

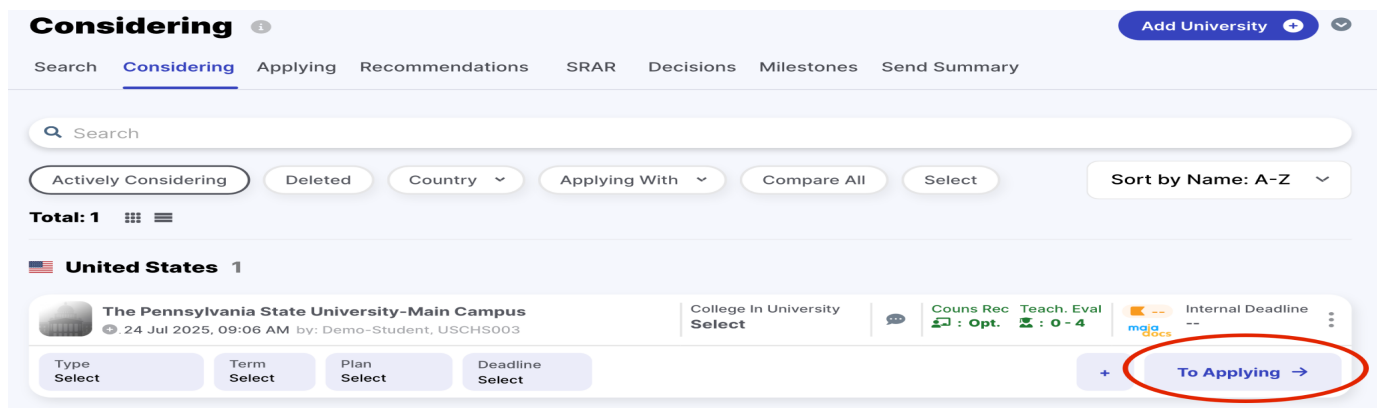
Using MaiaLearning to Process College Applications- Class of 2027

To Do List

1. Complete your 4-year Graduation Requirements! All requirements can be found on your Maia Learning Dashboard. **These must be completed in order to graduate, per the Pennsylvania Department of Education.**
2. Contact your counselor to ask if they are willing to write a letter of recommendation on your behalf.

Completing College Applications and Requesting Transcripts

1. Submit a “Consent to Send Electronic Transcript” form. The form can be found in the “MaiaDrive” section on the left-hand side menu in MaiaLearning or on the counseling website under Resources. Submit the form to the Counseling Office as soon as possible. We cannot send transcripts without this release.
2. Complete your college applications through one of these methods. (See opposite side for details)
 - Common Application: Register via commonapp.org. Complete the application for your Common App Schools. Enter our high school code, which is 393707.
 - College Specific Application: Go to the college’s website and complete the application online. Applications can usually be found on the Admissions page.
 - Coalition Applications: Follow the same instructions as the College Specific Application.
3. Go to your Maia Learning account and click the “Universities” tab on the left-hand side. Then click the “Considering” tab.
4. Review your list of universities and move the universities you are applying to from your “Considering” list to your “Applying” list by clicking “To Applying” in the lower right-hand corner of the school’s summary box. ***Only move the colleges you are definitely applying to!***



5. Click the “Applying” tab. Next, select your application type from the drop-down menu under “Type.” If you are using the Common App, select Common App. If you are applying directly to the institution, select “Other Application.”

- Next, select the term you are applying for (Fall 2027), your admission type, and deadline (this should auto-fill) from the following drop-down menus.
- From here, you will need to request transcripts. To do this, click the button next to “Transcript Request” on the right-hand side.
- Matching your Common App account to MaiaLearning: To link your Common App account with MaiaLearning, navigate to your profile settings, which can be found by clicking the person in the upper right-hand corner. Next, click settings. Click the link to connect to the Common App, which will redirect you to the Common App website. Log in there, agree to share your data, and click connect. This will synchronize your Common App and MaiaLearning accounts.

- From this same page, you will connect your STAR account if your colleges require the STAR. You will select whether or not you have already created a STAR account and then enter the email address associated with your STAR account. Please note: It is best to use your personal (not a school) email address. Once connected, you will be able to view the status of your STAR account under the STAR tab on your Universities page.

10. If you have any questions regarding a specific college application or have any issues with MaiaLearning, make an appointment with your counselor.

Common Application Schools: Do NOT begin until after August 1, 2026!

- Use the Common Application to complete your application to these schools.
- Be sure you are doing the 26-27 application.
- Helpful information for completing the Education section:
 - o The class size is 324.
 - o We do not rank.
 - o Year long courses are 2 credits. Semester courses are 1 credit.
 - o Your counselor's title is "School Counselor."
 - o The school's information is 1825 McLaughlin Run Road, Pittsburgh, PA 15241, 412-833-1600.
 - o The school CEEB code is 393707.
- Once you've requested transcripts on MaiaLearning, you're set! We will send your transcripts electronically to these schools.
- Track your application status on your "Send Summary" page.

"Online App" Schools:

- Use the college's specific online application to apply to these schools.
- Once you've requested transcripts in MaiaLearning, you're set! We will send your transcripts electronically to these schools.
- Track your application status on your "Send Summary" tab under Universities.

Teacher Recommendation Requests

- First, ensure you've spoken with the teacher in person and secured their agreement to write the letter. Then, in MaiaLearning, navigate to the "Universities" section, select "Recommendations," and choose the teacher from the list. You'll need to specify which colleges the recommendation is for, set a due date, and add a note to the teacher.
- Make sure your Student Profile and Resume are complete in your MaiaLearning account.

Don't forget -

- Be sure to give your counselor **at least 10 school days** to process your transcript request.
- For Paper Application schools, be sure to bring in addressed envelopes and stamps to the counseling office in order to send out your transcripts.
- If you choose to send SAT and/or ACT scores to colleges, you will have to send these yourself through the SAT/ACT websites. Your application may be incomplete without your test scores.