SchooLinks College Process - Common App

You must use Schoolinks as part of the college application process.This is how we send official documents to colleges, including transcripts and letters of recommendation (if needed).

Step 1: Create a Common Application Account:

- Go to www.commonapp.org and create an account.
- Check the box to share data back to SchooLinks.
- Add your secondary school (Sam Barlow High School).
- Add your first college to *My Colleges* & continue to build your "My Colleges" list. You will need to complete all required sections for each college you are applying to. You will add colleges to your Common App account and they will automatically be added to your Schoolinks account.
- Sign the FERPA waiver* -you will sign this in both SchooLinks & in Common App.

Step 2: Log in to Schoolinks (via CLEVER) and Link Accounts:

- Click on the **College** tab on the left, then **College Applications**. Click "Let's go!" when the welcome box appears. On your first visit, a box will pop up asking you for your home address & date of birth. You will answer a few Fee Waiver questions to see if you qualify. Then, you will read and agree to the FERPA Release Authorization. Sign the waiver & click on Finish Application Set up.
- Link your Schoolinks and Common App Accounts. On the **College Applications** page, you will see the Common App Logo on the left. Click the *Connect* button to link the two accounts.

Step 3: Request Teacher Recommendations (If needed)

- Confirm whether or not your college(s) require a teacher letter of recommendation.
- If required, you will request teacher letters of recommendation in Schoolinks, NOT Common App.
- Click on the **College** tab on the left, then **College Applications**. You will see a "Recommendation Tracker" section with a "Make Request" button. Click here to add teacher recommenders.

Counselors will:

- Send initial transcripts to colleges once you have entered them into Schoolinks and signed the FERPA waiver.
- Send mid-year transcripts (when available in mid February) to colleges you have requested them for.
- Complete a Secondary School Report, including counselor letter of recommendation (when needed). If needed, this will autofill in Schoolinks.
- Send final transcript to the college you select as attending at the end of the school year.

*When applying to college you need to complete the **FERPA Release Authorization** so your high school can send your transcripts and recommendations. Read and check the boxes to confirm your understanding, then choose whether to waive or not waive your right to review your letters of recommendation. *(Note: Admissions offices and recommenders highly prefer that you **waive your right**, as it ensures the letters are confidential and honest.)*