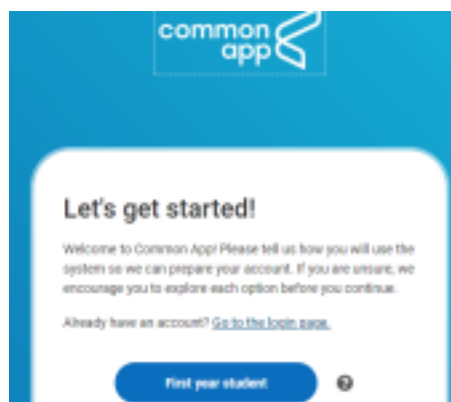**Common App Steps for EAHS Students**

1. Create your Common App Account in the top right corner on www.commonapp.org. Choose "First Year Student." When you create your Common App account, **do not use your d131 email account. Use a separate personal email, ideally something you will use for all college and scholarship communication.**
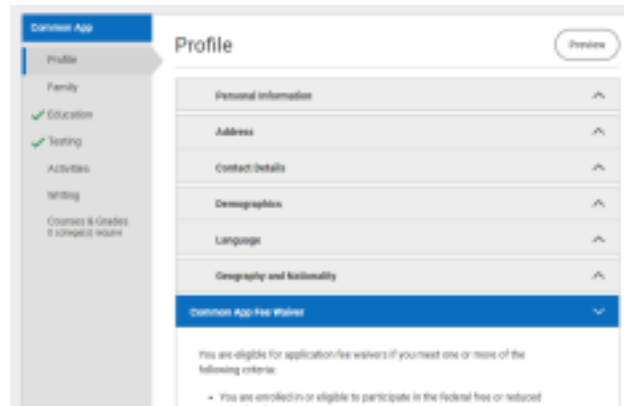

2. Add at least one college through the College Search tab
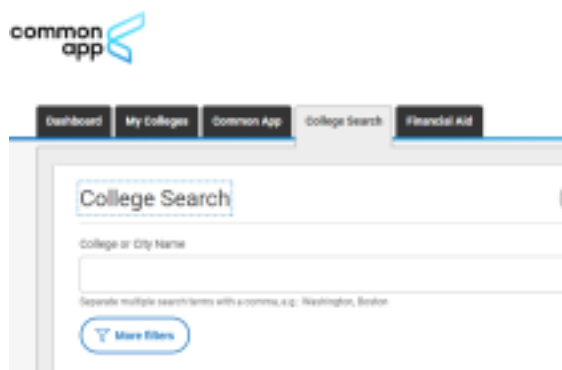
3. Click on the *Common App* tab and select "Education." Add EAHS information. It is listed as *Aurora East High School* on the Common App.
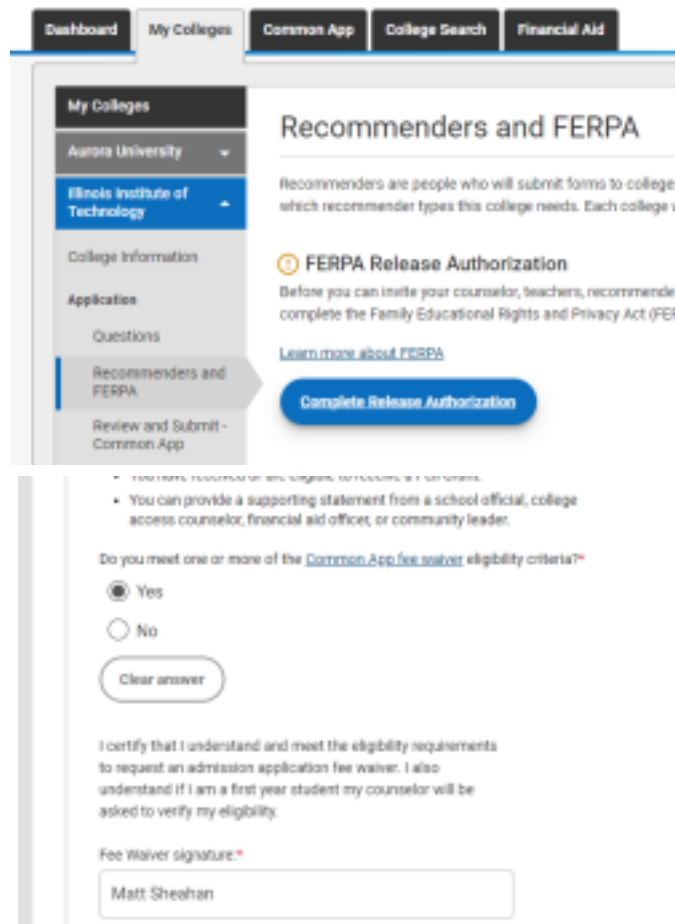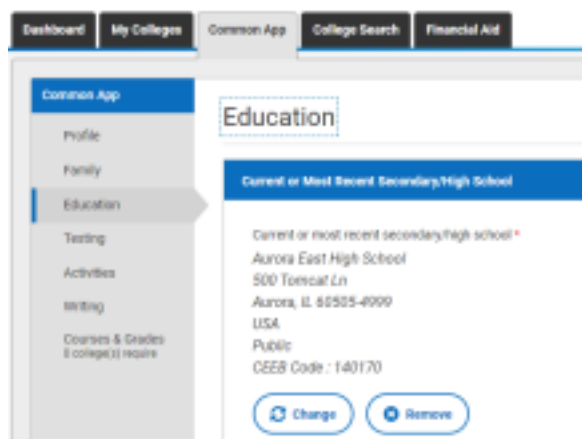
4. Once you have finished adding high school information click on the *Profile* link on the left side and then click the Common App Fee Waiver. Select "YES" and then type your full name in the *Fee Waiver Signature* box and hit the "Continue" button. All EAHS students minimally meet the standard for Application Fee Waivers by virtue of the District's lunch program.

5. Go to My Colleges tab and select one of your schools on the left. Click on *Recommenders and FERPA.* Click on "Complete Release Authorization"

6. Click through the screens until you get to the FERPA Form. Waiving your FERPA rights in this process allows EAHS to submit all supporting documentation on your behalf. Choosing NOT to waive these rights may limit the opportunity of EAHS and its faculty to best support your application.

FERPA Form

☑ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf. *

Please select one: *

◉ I waive my right to review all recommendations and supporting documents.

○ I DO NOT waive my right to review all recommendations and supporting documents.

☑ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.** *

Signature *	Date *
Matt Sheahan	October 2, 2023 📅

Date uses "month day, year" format (e.g. August 1, 2002)

(Back)　(**Save and Close**)

7. You then can add your School Counselor information so that they can support your application and fill out appropriate forms. <u>Teachers who have agreed to write letters of recommendation on your behalf should be added through your SchooLinks account NOT in your Common App.</u> In the Advisor section you can add other people that can then view and track your Common App progress. You may add up to three Advisors, including your parents or guardians.

✓ FERPA Release Authorization

View Details ⌄

Invite recommenders

Use this section to invite and then assign recommenders to this colle recommenders for each college on your list.

(**Invite Recommenders**)

✓ Counselor

Your school is using Naviance for transcripts, school reports, and tea

8. Open up SchooLinks on a separate tab and log in. ClassLink will allow you to get there or you can go to SchooLinks directly. If prompted to sign into SchooLinks directly choose the *Single Sign On (SSO)* option
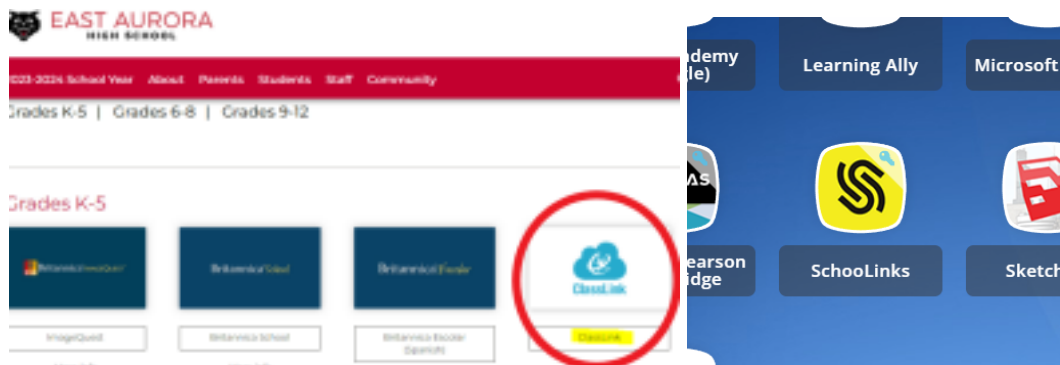

9. Once in SchooLinks click on the *Colleges* icon on the left side of the Dashboard screen and then choose College Applications
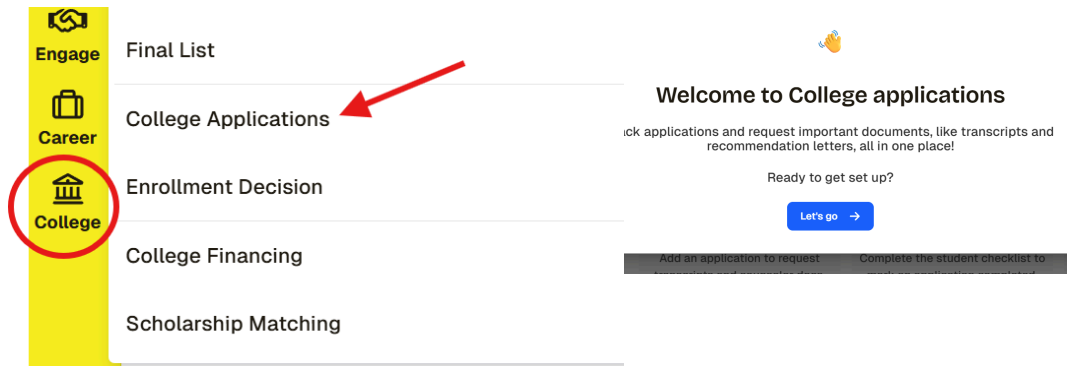

10. You will be asked to enter specific contact information. Make sure this matches exactly what you entered on your Common App. You will also answer Application Fee Waiver information here. (every student at EAHS qualifies for Free Lunch, and as such for Fee Waivers for the ACT/SAT, as well as College Applications, so minimally you can check the first two boxes). You will also be asked to resubmit your FERPA information.

11. Click the Connect button on the left side of the screen to sync your Common App to SchooLinks and follow the prompts
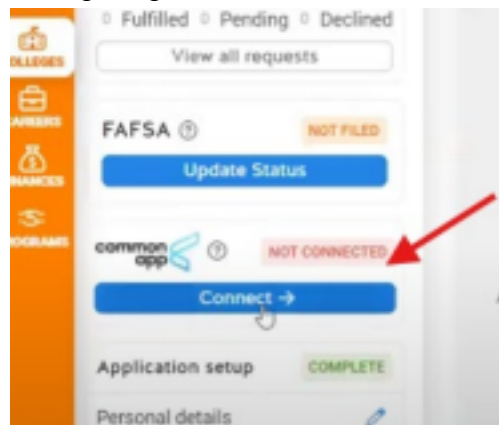
12. Log back into your Common App and complete your application within a time frame that best serves your needs and goals. Seek support for writing prompts and any additional supplements your individual schools may require. School you add in Common App will automatically appear in your College Applications section of SchooLinks

13. Don't forget to talk to teachers and counselors about letters of recommendation, if necessary, and then follow up appropriately in SchooLinks. To do so, navigate to your College Applications tab in SchooLinks and click the Edit icon (little pencil) next to the names of schools you have added to your Common App. Once you have done that it will open to that college's profile page where you can request Teacher Recommendations.
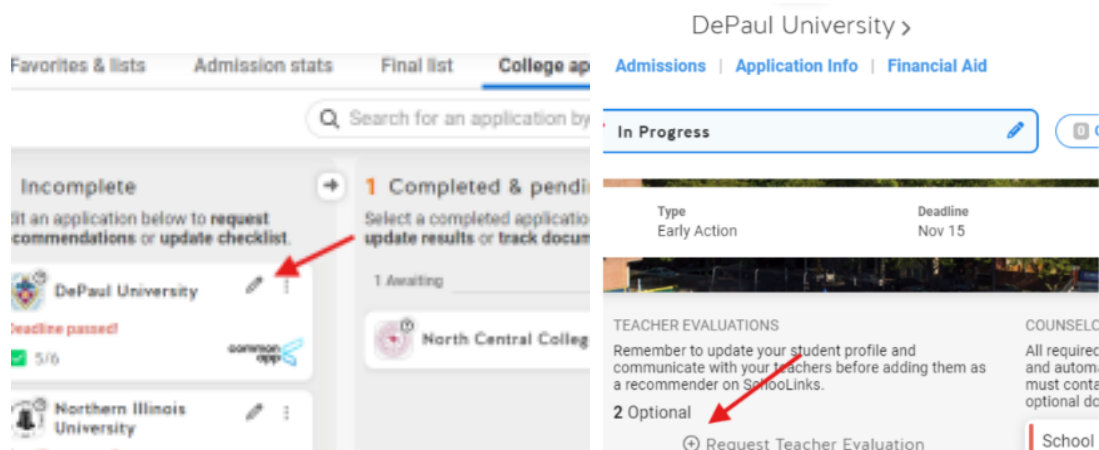
14. **Counselors are available to assist you with all aspects of this process please reach out immediately if you need support.**