

TENAFLY HIGH SCHOOL COUNSELING

CLASS OF 2027

College Application 101

A guide to Common App, Scoir, and everything in between.

SCHOOL COUNSELING TEAM

Mr. Schreiber Director of School Counseling

- Mr. Gardner
- Ms. Patterson
- Ms. Thomas
- Ms. Schweid
- Ms. Ihn
- Ms. Brown / Ms. Weisfelner



First Semester **Events**

2026–2027 · Mark your calendar for these dates.

SEP
9

Senior College Planning Night
7:00 PM — THS Media Center

SEP
19

Mock Digital PSAT
9:00 AM — Revolution Prep provides exam free of charge

SEP
26

SAT Practice Digital Exam
9:00 AM — Revolution Prep provides exam free of charge

OCT
14

PSAT School Day Testing
Grades 10 and 11

OCT
22

College Panel
6:30 PM — THS Media Center — Lehigh, Purdue, Rutgers and Florida

NOV
12

Financial Aid Night (Virtual)
7:00 PM — Presented by HESAA

NOV
13

9th Grade Parent Info Session
9:00 AM — Virtual

DEC
4

Junior Parent Q&A (Virtual)
7:00 PM — with Maryland, Wake Forest and TCNJ

JAN
7

Alumni Panel
7:00 PM — THS Media Center



THE TWO PLATFORMS YOU'LL USE

Application Platforms



www.commonapp.org

The central hub to complete and submit an application that is “common” to all your member schools.

- Upload your primary college essay
- Complete college-specific supplemental short answers
- Manage deadlines and school-specific requirements



app.scoir.com/signin

Your comprehensive portal to research colleges, view historic admission trends, and track your application status.

- Account access has been sent to parents & students – email Ms. Yi with questions
- Complete the Junior Survey under Assignments – counselors require this for recommendation letters

Must be finished before submission — general application sections plus school-specific questions & supplements.

Getting Started on Common App

1

Create Your Account

Register at www.commonapp.org. Crucial: use a personal email address that you check regularly!

2

Add Tenaflly Education Section

In Education tab, enter Tenaflly as your high school and complete necessary information

3

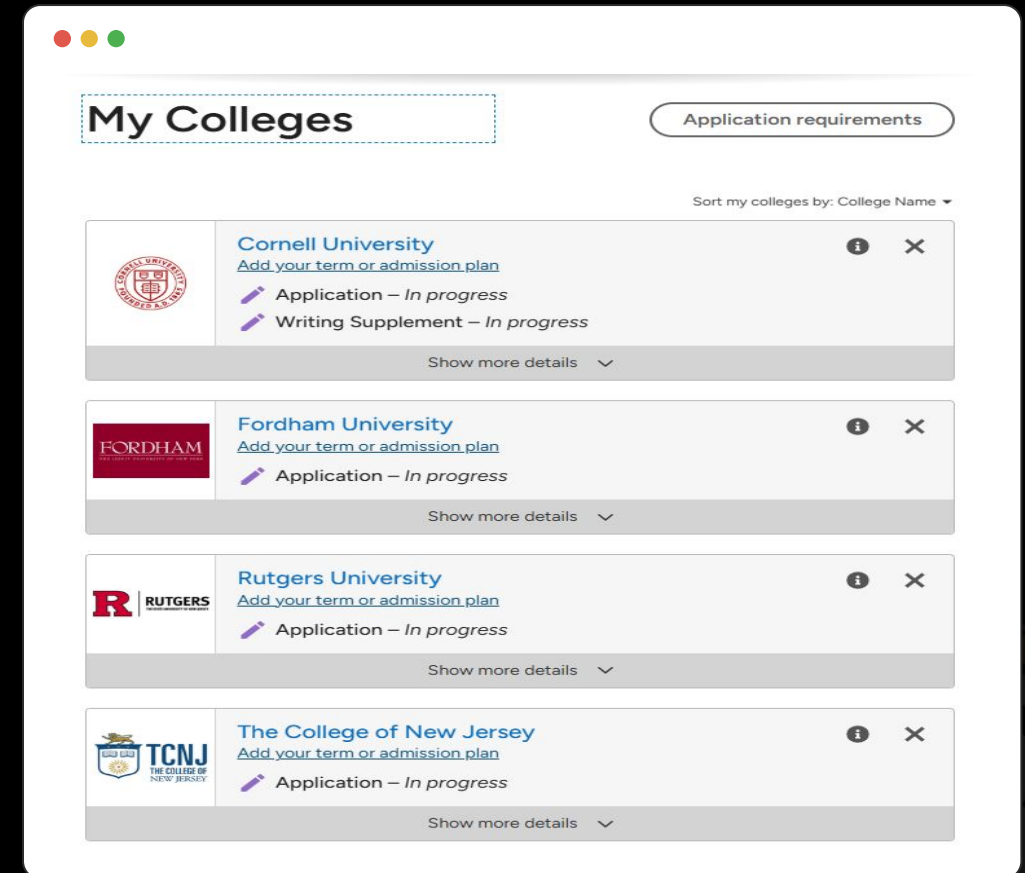
Add Your Schools

Search for and add colleges to My Colleges. This unlocks school-specific details and starts your FERPA waiver.

4

Complete All Sections

Must be finished before submission — general application sections plus school-specific questions & supplements.



My Colleges — Common App

The FERPA Waiver

Family Educational Rights and Privacy Act — three quick steps.

01

Complete the Waiver

Once you've added a school to your list, complete the FERPA waiver within the Common App portal.

02

Waive Your Right

This states whether you want to view your recommendation letters. We strongly recommend waiving this right for admission integrity.

03

One-Time Completion

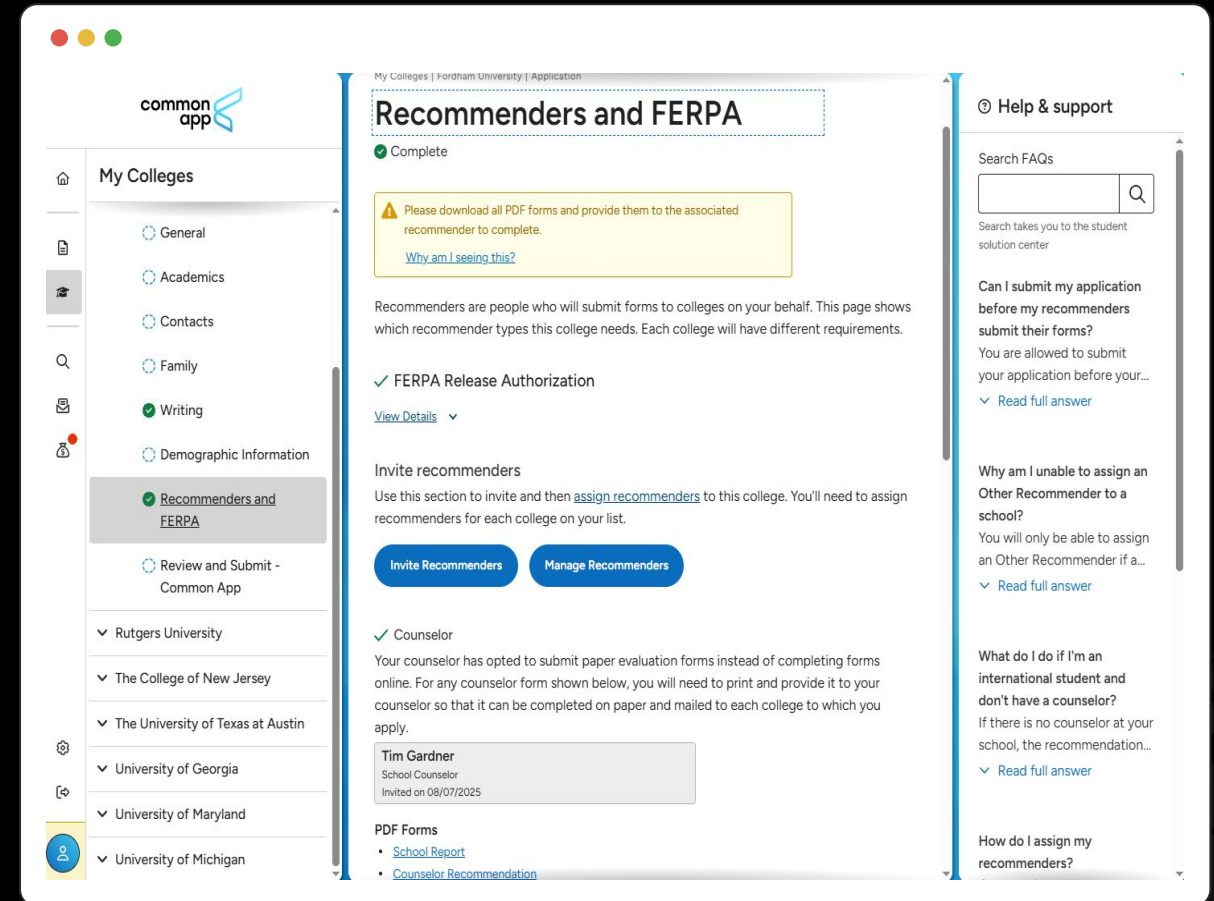
Once completed for one school, this decision automatically applies to all current and future schools on your list.



Add Counselor & Teachers

Add your counselor and teachers where indicated.
DO NOT add their emails in Common App — names only.

Recommenders live under **Recommenders and FERPA** for each college on your list. Add each teacher and your counselor by name so they can be matched to the right request.



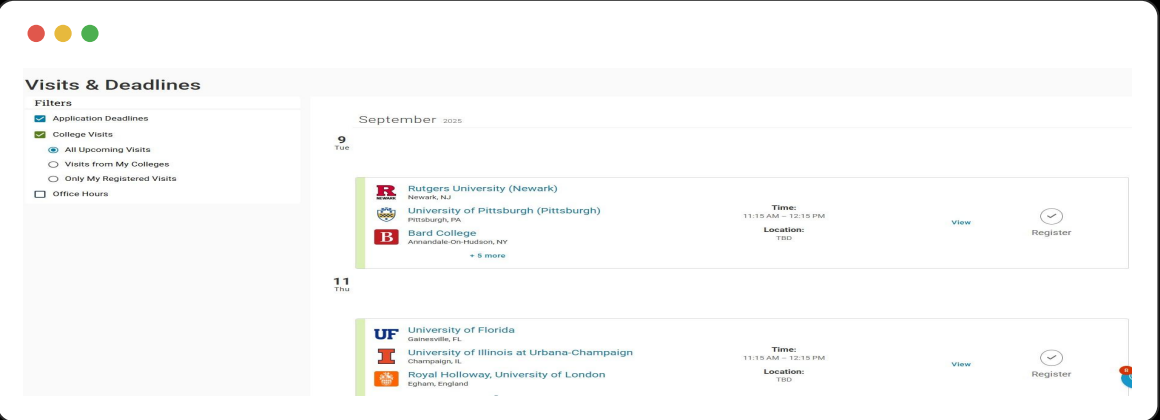
Recommenders and FERPA — Common App

What Is Scoir?

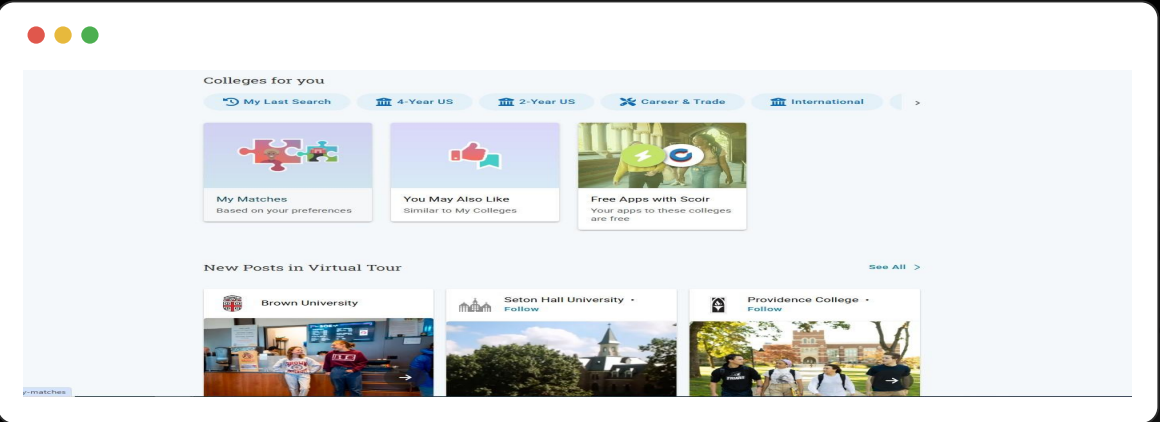


This is our way of communicating with you throughout the application process — both students and parents have access through their own account.

- Calendar of College Mini-Fair visits
- Search engines, career assessments, and other planning resources



Visits & Deadlines



Discover

Complete the FERPA Waiver on Scoir

In addition to the Common App FERPA waiver.

1

First-time pop-up

Will appear automatically when you open the My Colleges tab for the first time.

2

Where to find it later

My Colleges › Docs

Your Scoir **To-Do List**



Request Teacher Letters of Recommendation

My Colleges › Docs



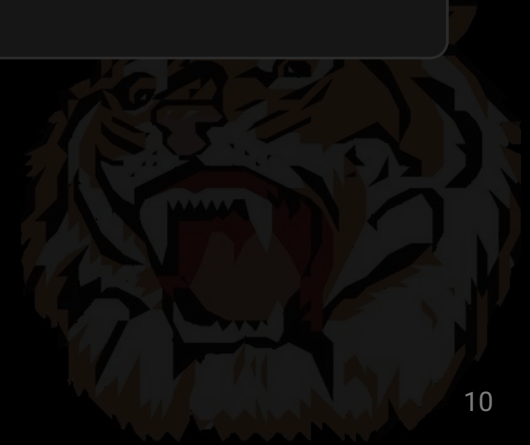
Complete the Junior Survey

This should be done already



Sign the Early Decision (ED) Agreement, if applicable

A parent is invited to sign — only one ED is allowed



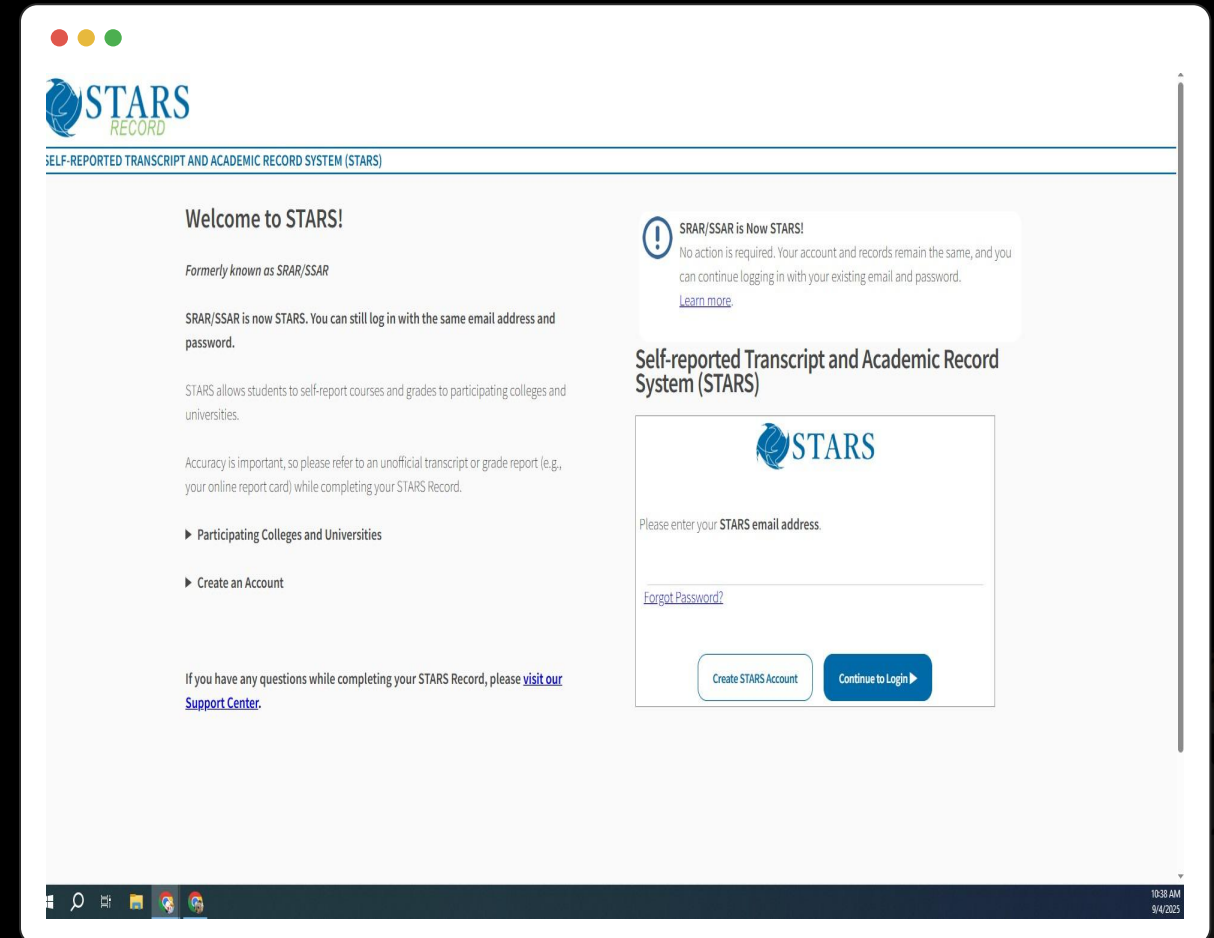
After You **Apply**

- Check your email after applying for a confirmation from the school
- Follow the steps provided to access the school's application portal

STARS Self-Reported Transcript & Academic Record System

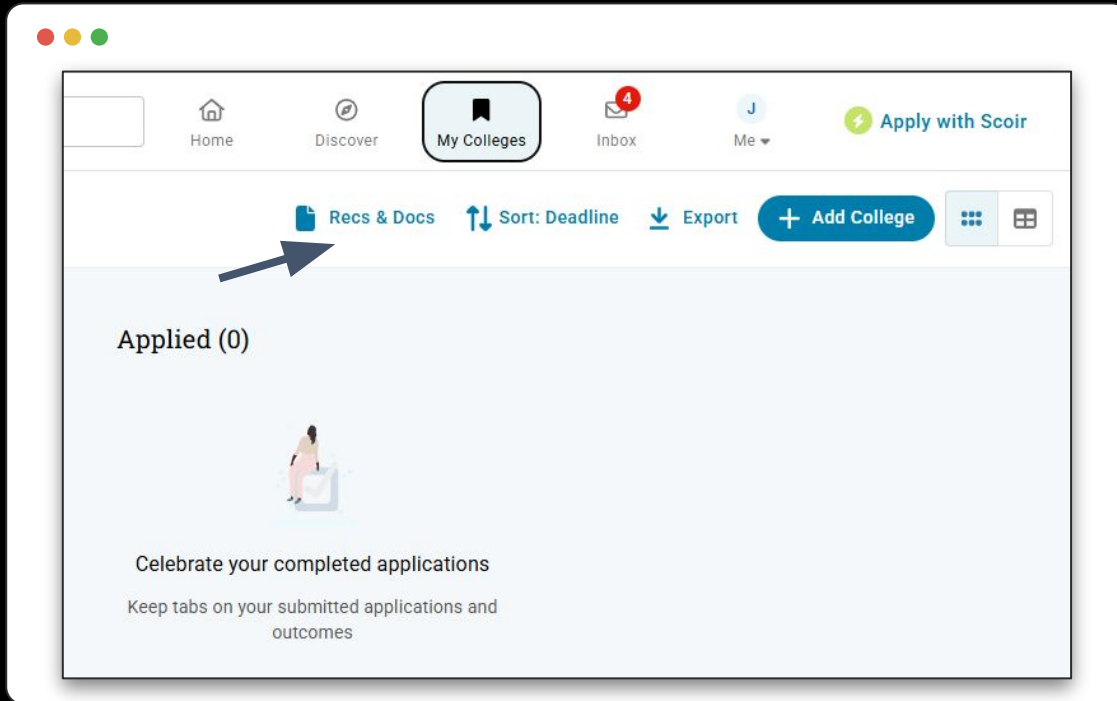
Some schools require this in addition to Common App — for example: Rutgers, Pitt, Florida, Delaware, Binghamton.

Not on Common App? Visit the college's own website for application instructions.

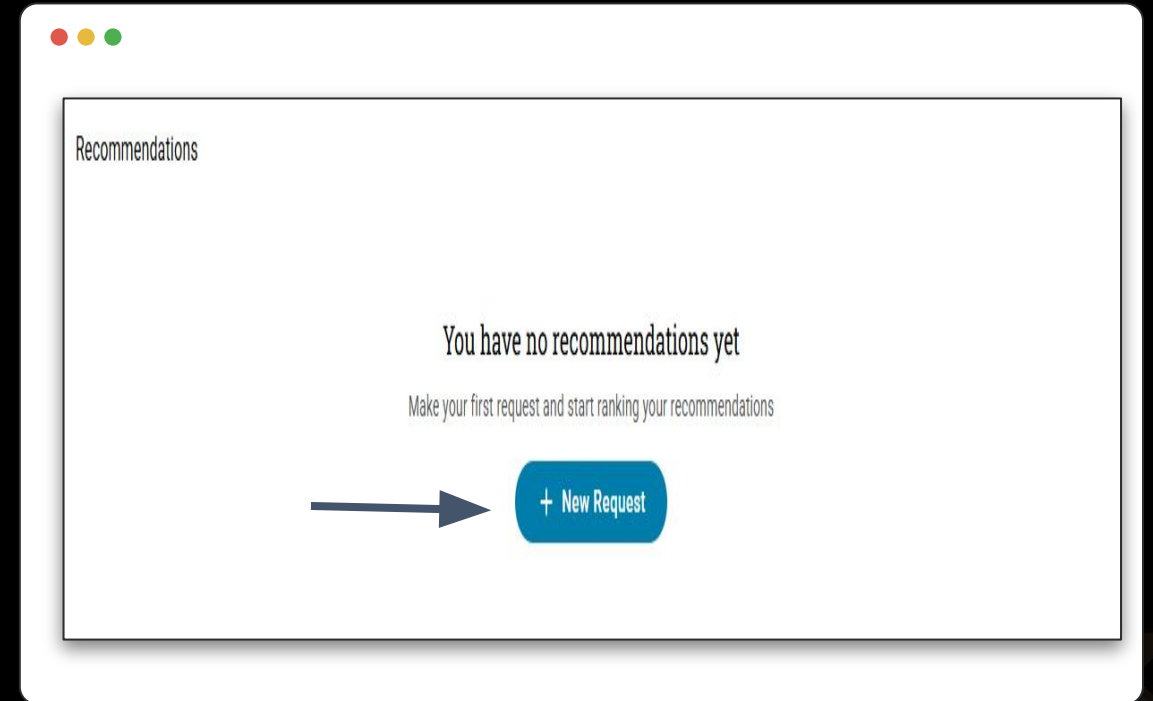


STARS — used by select colleges

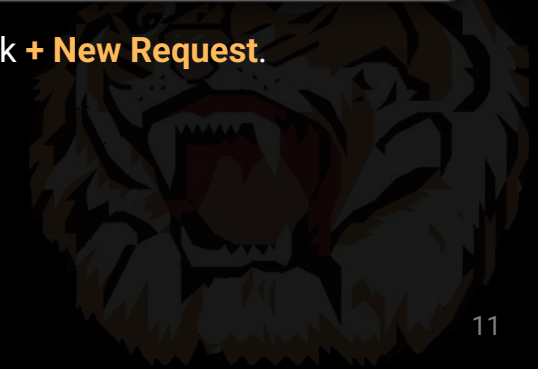
Requesting Teacher Letters of Recommendation



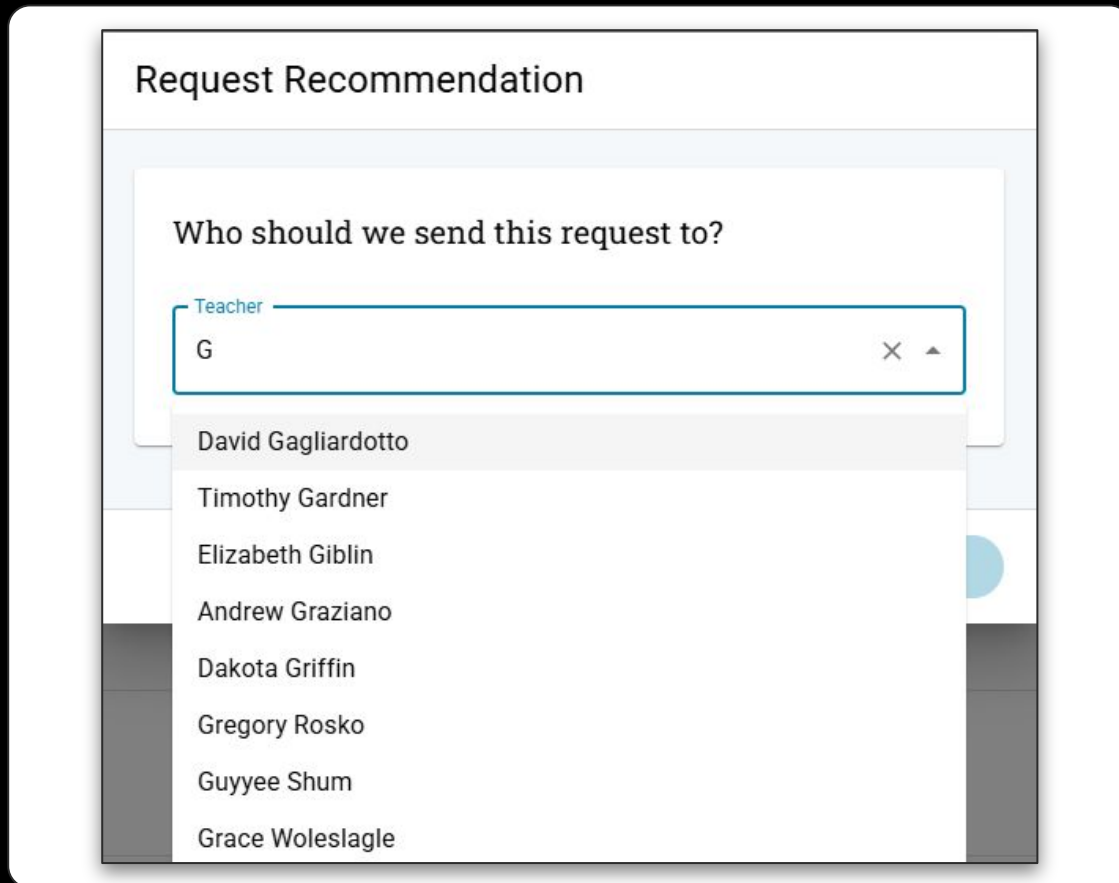
1 Go to **My Colleges** in your Scoir account and click **Recs & Docs**.



2 Under **Letters of Recommendation**, click **+ New Request**.

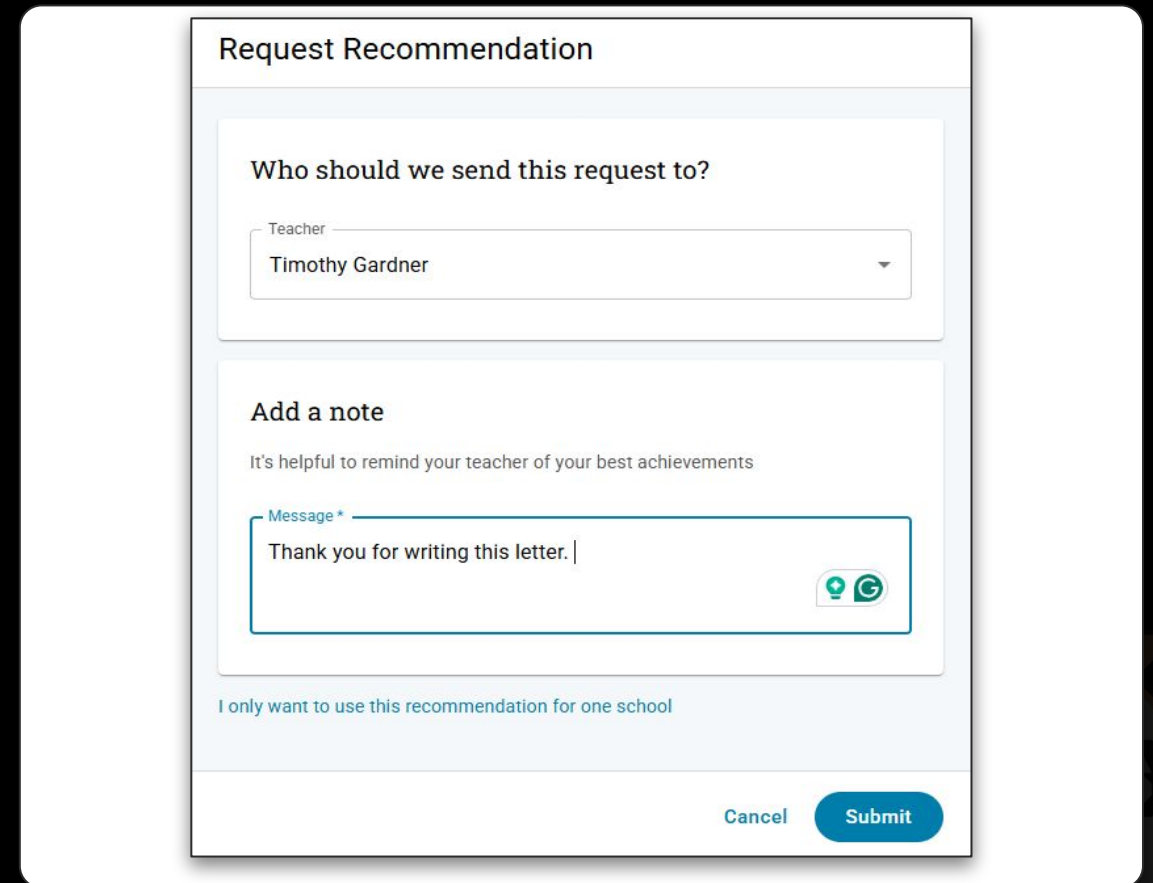


Requesting Teacher Letters of Recommendation



The screenshot shows a web form titled "Request Recommendation". Below the title is a section labeled "Who should we send this request to?". There is a search bar with the label "Teacher" and the letter "G" entered. A dropdown menu is open, displaying a list of teacher names: David Gagliardotto, Timothy Gardner, Elizabeth Giblin, Andrew Graziano, Dakota Griffin, Gregory Rosko, Guyyee Shum, and Grace Woleslagle. The list is scrollable, with a grey bar on the right side.

3 In the request form, begin typing the teacher's name and choose from the menu.



The screenshot shows the same "Request Recommendation" form, but now the "Who should we send this request to?" section is filled with "Timothy Gardner". Below this is a section labeled "Add a note" with the instruction "It's helpful to remind your teacher of your best achievements". There is a text area with the label "Message *" containing the text "Thank you for writing this letter." and a small icon of a speech bubble with a green checkmark. At the bottom of the form, there is a checkbox labeled "I only want to use this recommendation for one school" and two buttons: "Cancel" and "Submit".

4 Add a note to thank your recommender.

Ranking Teacher Letters of Recommendation

Recommendations

 Rank

 + New Request

Recommender	Type	College	Status	
Timothy Gardner	Teacher	 General	Requested Sep 8, 2026	Manage Cancel
Demo Teacher	Teacher	 General	Requested Sep 8, 2026	Manage Cancel

Rows per page: 10 ▾ 1-2 of 2 < >

5 In **Recs & Docs**, click **RANK** to prioritize your letters.

Rank Recommendations

When you save, your recs will be assigned to your colleges in the order you've set.

Ranked

Timothy Gardner Requested Sep 8, 2026	# 1	 
Demo Teacher Requested Sep 8, 2026	# 2	 

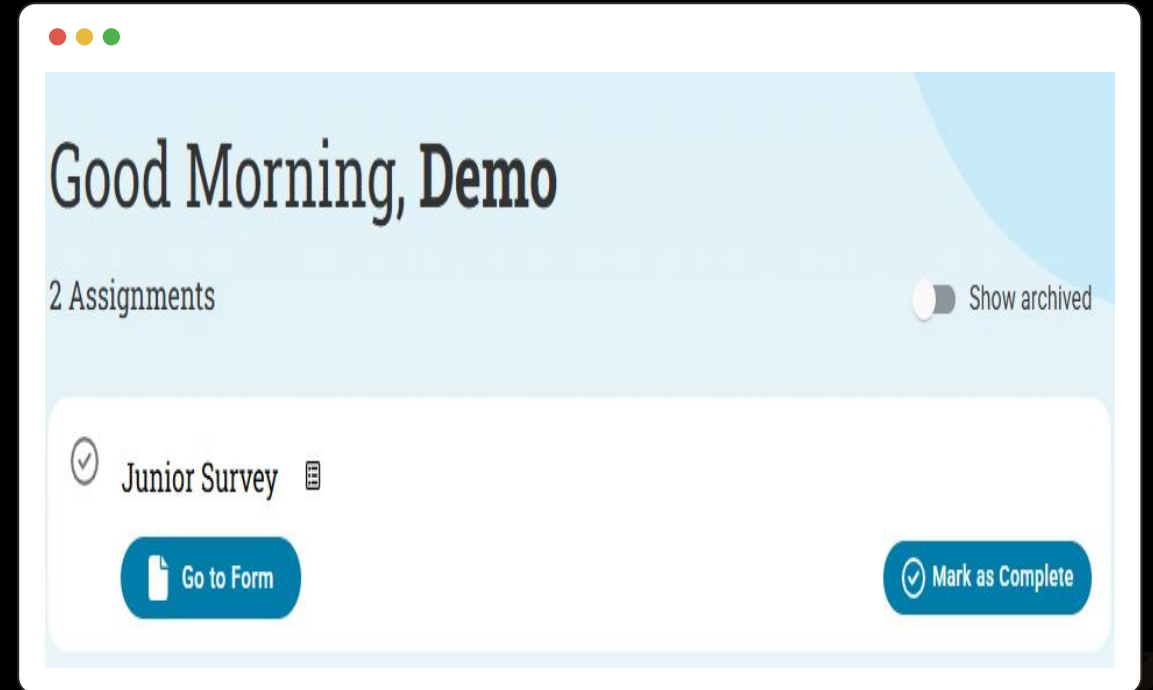
Available

No other recs available

6 Rank your recommendations in the order you want them sent. Schools that only take 1 letter will receive your #1 ranked recommendation.

Junior Survey

If you haven't already, click **Go to Form** to complete your Junior Survey. Your counselor needs this information to write your recommendation letter.



Assignments — Scoir



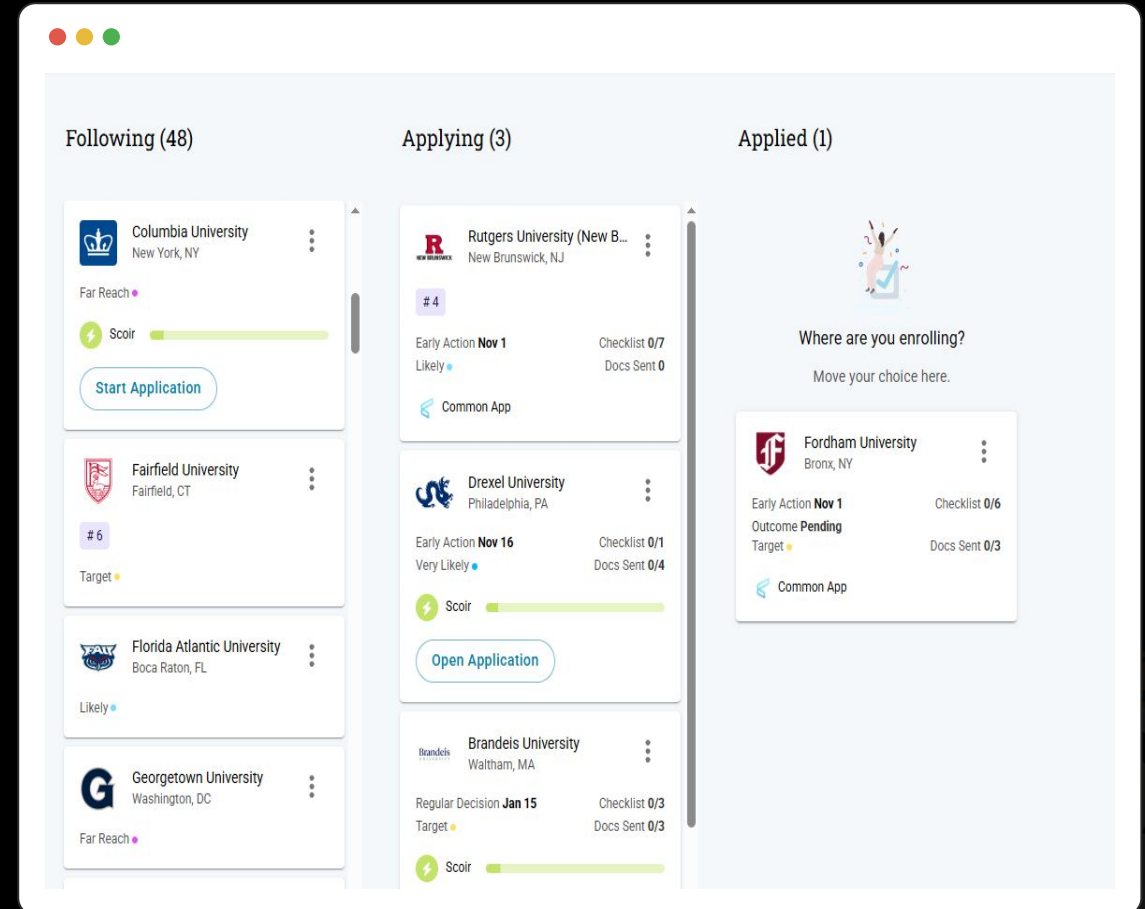
Applications & Transcripts

In Scoir, moving a college to the **Applying** or **Applied** column of your My Colleges list is what alerts your counselor that a transcript is required.

Once requested, transcripts may take up to 10 school days to process

Do NOT move colleges to Applying if you anticipate dropping or adding a class

Your list of schools in Applying / Applied **MUST** match your list in Common App



My Colleges — status columns

How You're Applying

Indicate where you're applying and the **deadline type**:

EA

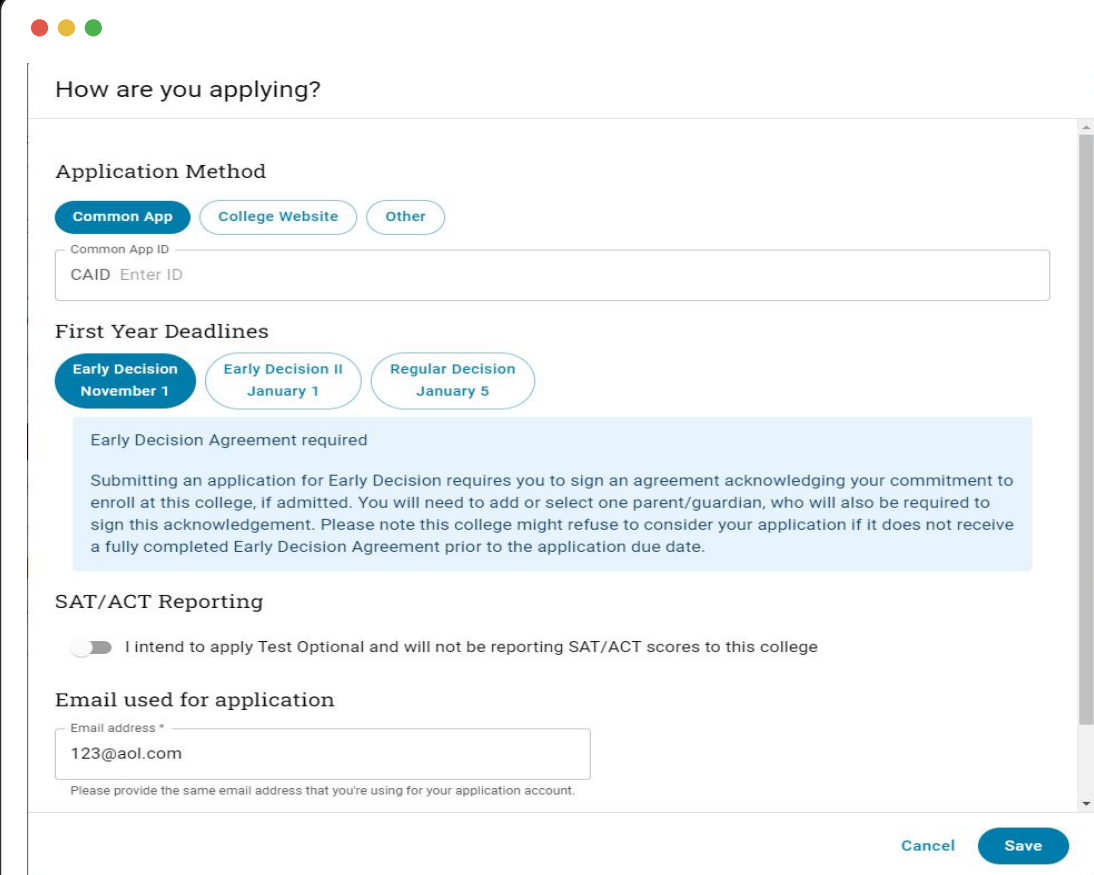
ED

EDII

Regular

Rolling

Include your **Common App ID number** on every application record.



The screenshot shows a web form titled "How are you applying?". It contains several sections: "Application Method" with buttons for "Common App", "College Website", and "Other"; a text field for "Common App ID" with a placeholder "CAID Enter ID"; "First Year Deadlines" with buttons for "Early Decision November 1", "Early Decision II January 1", and "Regular Decision January 5"; a light blue box with text about the "Early Decision Agreement required"; "SAT/ACT Reporting" with a toggle switch; and "Email used for application" with a text field containing "123@aol.com" and a note to provide the same email address. At the bottom right are "Cancel" and "Save" buttons.

How are you applying?

Application Method

Common App College Website Other

Common App ID

CAID Enter ID

First Year Deadlines

Early Decision November 1 Early Decision II January 1 Regular Decision January 5

Early Decision Agreement required

Submitting an application for Early Decision requires you to sign an agreement acknowledging your commitment to enroll at this college, if admitted. You will need to add or select one parent/guardian, who will also be required to sign this acknowledgement. Please note this college might refuse to consider your application if it does not receive a fully completed Early Decision Agreement prior to the application due date.

SAT/ACT Reporting

☐ I intend to apply Test Optional and will not be reporting SAT/ACT scores to this college

Email used for application

Email address *

123@aol.com

Please provide the same email address that you're using for your application account.

Cancel Save

Application method – Scoir

Early Decision Agreement on Scoir

1

Acknowledge the terms

Click the check box to confirm you've read the ED terms.

2

Select your parent

Choose the parent who will sign the ED agreement, then click Save & Sign.

Early Decision Agreement

original application, (v) state any admission preferences for specific applicant populations, such as legacies (typically siblings or the offspring of alumni/ae) or recruited athletes, [and] (vi) state if admission preferences are available only to Early Decision candidates."

If you are accepted under an Early Decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications to any other university in any country. If you are an Early Decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid from the admitting Early Decision institution.

I understand that, when I click the "Save & Sign" button below, I will be affixing my digital signature to this document and that my digital signature is the legal equivalent of my handwritten signature.

I wish to be considered as an Early Decision candidate at

☐ University of Miami. I have read and understand my rights and responsibilities under the Early Decision process.

TESTING

Standardized Testing

Be sure to review each university's testing policy on their admissions website.

If You Want Schools to See Your Scores

- Schools accept ACT and/or SAT — check each school's policy, since some do not superscore
- Self-report your scores on Common Application
- Or send official score reports from Collegeboard.org (SAT) and ACT.org (ACT)

Student is responsible for sending scores, if required. Your counselor does NOT send your test scores.

Test-Optional Schools

- Visit fairtest.org for a list of schools with test-optional policies
- Talk with your counselor if you're unsure whether to submit scores
- Data and statistics can help guide your decision

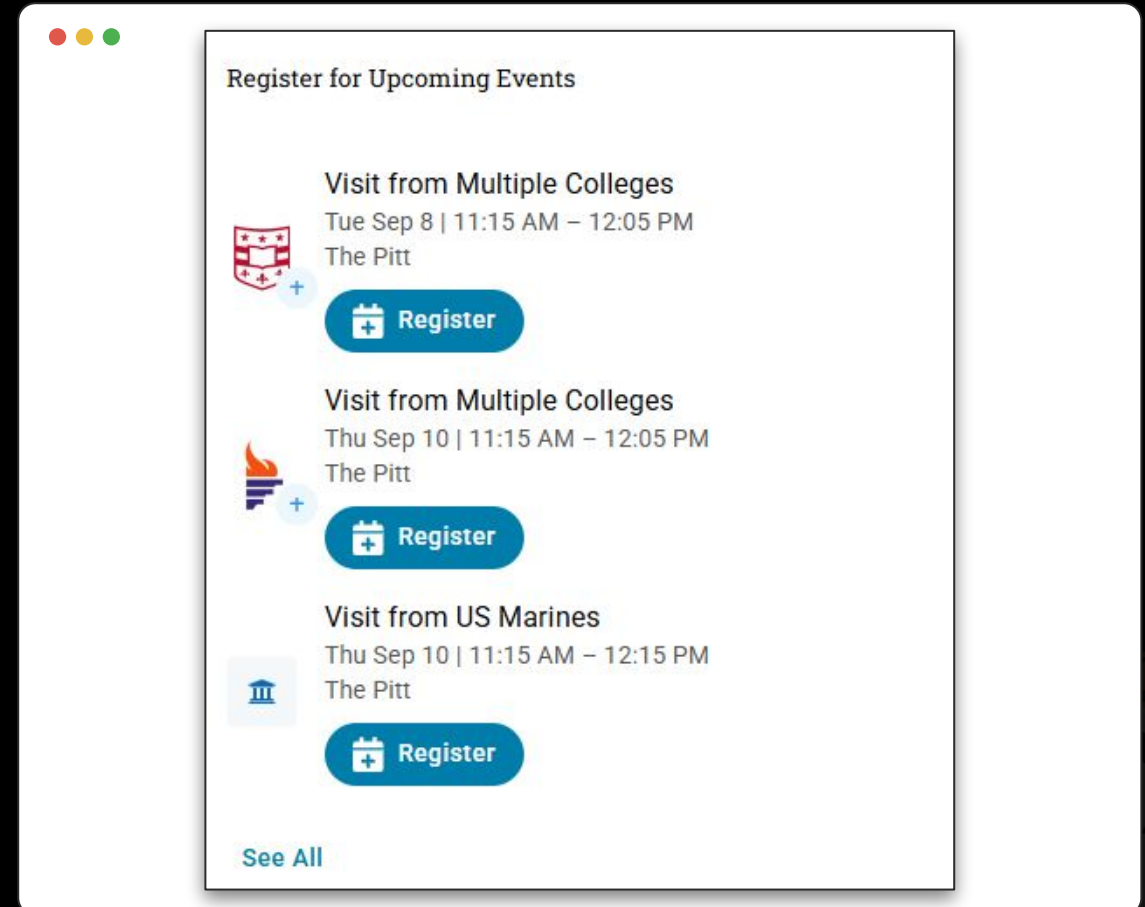
If you're sending scores to some schools and not others, do NOT self-report scores on Common App.

ON CAMPUS

Colleges Visiting **Tena**fly

Every **Tuesday and Thursday** from September 8th through the end of October, we host “College Mini-Fairs” in the PITT during lunch.

- Find the list of schools attending on Scoir under “Register for Office Hours and Visits”
- You'll get an email if a school on your following list is attending – come meet the reps, since they may read your application
- Check your school email often for updated visit information



Register for Office Hours and Visits – Scoir

Financial Aid

Two forms — both open October 1.

FAFSA

Federal Aid

fafsa.ed.gov

- Becomes available October 1
- FAFSA completion or waiver is a New Jersey graduation requirement

CSS Profile

Institutional Aid

cssprofile.collegeboard.org

- Becomes available October 1
- Can sometimes be due by the school's own application deadline

Plan to attend Virtual Financial Aid Night

Thursday, November 12th @ 7:00 PM

Completing the **Application**

Three people play a role in every submission.

1

Student

- Application & fee
- SAT/ACT scores, if sending
- Essay
- Activities & supplements

+

2

Teacher

- Letter of recommendation

+

3

Counselor

- Transcript
- Letter of recommendation
- Secondary school report form
- School profile

The order they finish their part does not matter.

SAVE THE DATE

THS College Admissions Panel

Join us for a Q&A session with college admissions representatives from the following universities:

Lehigh University

Purdue University

Rutgers – New Brunswick

University of Florida

OCTOBER

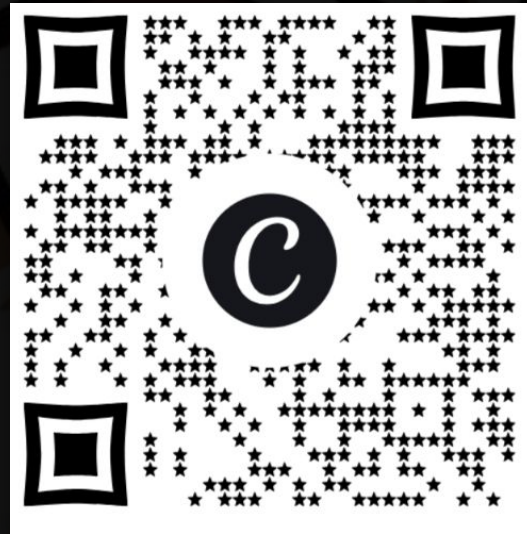
22

6:30 PM

Media Center

THANK YOU FOR JOINING US!

Questions?



Tenafly High School Counseling

CLASS OF 2027

Join the Google Classroom

Use the class code or scan the QR code below to join the THS
Class of 2027 Google Classroom.

CLASS CODE

wx2x4u5