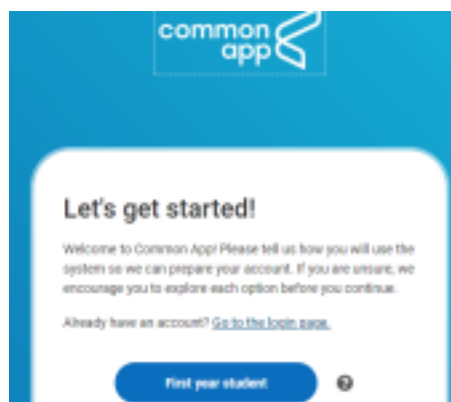
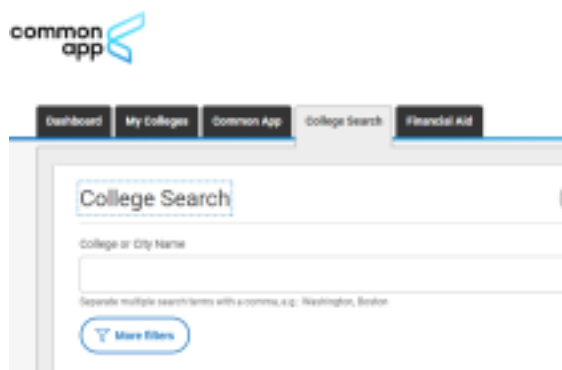


Common App Steps for EAHS Students

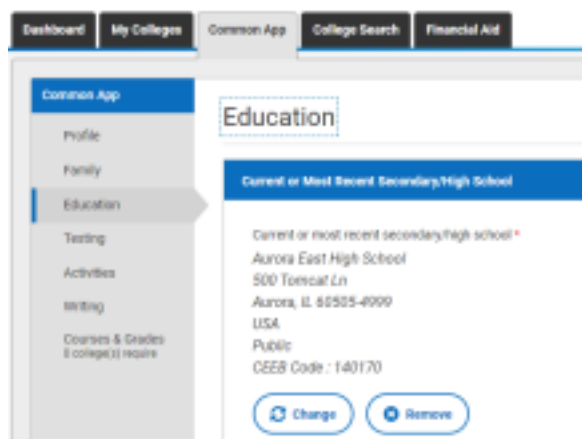
1. Create your Common App Account in the top right corner on www.commonapp.org. Choose “First Year Student.” When you create your Common App account, **do not use your d131 email account. Use a separate personal email, ideally something you will use for all college and scholarship communication.**



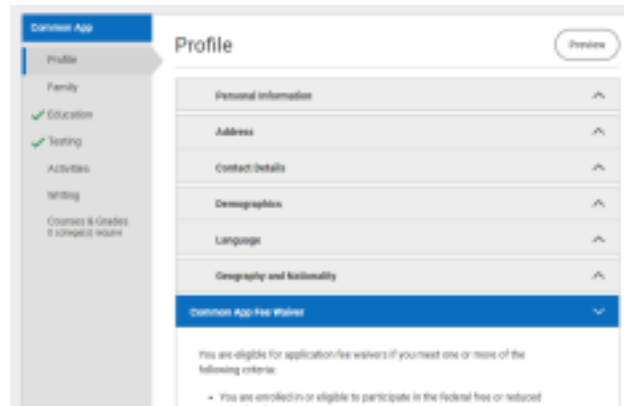
2. Add at least one college through the College Search tab



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.

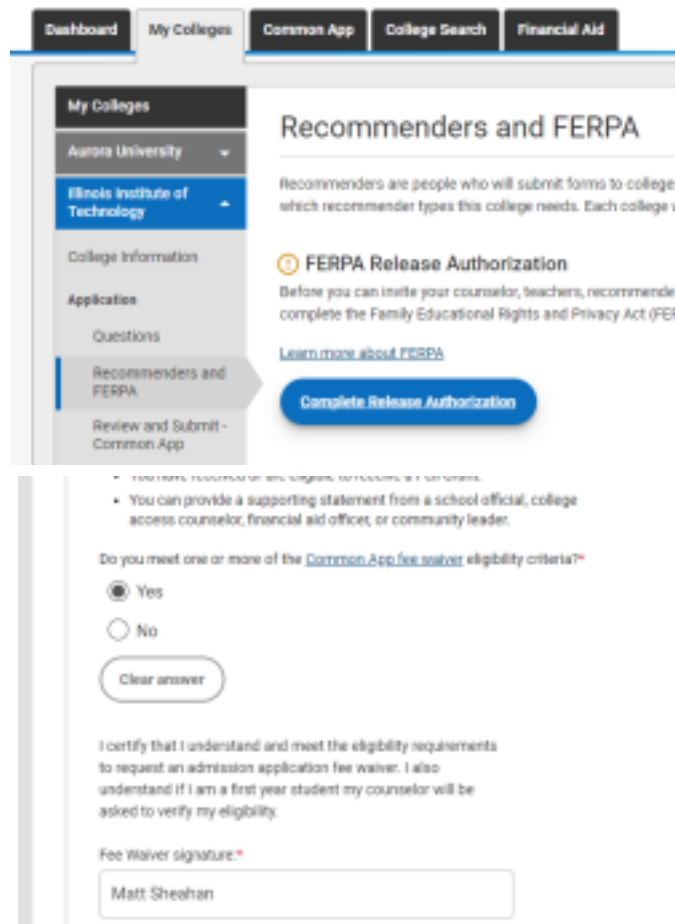


4. Once you have finished adding high school information click on the *Profile* link on the left side and then click the Common App Fee Waiver. Select “YES” and then type your full name in the *Fee Waiver Signature* box and hit the “Continue” button. All EAHS students minimally meet the standard for Application Fee Waivers by virtue of the District’s lunch program.



The screenshot shows the 'Profile' page of the Common App. On the left is a navigation menu with links: Profile, Family, Education (checked), Testing (checked), Activities, Writing, and Courses & Grades (2 completed, 1 more). The main content area is titled 'Profile' and contains several expandable sections: Personal Information, Address, Contact Details, Demographics, Language, Geography and Nationality, and Common App Fee Waiver (which is currently expanded). Below the expanded section, it states: 'You are eligible for application fee waivers if you meet one or more of the following criteria: • You are enrolled in or eligible to participate in the federal free or reduced lunch program.' A 'Preview' button is located in the top right corner.

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”



The screenshot shows the 'My Colleges' section of the Common App. The top navigation bar includes Dashboard, My Colleges (selected), Common App, College Search, and Financial Aid. Under 'My Colleges', 'Aurora University' is selected, and 'Illinois Institute of Technology' is highlighted. The left sidebar lists: College Information, Application, Questions, Recommenders and FERPA (selected), and Review and Submit - Common App. The main content area is titled 'Recommenders and FERPA' and includes the text: 'Recommenders are people who will submit forms to colleges which recommender types this college needs. Each college w...'. Below this is a section for 'FERPA Release Authorization' with the text: 'Before you can invite your counselor, teachers, recommender complete the Family Educational Rights and Privacy Act (FER...'. A link 'Learn more about FERPA' is present. A large blue button labeled 'Complete Release Authorization' is prominent. Below the button, there is a list of bullet points: '• You must be a high school senior, college freshman, or first-year student.' and '• You can provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader.' A question follows: 'Do you meet one or more of the Common App fee waiver eligibility criteria?'. There are two radio buttons: 'Yes' (selected) and 'No'. A 'Clear answer' button is below them. A certification statement reads: 'I certify that I understand and meet the eligibility requirements to request an admission application fee waiver. I also understand if I am a first year student my counselor will be asked to verify my eligibility.' Below this is a label 'Fee Waiver signature:' and a text input field containing the name 'Matt Sheehan'.

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 *

Date uses "month-day, year" format (e.g. August 1, 2022)

[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. Teachers who have agreed to write letters of recommendation on your behalf should be added through your SchoolLinks account NOT in your Common App. 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

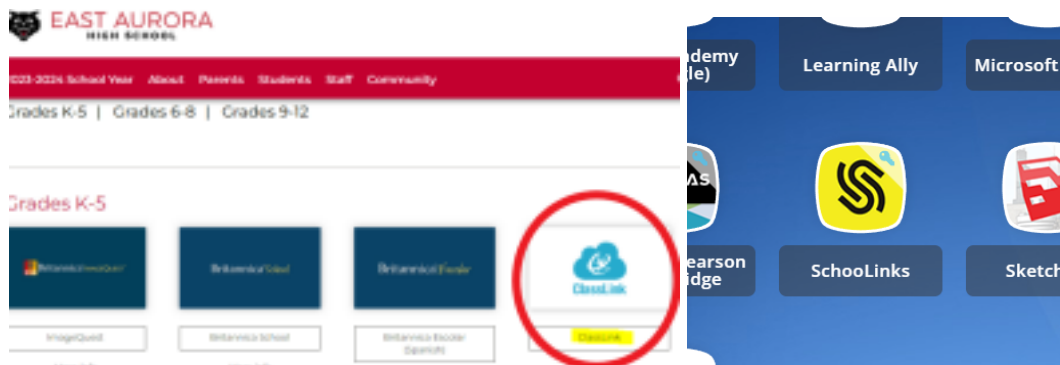
Use this section to invite and then [assign recommenders](#) to this college recommenders for each college on your list.

[Invite Recommenders](#)

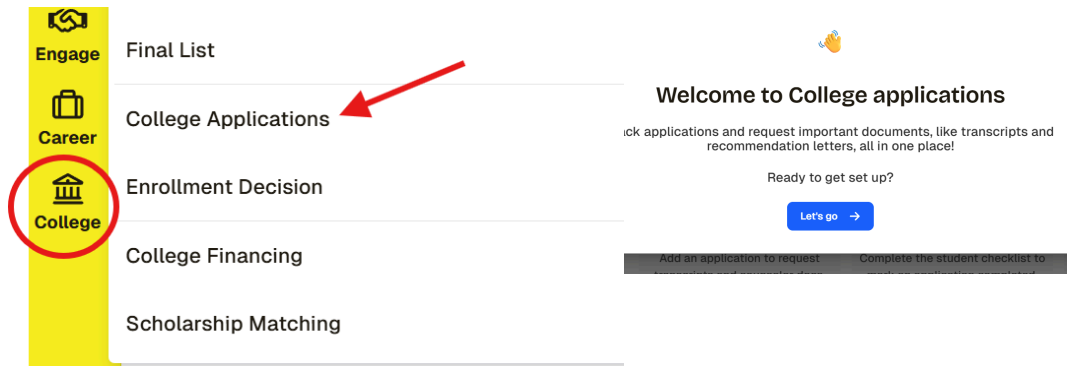
☒ **Counselor**

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

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



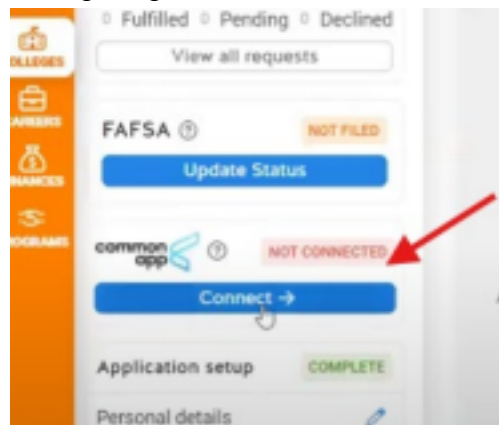
9. Once in SchoolLinks click on the *Colleges* icon on the left side of the Dashboard screen and then choose College Applications



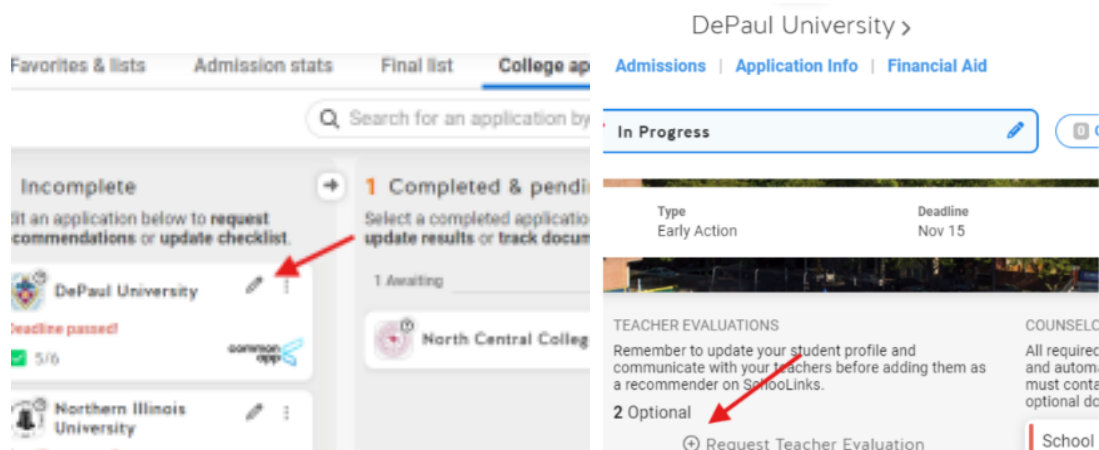
10. You will be asked to enter specific contact information. Make sure this matches exactly what you entered on your Common App. You will also answer Application Fee Waiver information here. (every student at EAHS qualifies for Free Lunch, and as such for Fee Waivers for the ACT/SAT, as well as College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

The image is a screenshot of the 'Personal information' form in the SchoolLinks dashboard. The form is titled 'Personal information' and has a sub-header 'Use the same information you are using in your college application'. It includes fields for 'Birthdate' (11/20/05), 'Email' (conner.bullen@hilar), and 'Home address' (Street Address, City). Below these fields, there is a section titled 'Do you qualify for an application fee waiver?' with a sub-header 'The cost of applying to colleges can add up! Some colleges waive application fees for students who demonstrate financial need. To see if you qualify, check off any boxes that apply to you.' There are three checkboxes: 'Student has received or is eligible to receive an ACT or SAT testing fee waiver.' (checked), 'Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL)' (checked), and 'Student's annual family income falls within the income Eligibility Guidelines set by the USDA Food and Nutrition Service.' (unchecked).

11. Click the Connect button on the left side of the screen to sync your Common App to SchoolLinks 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 SchoolLinks
13. Don't forget to talk to teachers and counselors about letters of recommendation, if necessary, and then follow up appropriately in SchoolLinks. To do so, navigate to your College Applications tab in SchoolLinks 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.**