

SPS College Application Guide • 2026–27

Instructions for Connecting SchoolLinks with the Common App

SchoolLinks has replaced Naviance for college application document requests. SchoolLinks is your one-stop shop for:

- College search and exploration
- College application tracking
- Requesting transcripts
- Requesting letters of recommendation

The following is a guide for SPS students in the Class of 2027 and their families. The following are the four main steps of the process.

Step	Where	What to do
1	Common App	Create your account, add at least one college, enter school information, and complete the FERPA release.
2	SchoolLinks	Log in through Clever, open College Applications, complete personal details/FERPA, and connect Common App.
3	SchoolLinks	Confirm your colleges are listed. This allows counselors and teachers to complete required school documents.
4	Common App or College application site	Submit the actual application through Common App or directly through the college's website.

1. Create your Common App account

If you are applying to Common App colleges:

- Create an account at commonapp.org.
- Enter school information.
- Add at least one college.
- Complete the FERPA release.

These are the only Common App steps required before you connect your Common App account to SchoolLinks.

2. Connect Common App to SchoolLinks

Required if you need official transcripts or recommendations sent to Common App colleges.

- Log in to SchoolLinks through [Clever](#).
- In the left sidebar, go to Colleges → College Applications.
- Complete your personal details and FERPA waiver.
- Under Common App, click “Connect” to link your accounts.
- Confirm that your Common App colleges display in SchoolLinks.
- Your counselor will then be prompted to complete the school report and send your transcript as required.

First-time SchoolLinks login: You may be asked to complete an onboarding task, including “Find Your Path,” choosing a Career Cluster, a Career, and a college major or training option. Plan for about 10–15 minutes.

3. Request a transcript for a direct-to-college application

Use these steps when you are applying directly to a college or institution instead of using Common App. All schools requiring a transcript must be entered into SchoolLinks for your transcript to be sent.

- a. Log in to SchoolLinks through [Clever](#).
- b. Go to **Colleges** → **College Applications**.
- c. Complete your personal details and FERPA waiver if you have not already done so.
- d. Click **Add Application** in the upper-right corner.
- e. Search for and select the college you are applying to.
- f. Select the **Application Type** you are using (for example, Early Decision or Regular Decision).
- g. Review the **Application Deadline**. It will be pre-populated for most schools; if it is not, check the college's website and enter the deadline manually.
- h. Click **Save Application**. Your counselor will then be prompted to send your official transcript.

Need help? Use [SchoolLinks College Application Manager help articles](#) if you get stuck.

4. Request letters of recommendation

Teacher letters

- Speak to your teacher in person before sending the request in SchoolLinks.
- Give your teacher at least 3–4 weeks' notice.
- **NEW!** Make sure the college is listed in SchoolLinks before requesting the letter. Once your college(s) are listed in SchoolLinks, you will be able to add teacher recommenders by searching for their name(s). To request a letter:
- **Click the edit (pencil) icon** for the college that needs the teacher recommendation.
- Click **Add Recommender**.
- Search for the teacher's name and send the request.

Counselor letters

- Check each college's requirements - counselor letters are only required by certain colleges.
- Reach out to your counselor for the **Counselor Letter of Recommendation Form** if you need a counselor letter.
- Request the letter 3–4 weeks before your deadline.
- For colleges requiring a counselor letter, your counselor will receive the request through SchoolLinks after the college is added.

Important: Teachers and counselors cannot upload required documents until your colleges are listed in SchoolLinks.

For the most current information about SchoolLinks and the college application process, visit the SPS High School and Beyond Plan/SchoolLinks family [webpage](#). The webpage includes:

- How students access and use SchoolLinks
- Guidance for students applying to college
- Information about College Application Manager (CAM), transcripts, and letters of recommendation
- How Common App and SchoolLinks work together
- Parent/guardian access and support
- Information about the transition from Naviance to SchoolLinks and archived records
- Frequently asked questions and additional resources

Students should also follow guidance from their school counseling team, as college application processes may vary by school.

Questions? Contact your school counselor for help with the application process.

Wishing you a successful start to your senior year!