### **CommonApp Student Transcript Request Process**

As a counselor, you will see the following forms in the Common App Student Workspace:

- School Report
- Counselor Recommendation
- Optional Report
- Mid Year Report
- Final Report

Additionally, if there are any supplemental forms to complete (like the Common App Fee Waiver), they will also be listed here.

**The School Report** is where you will list information like a student's transcripts and ratings, as well as your school's GPA reporting and curriculum.

**The Counselor Recommendation** allows you to provide a written evaluation of your student.

**The Mid Year Report** is used to submit first semester/trimester grades.

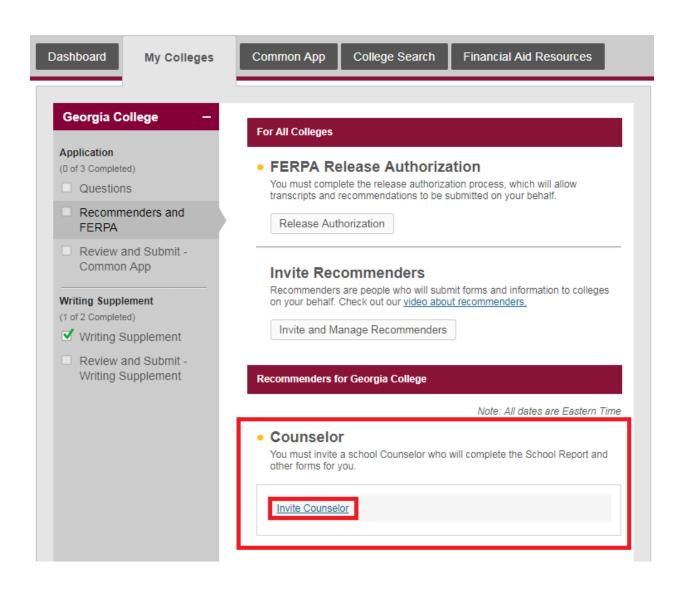
**The Optional Report** may be used to submit updated grades or transcripts, as well as to correct errors previously submitted on any report.

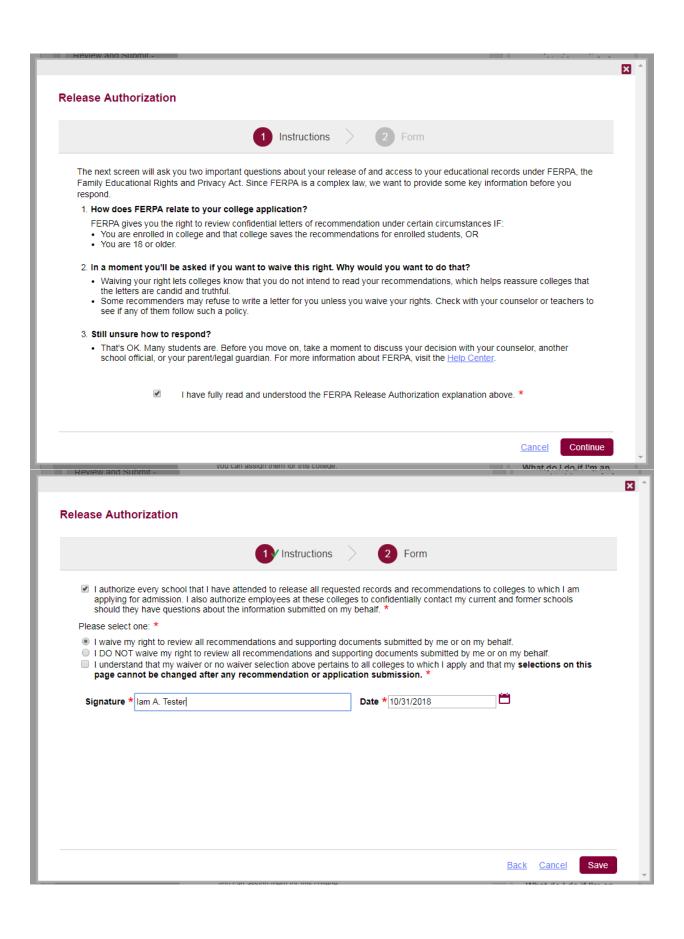
**The Final Report** is used to submit final grades for a student and should not be submitted until all admission decisions have been received. Once the Final Report has been submitted, no other forms can be submitted.

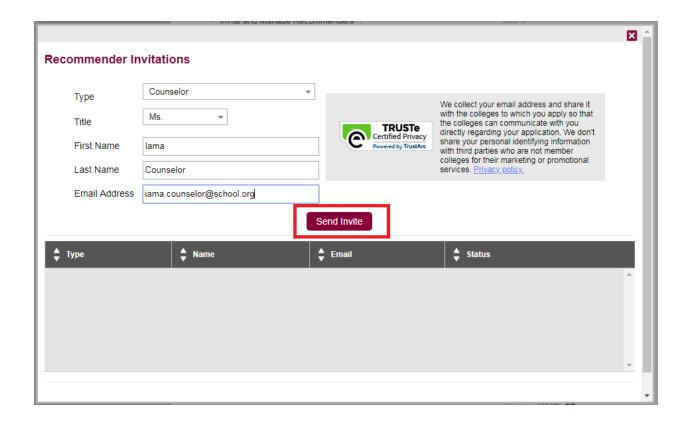
\*Note that you will not be able to access the Mid Year Report, Optional Report, or Final Report until the School Report has been submitted.

# If a student intends to apply using COMMON APP ONLINE and the counselor also intends to submit ONLINE:

Students must create an account and start the application process at <a href="http://www.commonapp.org">http://www.commonapp.org</a>. They will use the Recommenders and FERPA section of the Common App Online to invite their counselor to be a recommender. Doing this will trigger an email message to the counselor providing instructions on how to submit school forms online. Screenshots have been provided to show the student request steps and the email message the counselor will receive:







## THE COMMON APPLICATION

Hello

has asked for your support with their college application.

Letters of recommendation, academic evaluations, profiles, and other supporting documents play an important role in the admission process. As a Counselor, you can provide insights about students such as their strengths, aspirations, and potential for success.

#### Student information:

Name of student:

Email address:

Student type: First Year

### Activating your account:

Your username is:

Please visit our website to activate your account.

By registering with the online system, you will be able to submit materials for this and all other students who invite you.

If you'd like to submit all of your recommendations by mail, you can opt out of the online system. Once you opt out, any student who invites you to submit a recommendation will be instructed to print hard copies of the forms and provide them to you for completion and mailing. Opt out here.

If you do not plan to submit any supporting materials on behalf of this student, you can decline this request.

The personalized links above will be active for 90 days. It is quick and easy to set up your online account and doing so will prevent the links from expiring. If the links expire, the student will need to send a new invitation.

We appreciate everything that you do on behalf of your students, and we are here to help you in that effort. If at any time you have a question or want to connect, visit our <u>website</u> or chat with us in the <u>Solutions Center</u>.

Thank you,

The Common Application

Students will be able to go back to the Recommenders and FERPA section of the Common App Online to view when the school forms have been started and completed.

