COLLEGE APPLICATION INSTRUCTIONS

June 2026

SCOIR

Applying

1. Log into SCOIR, match your Common App, and complete your FERPA. Sign the release and click "Granted" to give permission. Next, Grant Authorization for release of transcripts.
2. Under ***My Colleges***, click *+Add College* and choose **Applying**. Search and add your schools.
3. Follow prompts on the screen to indicate how and when you are applying to each college.

Teacher Recommendations

1. Check in with your teacher recommenders and ensure they know your EARLIEST deadline.
2. Request your recommendation letters in SCOIR under ***My Colleges -> Docs -> Scroll to Letters of Recommendation -> click +New Request -> Find your teacher -> Select and hit send.***
3. *Choose the type of recommendation to request and select* ***"GENERAL."***
4. Any outside of school recommendations should be requested in Common App by entering their email.

Requesting Transcripts & School Documents

1. Once you have submitted an application, move colleges from the ***Applying*** to the ***Applied*** column on the ***My Colleges*** page.
2. Send your counselor an email notifying them where you applied each time you submit.
3. Your individual counselor meeting must occur at **least two weeks <u>PRIOR</u> to a request for school documents.**

Counselor Appointments

are based on earliest application deadline

Early applications (rolling admissions or Oct/Nov deadlines) - see your counselor no later than October 1st to make your appointment.

Regular Decision applications (Dec/Jan/Feb deadlines) - make your appointment prior to November 15th.

Common App

1. Create a Common Application account at www.commonapp.org.
2. Add colleges under College Search and begin to complete the Common Application.
3. Pay special attention to additional questions/writing supplements individual colleges may require.
4. Information you will need:
   - Graduating Class Size - 558
   - Class Rank - none
   - Weighted GPA Scale - 5
   - List of senior year courses
   - Course scheduling system - semester
5. Once you complete the Education Section of Common App, click on *Recommenders and FERPA* under one of your colleges on the left of the screen. **Complete *ONLY the FERPA section*** *(do not request recommendations)* and **waive your rights.**

Additional Steps & Reminders

- Complete your Junior Questionnaire in SCOIR if you have not already.
- Check the admissions pages of each college you are applying to confirm application timelines/requirements.
- **Send all SAT/ACT, etc. test scores through College Board or ACT. Remember it takes up to 7-10 business days for scores to be delivered to the colleges. Counselors <u>DO NOT</u> send scores.**
- Submit college applications **whenever they are ready** and email your counselor each time you submit.
- **Check email regularly for messages from colleges** about creating accounts, accessing portals, and next steps. This could include important information from colleges that require a **STARS** (**Self-Reported Academic Record**) STARS are due on the same date as the application. See back for info.
- Collegebound student athletes- ensure you register with the NCAA Eligibility Center.
- Complete/submit the FAFSA (fafsa.gov) and other required institutional financial aid forms beginning Oct 1st.
- *Reminder - it takes time for colleges to update their portals - be patient.*