Select your Cluster, Career, and Major

You will be shown a personality match and then will be prompted to select a career cluster, career, and major. As you select each option, click the blue “next” button at the bottom of the screen. When you have finished, you will click the blue “Go to Dashboard” button at the bottom of the screen.

The image illustrates a three-step selection process:

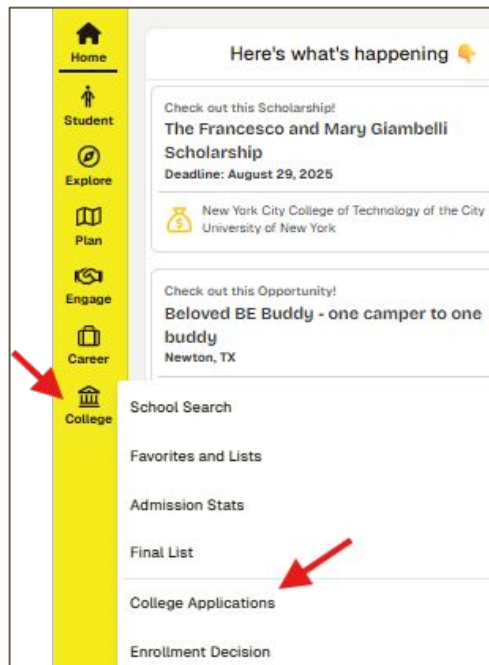
- Personality Match:** The user is shown a personality match profile (Advocate) and is prompted to select a career cluster. Navigation buttons include "Next" and "Go to dashboard".
- Choose a Career Cluster:** The user is prompted to "Choose a Career Cluster that interests you". The screen displays "Top career matches" including Health Science, Government & Public Administration, and Law, Public Safety, Corrections. A search bar for "Search careers" is visible.
- Careers in your cluster:** The user is prompted to select a specific career. The screen displays "Careers in your cluster" including Dental Assistant, Dentistry, and Health Service Management. A search bar for "Search Majors" is visible, and a dropdown menu shows "Related majors or training programs" including Dental Assisting/Assistant, Dental Hygiene/Hygienist (highlighted), and Pre-Dentistry Studies.

Go to dashboard →

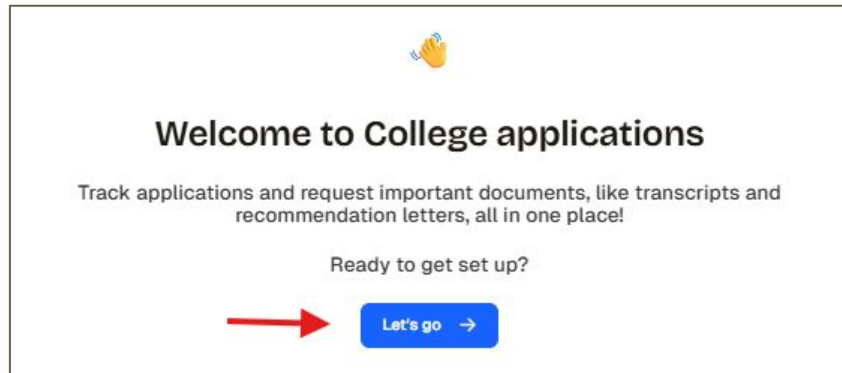
Next →

SchoolLinks Dashboard

In the left-hand column, click on the College icon, then click on College Applications.



Then click “Let’s go” in the Welcome message that pops up.



Student Information


You will first need to complete the information in the pop-up box. This will include **Personal Details, Fee Waiver Eligibility**, and the **School Links FERPA Waiver**.

SchoolLinks will automatically populate information uploaded by the county. **YOU NEED TO UPDATE YOUR EMAIL ADDRESS TO THE PERSONAL EMAIL ADDRESS YOU USE WITH COMMON APP.** Do **NOT** leave your school email address in the box for your email.

**We recommend not using Autofill to input your email as SchoolLinks does not seem to like this.*

Personal information

Use the same home address you are using in your college application forms. This is needed for some documents your counselor needs to send to colleges.

Birthdate 

Email **Enter the personal email you used for your Common App account**


Home address


Use the same home address you are using in your college application forms. This is needed for some documents your counselor needs to send to colleges.

Street Address Apt, suite, etc (optional)

City

State Zip/postal code

 When you add or update your address here, SchoolLinks will update the address for your account.

[Next](#) 

Fee Waiver Eligibility

Under Fee Waiver Eligibility please check the correct box to indicate whether you do or do not qualify for a fee waiver (you will also need to [complete the fee waiver information in the Common Application](#) for your Common App schools).

This is really important! If you qualify for federal free/reduced lunch, you need to check the box!

✓ PERSONAL DETAILS | ⓘ FEE WAIVER ELIGIBILITY | ⓘ FERPA WAIVER

Do you qualify for an application fee waiver?

The cost of applying to colleges can add up! Some colleges waive application fees for students who demonstrate financial need.

To see if you qualify, check off any boxes that apply to you.

- Student has received or is eligible to receive an ACT or SAT testing fee waiver.
- Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).
- Student's annual family income falls within the income Eligibility Guidelines set by the USDA Food and Nutrition Service.
- Student is enrolled in a federal, state or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- Student's family receives public assistance.
- Student lives in federally subsidized public housing, a foster home, or is homeless.
- Student is a ward of the state or an orphan.

OR

- None of the above apply.

In Common App and Coalition you can **request a fee waiver through your MyCoalition or Common App profile**. For other applications, we'll help you see if you qualify and request a fee waiver from your counselor if you do.

← Back | Next →

Requesting your Fee Waiver in Common App

In addition to indicating that you qualify for a fee waiver in SchoolLinks, you need to request one in Common App. You will find this in the last bullet under "Profile." Be sure to complete this page if you meet the criteria. Please go ahead and complete this part of the application as soon as possible.

The screenshot displays the Common App interface. On the left, a navigation menu titled "My Common Application" lists various sections: Profile, Personal Information, Address, Contact Details, Demographics, Language, Geography and Nationality, Common App Fee Waiver (highlighted with a red arrow), Family, Education, Testing, Activities, and Writing. The main content area is titled "Common App Fee Waiver" and shows "In progress" status. It lists eligibility criteria for application fee waivers, including enrollment in federal or state programs, family income, and public assistance. At the bottom, there are radio buttons for "Yes" and "No" to answer the question: "Do you meet one or more of the Common App fee waiver eligibility criteria?*" A red arrow points to the "Yes" option, and a red question mark icon is next to it.

common app

My Common Application | Profile


Common App Fee Waiver


In progress

You are eligible for application fee waivers if you meet one or more of the following criteria:

- You are enrolled in or eligible to participate in the federal free or reduced price lunch program.
- You have received or are eligible to receive an SAT or ACT fee waiver.
- Your annual family income falls within the income eligibility guidelines set by the USDA Food and Nutrition Service.
- Your family receives public assistance.
- You are enrolled in a federal, state, or local program that aids students from low-income families (e.g., GEAR UP, TRIO such as Upward Bound or others).
- You live in a federally subsidized public housing, a foster home or are homeless.
- You are a ward of the state or an orphan.
- You have received or are eligible to receive a Pell Grant.
- You can provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader.

Do you meet one or more of the [Common App fee waiver](#) eligibility criteria?*

Yes 

No 

FERPA Waiver

Under the FERPA Waiver please read the provided information and click the appropriate response. **We recommend that you DO waive your rights** – some teachers will not agree to write your recommendation if you do not waive your rights, and this is also what colleges expect to see so that they know they are receiving unbiased recommendations.

You may have to scroll down on your laptop screen to see the blue “Finish application setup” button.

The screenshot shows a web interface for completing a FERPA waiver. At the top, there are three navigation buttons: 'PERSONAL DETAILS', 'FEE WAIVER ELIGIBILITY', and 'FERPA WAIVER'. The 'FERPA WAIVER' button is highlighted with a blue border and a checkmark icon.

Complete the FERPA waiver
You might be asking yourself “What’s FERPA?” Don’t worry, you’re not alone! Here’s what you need to know:

How does FERPA relate to your college application?

- FERPA gives you the right to review letters of recommendation if you are enrolled in college that saves the recommendations, OR you are 18 or older.

To waive or not to waive?

- Waiving your right lets colleges know that you don’t intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- If you choose not to waive your right, some recommenders may decline to write a letter for you, and some colleges may disregard letters submitted on your behalf.

Still unsure how to respond?

- That is OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. You can also read our [FERPA Help Article](#).

I have fully read and understood the FERPA Release Authorization explanation above.

Select one:

I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

Your Signature:

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on here cannot change after submitting this form.

At the bottom of the page, there are two buttons: a 'Back' button and a 'Finish application setup' button. The 'Finish application setup' button is blue and has a checkmark icon.

Red arrows in the image point to the following elements:

- The 'FERPA WAIVER' navigation button.
- The first checkbox: "I have fully read and understood the FERPA Release Authorization explanation above."
- The selected radio button: "I waive my right to review all recommendations and supporting documents submitted by me or on my behalf."
- The text input field for the signature: "Your Signature: First Last"
- The second checkbox: "I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on here cannot change after submitting this form."
- The "Sign Waiver" button.
- The "Finish application setup" button at the bottom right.

Editing student information/fee waiver

Once you have signed the FERPA, it cannot be edited. However, you can update the student information and fee waiver screens at any time. Simply click on the pencil icon next to those areas on the College Application screen.

The screenshot displays the 'College Applications' interface. On the left is a yellow navigation sidebar with icons for Home, Student, Explore, Plan, Engage, Career, and College. The main content area is titled 'COLLEGE College Applications' and features a 'Board' / 'List' toggle. Below this are several sections: 'Recommendation tracker' with a 'View all requests' button; 'Brag Sheet' with an 'INCOMPLETE' status and a 'Complete brag sheet' button; 'FAFSA' with a 'NOT FILED' status and an 'Update Status' button; 'common app' with a 'CONNECTED' status, a 'Log in' button, and an 'Unlink account' option. At the bottom, there is a list of application components: 'Application setup' (COMPLETE), 'Personal details' (with a pencil icon), 'Fee waiver eligibility' (with a pencil icon), and 'FERPA waiver' (with a 'Review' button). Two red arrows point to the pencil icons next to 'Personal details' and 'Fee waiver eligibility'.

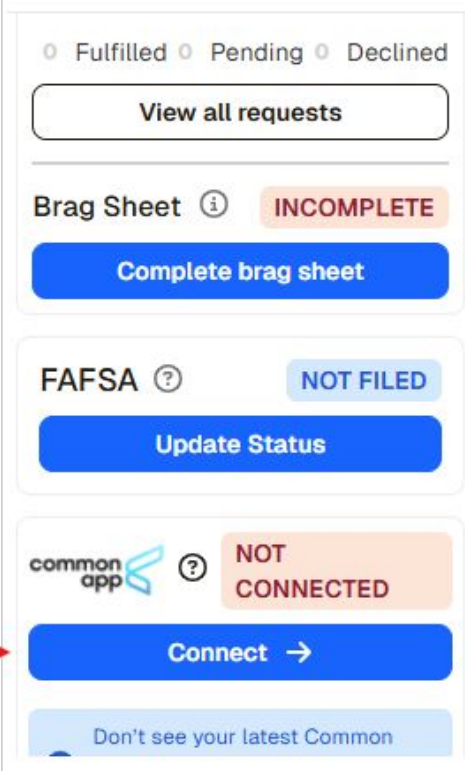
The School Links/Common App connection

Connecting your accounts allows us to send school documents from School Links to your Common Application. **When you link your accounts, schools that you have already added in Common App will automatically be added to SchoolLinks, and a transcript will be requested.** For this reason, you may want to clean up your list in Common App before connecting accounts. Only add schools where you know you plan to apply.

It is easiest if you create a Common Application and sign the FERPA waiver within Common App prior to connecting, however you will be prompted to do these steps if you have not already done them when you connect accounts.

Connect your Common App

In the left-hand column, you will see a button to connect to Common App. Click on this button.



○ Fulfilled ○ Pending ○ Declined

[View all requests](#)

Brag Sheet ⓘ **INCOMPLETE**

[Complete brag sheet](#)

FAFSA ⓘ **NOT FILED**

[Update Status](#)

common app ⓘ **NOT CONNECTED**

[Connect →](#)

[Don't see your latest Common](#)

A red arrow points to the 'Connect' button.

Connect your Common App (cont.)

A box will open with instructions for connecting your existing Common App account or creating a new one. You can scroll past these instructions and click on the green “Link Common App Account” button. Everyone should have made their Common App account in the previous lesson. If you have not, please select “Create an account” when the Common App homepage opens.

Scroll Down and click the green button

How to Connect Your Common App Account

If you are applying in the 2025-2026 school year, please wait until after Aug 1, 2025 to setup your Common App account

A. If you have an existing Common App Account, follow the process to link your account:

1. Login using the email and password that you used to create your Common App Account (these could be different than your SchoolLinks account!)
2. If you created your Common App account before 8/1/2025 You will need to follow the steps on the screen to roll it over to the next year
3. Check the box to share your Common App data back to SchoolLinks

B. If you have not made a Common App account before, follow the process to create and link your account:

1. Click “Create an Account”
2. Fill in account details to create your account
3. Check the box to share your Common App data back to SchoolLinks

A

B

3. Check the box to share your Common App data back to SchoolLinks

B. If you have not made a Common App account before, follow the process to create and link your account:

1. Click “Create an Account”
2. Fill in account details to create your account
3. Check the box to share your Common App data back to SchoolLinks

CONNECT YOUR ACCOUNT

By checking the box below you will enable SchoolLinks to access certain information from your Common App account that is necessary for integration and processing.

If you authorize this connection, you will be granting permission to SchoolLinks to:

- See the status of your applications and recommendations
- View additional Common App data in order to support submitting recommendations on your behalf

I agree *

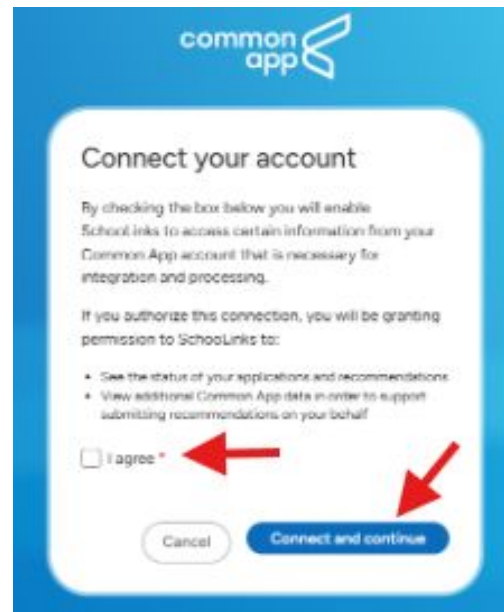
Cancel Connect and continue

Cancel

Link Common App Account >

Connect your Common App (cont.)

Follow the steps to log into your account and authorize the connection with SchooLinks. Then click on “Connect and continue.” When you are finished, you will be redirected back to SchooLinks.

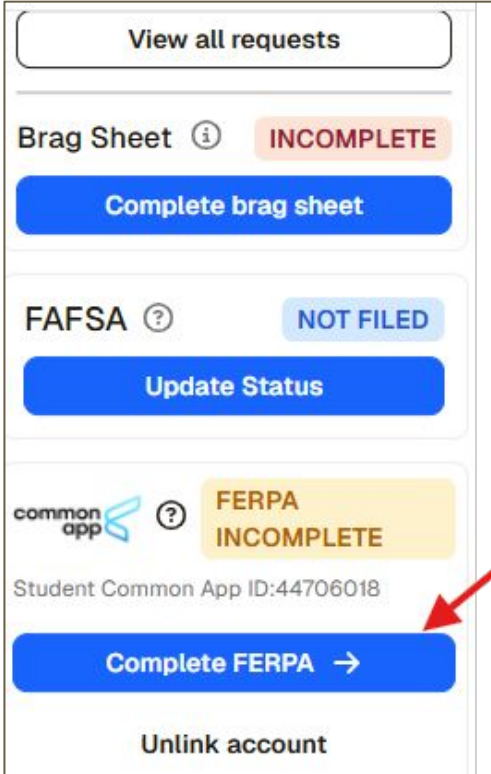


If the schools in your Common App do NOT automatically populate in SchooLinks after connecting, try waiting a minute and then refreshing your Chrome browser.

Sign FERPA in Common App

If you have not already signed the FERPA waiver within your Common App account, you will need to do so before we can send any documents to those schools. In your left-hand column, you will see a box letting you know if this is complete or incomplete. **If you have not yet done this step, click on the blue box that says “Complete FERPA.”**

A new box will appear prompting you to log back in to your Common App and complete the FERPA waiver. This is the same waiver that you completed in SchoolLinks and you should select the same answer. **We recommend that you DO waive your rights.** After you have signed it, you will be prompted to return to SchoolLinks.



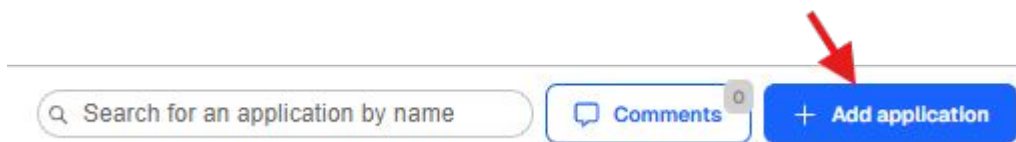
The screenshot shows a user interface for managing account requests. At the top, there is a button labeled "View all requests". Below this, there are three rows of information:

- The first row shows "Brag Sheet" with an information icon (i) and a red "INCOMPLETE" status label. Below it is a blue button labeled "Complete brag sheet".
- The second row shows "FAFSA" with a question mark icon (?) and a light blue "NOT FILED" status label. Below it is a blue button labeled "Update Status".
- The third row shows the "common app" logo with a question mark icon (?), a yellow "FERPA INCOMPLETE" status label, and the text "Student Common App ID:44706018". Below this is a blue button labeled "Complete FERPA →" with a red arrow pointing to it from the right. At the bottom of this section is a link labeled "Unlink account".

Add Colleges and request school documents

Any colleges you have listed in your Common App will automatically be added to your SchoolLinks application list and a transcript request will be added. For any non-Common App schools you are applying to, you will take the following steps:

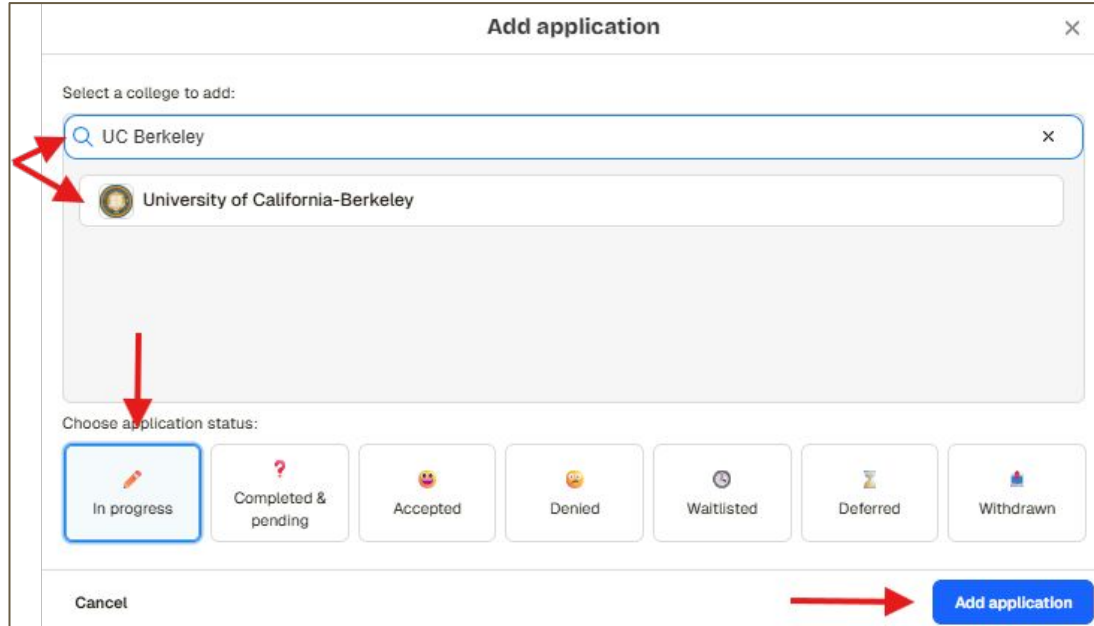
In the top right-hand corner, click the blue “+ Add Application” button.



**NOTE! Adding an application will automatically generate a transcript request for this school. Only add applications for schools where you are applying. You should not add schools you are not yet sure about!*

Add Non-Common App schools

In the search box, search for the college you want to add, then click “Add Application”



The screenshot shows a dialog box titled "Add application" with a close button (X) in the top right corner. Below the title, it says "Select a college to add:". There is a search input field containing "UC Berkeley" with a magnifying glass icon on the left and a close button (X) on the right. Below the search field, a dropdown menu is open, showing a search result: "University of California-Berkeley" with a circular logo to its left. Below the dropdown, it says "Choose application status:". There are seven buttons representing different statuses: "In progress" (with a pencil icon), "Completed & pending" (with a question mark icon), "Accepted" (with a smiley face icon), "Denied" (with a sad face icon), "Waitlisted" (with a clock icon), "Deferred" (with an hourglass icon), and "Withdrawn" (with a trash can icon). At the bottom left, there is a "Cancel" button. At the bottom right, there is a blue "Add application" button. Red arrows point to the search input field, the dropdown result, the "In progress" button, and the "Add application" button.

Adding non-Common App schools

Select your application method. Select the application type (Early Action, Early Decision, Regular Decision, Rolling – this may determine when your application materials are due).

The checkboxes under Student Requirements are optional.

Checking these boxes will add these items to your personal checklist, but will not impact the sending of your documents.

We do not recommend checking them unless you think you are going to want to see them on your checklist when you log into SchoolLinks and look at your college application list.

Click “Save Application.”

When you add the application, a transcript is automatically requested, along with any required school reports. Your counselor will also be notified if your application requires a Counselor recommendation letter – you will not request these separately.

University of California-Berkeley >
Admissions | Application Info | Financial Aid

Application status: In Progress

We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.

Application Method

U C / C S U Application

Application Type

Regular Decision
Dec 2

Application deadline
Dec 2

Doc Destination

This college is In-Network. We'll make sure your materials are sent electronically where they need to go.

Program Name (Optional)
Fill this in if you're applying to a program that requires a different application.
Program name

Student requirements
Select any of the following that apply to this application. You can add or remove from the student checklist later if you change your mind.

Financial aid

Applying for Financial Aid?

Applying for Financial Aid? Is FAFSA submission required?

Scores and performance

I will be submitting test scores along with my application to this institution. Optional

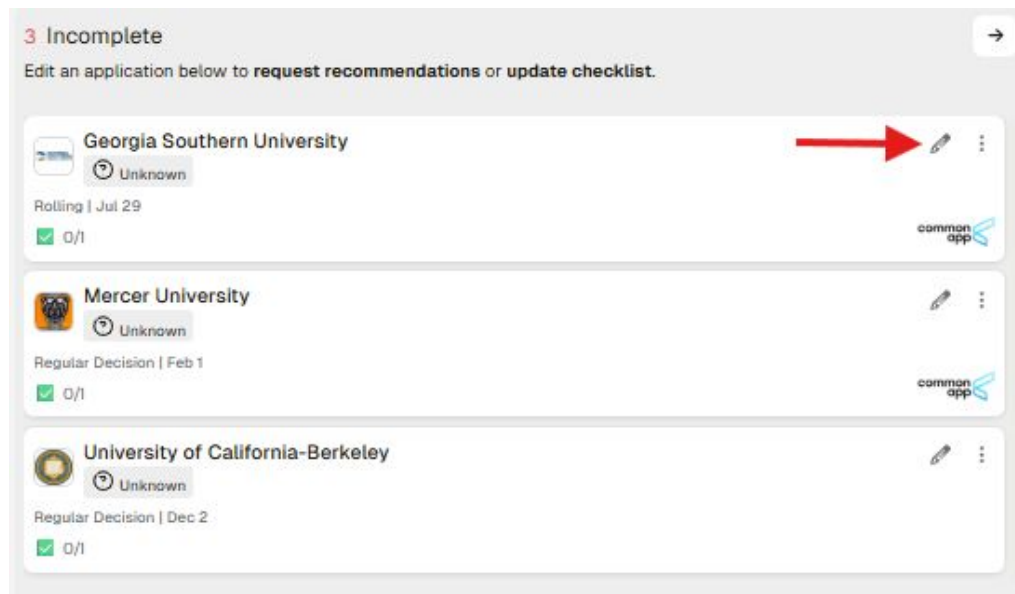
I will be submitting a Self-Reported Academic Record (SRAR) along with my application to this institution. Optional

SchoolLinks does not submit any test scores or reports on a student's behalf.

Request Teacher Recommendations

Navigate back to the College Application Page.

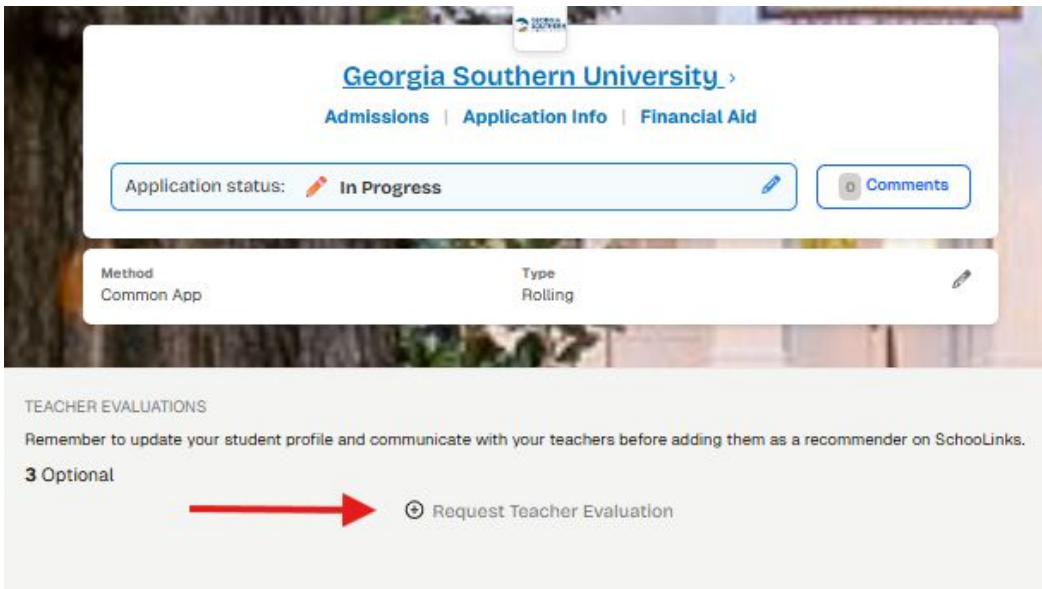
You will need to add teacher recommendation requests individually for each school. In your application list, click on the pencil icon for one of your colleges to add a teacher request.



Request Teacher Recommendations

In the middle column, click on “Request Teacher Evaluation.”

Reminder that CHHS students should only be requesting recommendations from TWO teachers (unless you have prior approval from your counselor). You should only be adding teachers who have already agreed to write you a recommendation letter.



The screenshot displays the Georgia Southern University application portal. At the top, the university name is followed by navigation links for Admissions, Application Info, and Financial Aid. Below this, the application status is shown as 'In Progress' with an edit icon. A 'Comments' button is also visible. A table below shows the application method as 'Common App' and the type as 'Rolling'. Under the 'TEACHER EVALUATIONS' section, a note advises updating the student profile and communicating with teachers. Below the note, there are '3 Optional' evaluations listed, with a red arrow pointing to the 'Request Teacher Evaluation' button.

Method	Type
Common App	Rolling

TEACHER EVALUATIONS

Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks.

3 Optional

➕ Request Teacher Evaluation

Request Teacher Recommendations

Click in the search bar and add your teacher.

All of our CHHS teachers should be in the list. *Pay close attention, because all teachers in the county are listed! Be sure you have the right teacher.*

Please do not manually add a teacher without speaking to your counselor. Do not add your counselor this way and do not use this to add a mentor, coach, religious leader or other person who wants to write a recommendation for you. If your college allows non-teacher recommenders, you can add them on the Common App as an "Other Recommender."

Follow the steps to add your teacher. **You will need to do this for each of your colleges.**

SELECT TEACHER ADD DETAILS

Select a teacher to complete a recommendation for **Georgia Institute of Technology-Main Campus**.
Your selected teacher will receive an invitation to fulfill your recommendation on SchooLinks.

chad morgan

Chad Morgan Chad.Morgan@gcpsk12.org

Don't see your teacher listed? [Add them manually](#)

Counselor recommendations are automatically requested if required by the college. **Common App.**

Cancel Next

SELECT TEACHER ADD DETAILS

Teacher information

First name: Chad Last name: Morgan

Email: Chad.Morgan@gcpsk12.org Subject: Social Studies

Add a message to your teacher (Optional)

Custom message

Thank you so much for agreeing to write a recommendation for me! I have completed your brag sheet - please let me know if you need additional information from me. My first deadline is Georgia Tech on October 15th.

Back Add recommender

Requesting a Teacher Rec from a teacher who is not in GCPS

Students can request a recommendation from a teacher who is not in GCPS. This should only be used for TEACHER recommendations, meaning someone who has taught the student in a class. This should not be used for mentors, coaches, etc. - for those, students can use the option to request an “other recommender” in the Common Application.

On the screen where students select the recommender from the drop down list, if they start typing the name, they will see an option to “add them manually.” Students can enter an email address for their outside recommender and that recommender will receive a link to upload a recommendation.

The screenshot shows a web interface for selecting a teacher. At the top, there are two buttons: "SELECT TEACHER" (highlighted with a blue box) and "ADD DETAILS". Below this, the section "Select the recommendation type" has two options: "General (Most common)" (selected with a radio button) and "College-specific". The "General" option is described as "Not specific to a college and can be assigned to any application." The "College-specific" option is described as "Customized for this college and can only be assigned to this application." Below this, the text reads "Select a teacher to complete a recommendation for Georgia Southern University. Your selected teacher will receive an invitation to fulfill your recommendation on SchoolLinks." A search bar contains the text "Natasha Romanoff". Below the search bar, there is a message "Don't see your teacher listed?" followed by a blue link "Add them manually" which is pointed to by a red arrow. At the bottom of the interface, there is a blue bar with the text "Counselor recommendations are automatically requested if required by the college." and two buttons: "Cancel" and "Next" (with a right arrow).

Requesting a Recommendation from a coach/mentor outside of CHHS

SchoolLinks should ONLY be used for teacher/counselor recommendation letters. While rare, some application require/allow students to include recommendation letters from a community mentor, community coach, employer, volunteer organization, etc.

Should you find yourself in this position, please send a request to the individual using the “Other Recommender” feature in COMMON APP.

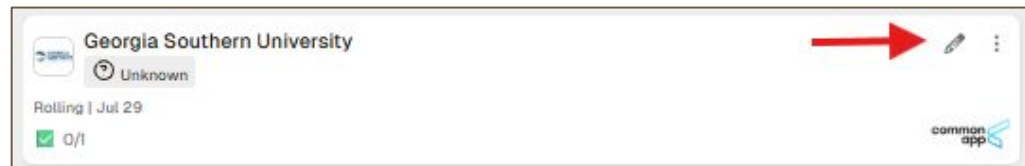
What if I add a college and then decide not to apply?

Please be sure that you are only adding colleges where you know you plan to apply. However, if you change your mind and documents have NOT yet been sent:

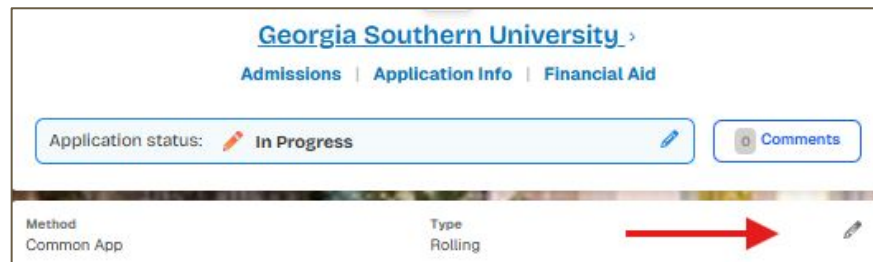
1. Click on the pencil next to the college name in your College application list to edit the college.
2. Then click on the pencil in "Application Status" to edit the status
3. Change the application status to "Will Not Complete" and click the blue "Save" button.

This will remove your document request (as long as they have not already been sent).

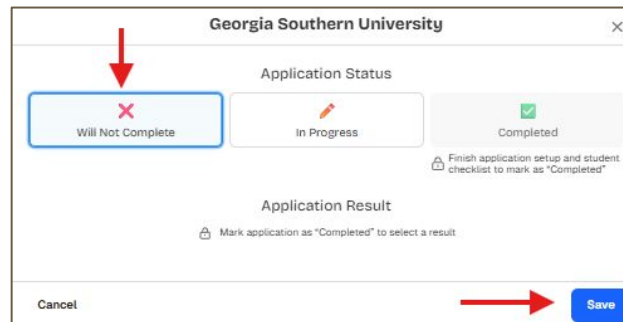
1.



2.



3.



Brag Sheet - Complete in SchooLinks

In your SchooLinks "To-Dos," you will see a prompt in the left-hand column of the College Application page to complete a brag sheet. Please take the time to fill it out thoroughly and include all relevant information. This will help your counselor and teachers write personalized recommendation letters tailored specifically to you, rather than a generic one.