

SchoolLinks Student College Application Manager Guide

schoolinks 



Please follow the step-by-step guide below to complete your college application process. If you have already completed any of the steps, you can skip that step and move on to the next one.

Be sure to review each step carefully so you know what has been completed and what you still need to do.

Step 1: Login

Students login to SchoolLinks by going to Clever, scroll down and click on the SchoolLinks app.

**If this is first time login, complete the Onboarding to move forward.*

Step 2: Set-Up Student College Application Manager

Students must set-up College Application Manager:

Part 1: Set Up Personal Details

Part 2: Determine Fee Waiver Eligibility

Part 3: Complete FERPA Waiver

Step 3: Link your Common App to SchoolLinks

Common App allows students to apply to multiple colleges with a single application. The Common App account must be connected to SchoolLinks. Check out this [flowchart](#) that outlines what steps need to happen where!

Step 4: Add Application and Select Application Details

Part 1: Add an application

Part 2: Update an application

Common App applications can be added to College Application Manager in SchoolLinks or through the My Colleges tab in Common App as long as the Common App and SchoolLinks accounts are linked. Non-Common App applications have to be manually added by students to their College Application Manager in SchoolLinks.

Step 5. Track Application Requirements and Status

Part 1: Application Requirements

Part 2: Application Status and Results

The Application Requirements page of a college application allows students to track the progress of the application, including the Student Checklist, Teacher Recommendations, and Counselor Documents.

Step 6: Request Recommendations

Part 1: Brag Sheet - You have the opportunity to complete a Brag Sheet to showcase any accomplishments you would like to share with your teachers.

Part 2: Request Letter of Recommendation

Part 3: Other Notes on Recommendation

Counselor Recommendations and other school documents are requested automatically in SchoolLinks. Teacher Recommendations and Outside Recommendations must be requested by students.

Step 7: View & Request Transcripts

Part 1: How to View College Application Transcript Requests

Part 2: How to Request Non-College Application Transcripts

Transcripts are automatically requested in SchoolLinks once a college is listed as In Progress in the Submission Tracker. You will also have the opportunity to request non-college application transcripts via the Record Center.

The following pages will guide you through the College Application process in Schoolinks

Starting August 1st, you will be able to create your Common App Account, if needed, and have access to the College Application Manage tab in Schoolinks. Follow the steps in this guide to set up your College Application Manager.

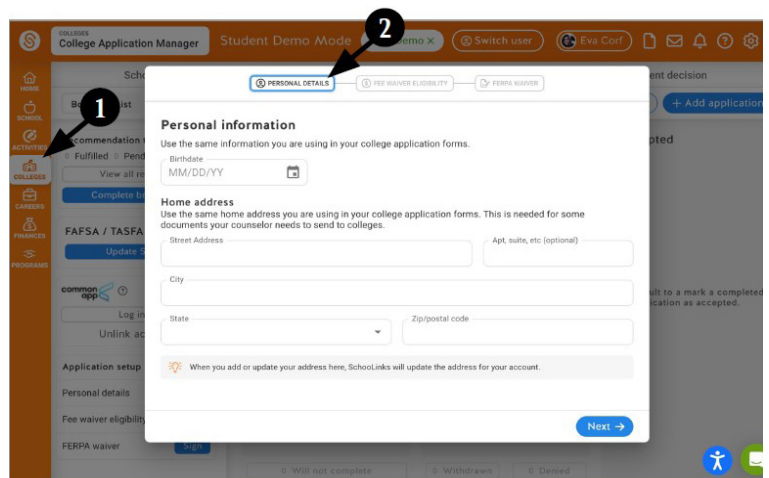
Step 2: Set-Up Student College Application Manager

Upon first accessing College Applications, students will be taken through a three-part set up process.

Learn More: [Add a College Application and Request Application Documents](#)

Part 1: Set up Personal Details

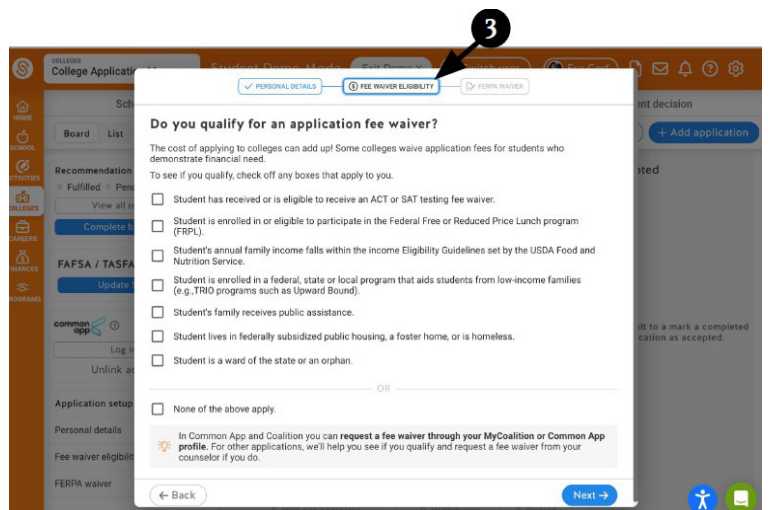
- 1 From left side Menu List, select College and then select College Applications
- 2 Enter your birthdate and home address



The screenshot shows the 'College Application Manager' interface. On the left, a menu list has 'COLLEGE' and 'COLLEGE APPLICATIONS' highlighted. A red circle with the number '1' points to the 'COLLEGE APPLICATIONS' link. The main content area shows a 'Student Demo Mode' header with a red circle and the number '2' pointing to the 'PERSONAL DETAILS' tab. The form titled 'Personal information' includes fields for 'Birthdate' (MM/DD/YY), 'Home address' (Street Address, Apt. suite, etc. (optional), City, State, Zip/postal code), and a 'Next' button.

Part 2: Fee Waiver Eligibility

- 3 Check all that apply if you are eligible for a fee waiver



The screenshot shows the 'College Application Manager' interface with the 'PERSONAL DETAILS' tab selected. A red circle with the number '3' points to the 'FEE WAIVER ELIGIBILITY' tab. The form titled 'Do you qualify for an application fee waiver?' includes a list of checkboxes for various eligibility criteria: 'Student has received or is eligible to receive an ACT or SAT testing fee waiver.', 'Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).', 'Student's annual family income falls within the income Eligibility Guidelines set by the USDA Food and Nutrition Service.', 'Student is enrolled in a federal, state or local program that aids students from low-income families (e.g. TRIO programs such as Upward Bound).', 'Student's family receives public assistance.', 'Student lives in federally subsidized public housing, a foster home, or is homeless.', 'Student is a ward of the state or an orphan.', and 'None of the above apply.'. A 'Next' button is at the bottom right.

Step 2: Set-Up Student College Application Manager

Part 3: FERPA Waiver

4 Complete the FERPA Waiver

**Note: You will complete a FERPA waiver in SchoolLinks to ensure SchoolLinks and the District is compliant with FERPA when sending teacher and counselor recommendations*

The screenshot shows the 'Complete the FERPA waiver' dialog box. It includes a progress bar with 'PERSONAL DETAILS', 'FEE WAIVER ELIGIBILITY', and 'FERPA WAIVER'. The text explains FERPA and provides options to waive or not waive. A checkbox at the bottom reads 'I have fully read and understood the FERPA Release Authorization explanation above.' Navigation buttons for 'Back' and 'Finish application setup' are visible.

Step 3: Link your Common App to SchoolLinks

After completing the College Application Manager setup, if you are applying to colleges via Common App, you will be able to link your Common App account to SchoolLinks

Learn More: [Connect Your Common App Account](#)

1 Select Connect under the Common App section

2 Select the Link Common App Button

3 Log in to your Common App account and then come back to SchoolLinks and refresh your page

The screenshot shows the 'Connect your Common App' dialog box. It contains instructions for existing and new accounts. Below the text are two panels, A and B, showing login and account creation steps. A 'Link Common App Account' button is highlighted with a red circle and a number 2. The background shows the 'Common App' section with a 'Connect' button highlighted with a red circle and a number 1.

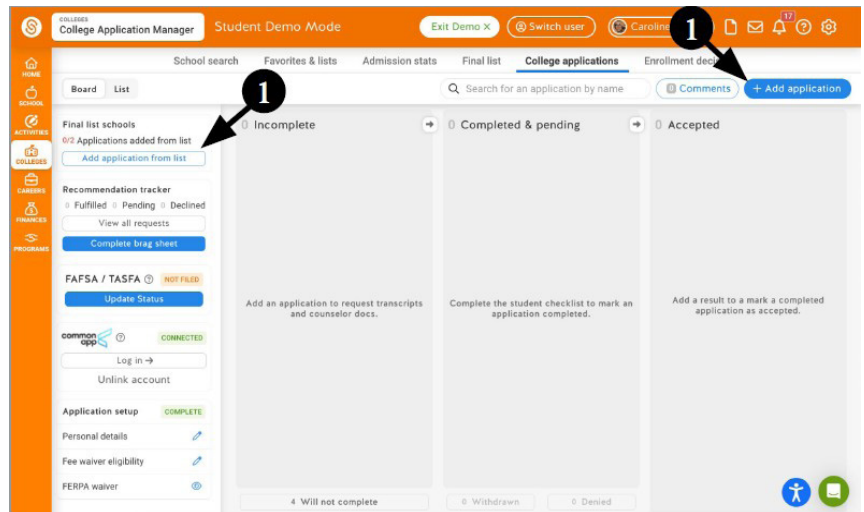
If you are sending applications via Common App, once you link your Common App account, the colleges you have in your Common App list will automatically populate SchoolLinks. However, if you are sending applications outside of Common App, you will need to manually add those applications to your SchoolLinks College Application Manager list.

Step 4: Adding Applications & Selecting Application Details

Part 1: Add an Application

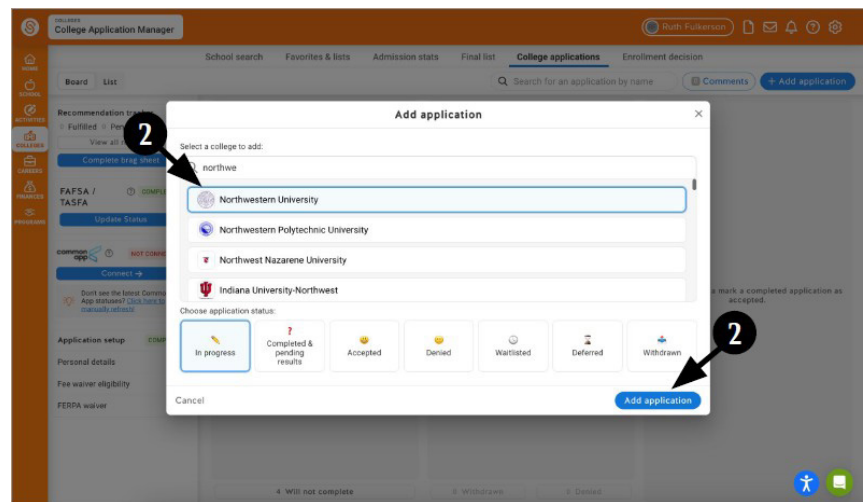
Learn More: [Add a College Application and Request Application Documents](#)

- 1 Add an application via:
 - Add application from list button
 - Add application button



- 2 Search and choose a college from the list and click the Add Application button

When adding the application from a college search, make sure to add it as "in progress". Select the "completed & pending" option if you have already submitted your application.



To start tracking a college application in your College Application Manager, you need to set up the application and add your student checklist items and add all the requirements. Requirements are things like test scores and letters of recommendation that must be sent to a college separate from the application itself.

Step 4: Adding Applications & Selecting Application Details

Part 2: Update an Application

- 1 Once you have selected a school the list, you need to update the application details.

Remember to also update the Application Details for the applications that were automatically added by the Common App integration.

- 2 Save the Application

The screenshot shows the 'Northwestern University' application form. The 'Application Method' is set to 'Common App'. The 'Application Type' is 'Early Decision No. 1'. The 'Program Name (Optional)' field is empty. The 'Student requirements' section includes checkboxes for 'Applying for Financial Aid?' and 'Applying for Financial Aid? in FAFSA submission required?'. The 'Scores and performance' section includes checkboxes for 'I will be submitting test scores along with my application to this institution' and 'I will be submitting a Self-Reported Academic Record (SRAR) along with my application to this institution'. A blue 'Save Application' button is at the bottom right. Arrows labeled 1 and 2 point to the 'Application Method' and 'Save Application' button respectively.

Application Detail Fields

- **Application Method:** How you will be submitting this application. Remember, if you plan on submitting an application with the Common App, you should set up your Common App in SchoolLinks first.
- **Application Type:** Select your application deadline from the list (like Regular Decision or Early Action). Verified options will have the deadline filled in. For Unverified options, you'll have to find the application deadline on the college's website and enter it.
- **Program Name (Optional):** Only fill in this field if you're applying to a program that requires a different application.
- **Student Requirements:** Add items you will be working outside of SchoolLinks regarding your application (FAFSA submission, test score submission via ACT or College Board, transcript submission if it's a self-reported school). This will allow you to have one place to track all of these items!
 - **Financial Aid Requirements:**
Leave both options blank if you will NOT be submitting financial aid.
 - **Scores and Performance Requirements:**
Leave both options blank if you will NOT be submitting test scores as part of your application.

Step 5: Track Application Requirements and Status

Part 1: Application Requirements

Learn More: [Track Application Requirements](#)

Once you save an application, you can start tracking your application requirements and your counselor will be able to prepare application materials.

On the Application Details page, you will see all application documents including the Student Checklist, Teacher Recommendation requirements, and Counselor Documents.

The screenshot displays the 'College Application Manager' interface for Northwestern University. The top navigation bar includes 'Admissions', 'Application Info', and 'Financial Aid'. The main content area shows the application status as 'In Progress' with a 'Comments' button. Below this, there are three sections: 'STUDENT CHECKLIST' with checkboxes for 'Submit Application' and 'Financial Aid Application'; 'TEACHER RECOMMENDATIONS' showing '1 Required • 2 Optional' and a button to 'Add Recommender'; and 'COUNSELOR DOCUMENTS' listing 'Transcript' and 'Counselor Recommendation (General)' with 'Add' buttons. A sidebar on the left contains icons for 'HOME', 'SCHOOL', 'ACTIVITIES', 'COLLEGE', 'CAREERS', 'FINANCES', and 'PROGRAMS'.

Application Requirements Sections

- **Student Checklist:** A list of requirements that you are responsible for OUTSIDE of SchoolLinks, like submitting the application, filling out FAFSA and sending test scores. Check the box once tasks are completed.
- **Teacher Recommendations:** The number of required and optional recommendations will be listed. Select Add Recommender to request a teacher recommendation.
- **Counselor Documents:** These are requirements that your counselor will submit on your behalf to the college, such as transcripts and recommendations. These documents are automatically requested when you set up an application in College Application Manager.

Part 2: Application Status and Results

Learn More: [Add College Application Results](#)

- Once you have completed all of the items in your Student Checklist and submitted your application, be sure to change your Application Status to "Completed" in SchoolLinks.
- When you receive a decision from the college, update your Application Result, based on the decision you received
- After you make an enrollment decision, remember to indicate where you will be enrolling on the Enrollment Decision tab of College Application Manager. Upon confirming enrollment, a request will be made to your counselor to send your final transcript after graduation.

Step 6: Request Recommendations

Part 1: Brag Sheet (Optional)

Learn More: [Complete your Letter of Recommendation Brag Sheet](#)

- 1 Select Complete brag sheet under the Recommendation tracker section
- 2 Complete the form and click Submit

The screenshot shows the 'Student Brag Sheet' form. On the left, a sidebar menu has a 'Complete brag sheet' button highlighted with a red circle and the number 1. The main form area has three text input fields: 'What career goals or career areas of interest are you pursuing in the future?', 'List any academic coursework that support your future plans:', and 'List any personal or academic experiences that support your future plans (ie job)'. At the bottom right, there is a 'Submit' button highlighted with a red circle and the number 2.

Part 2: Request Letters of Recommendation

Learn More: [Request and Track Teacher Recommendations](#)

- 1 Click Add Recommender or Request Teacher Recommendation under the Teacher Recommendation section
- 2 Find your teacher on the list and click Next. Next, add a note if desired and lastly click on Submit Request

The screenshot shows the 'Teacher Recommendations' section. On the left, a sidebar menu has a 'Request Teacher Recommendation' button highlighted with a red circle and the number 1. The main form area has a 'Select the type of recommendation' section with two radio buttons: 'General (Most common)' and 'College-specific'. Below this is a 'Search teachers' section with a list of teachers: 'A.T. @gial.com', 'Aaron Harper', and 'Abraham Pineda'. At the bottom right, there is a 'Next' button highlighted with a red circle and the number 2.

When requesting letters of recommendation, be sure to ask your recommenders if they are willing to write a recommendation, prior to entering the request in SchoolLinks. Let recommenders know they will receive an email with a link to fulfill the recommendation in SchoolLinks. Be sure to send your recommenders a written thank you note.

Part 3: Other Notes on Recommendation

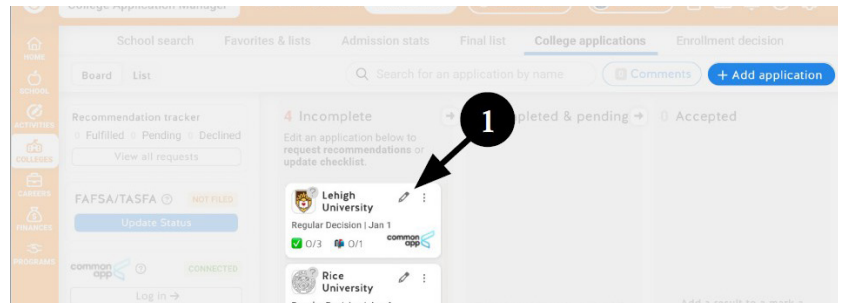
- You need to repeat the process of adding recommendations for each college
- **Counselors Recommendations:** automatically requested in SchoolLinks. Counselor recommendations are automatically requested if required by the college. The counselor will fulfill the required recommendation by the deadline established by the application type. Students can view the status of counselor recommendations under "Counselor Documents" on the application detail page.
- **Outside Recommendations:** must be requested in Common App
 - For all Common App applications, request an outside recommendation by clicking "Invite Other Recommender" in Common App.

Step 7: View and Request Transcripts

Part 1: How to View College Application Transcript Requests

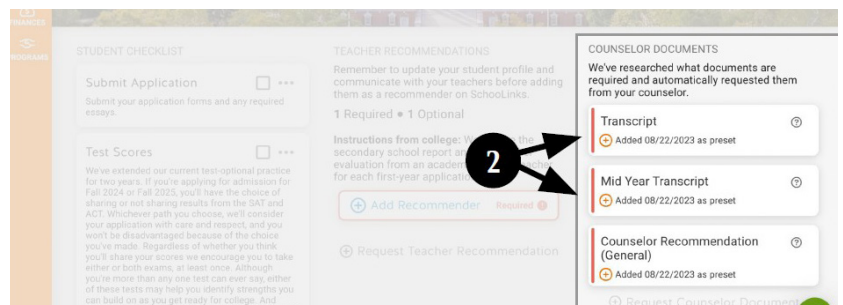
Once you save an application, you can start tracking your application requirements and your counselor will be able to prepare application materials.

- 1 Review transcript requests for any added application via the pencil icon next to the college name.

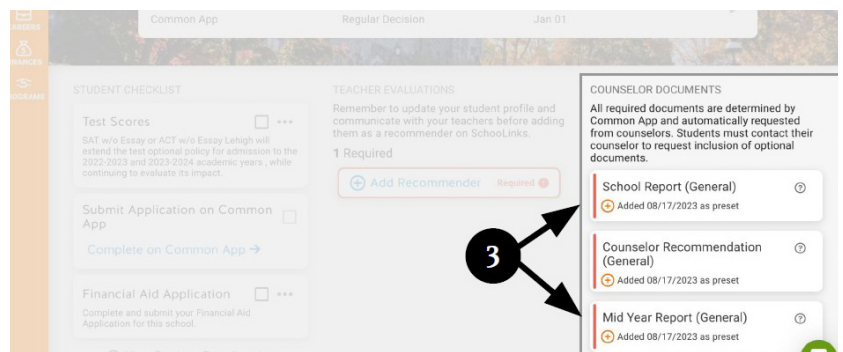


Initial & Midyear Transcripts: On the application details page, you will notice that any required counselor documents will be auto-requested. This includes both the initial and midyear transcripts. You do not have the ability to change the counselor requirements. Reach out to your counselor if there is something you would like added to the list.

- 2 For Non-Common App applications, you will see a Transcript request.
For schools that require it, you will also see a Mid Year Transcript request.



- 3 For Common App applications, you will see a School Report request which includes the Initial Transcript.
For schools that require it, you will also see a Mid Year Report request.



Final Transcripts: Final transcripts are auto-requested after indicating your enrollment decision in the Enrollment Decision tab at the top of the college application manager.

Transcript Status Icon Key



Requested



Fulfilled



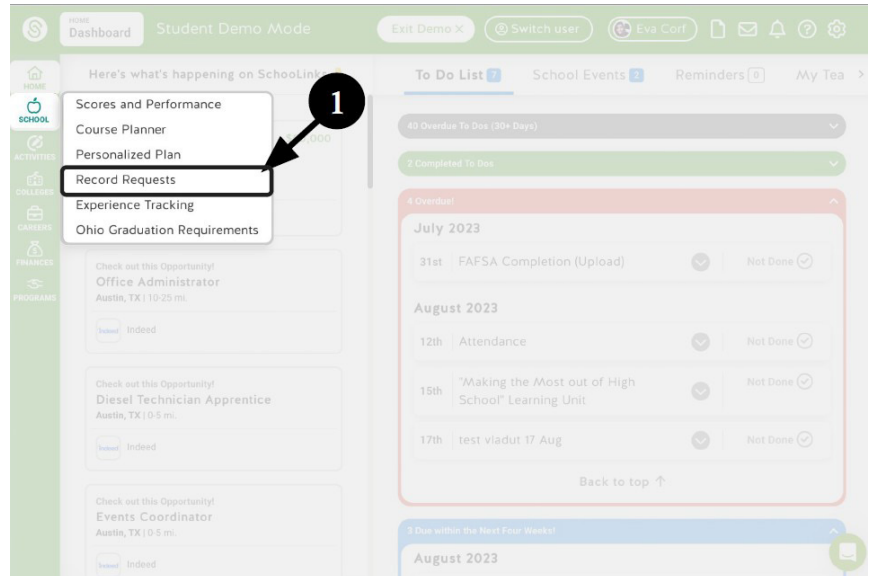
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Step 7: View and Request Transcripts

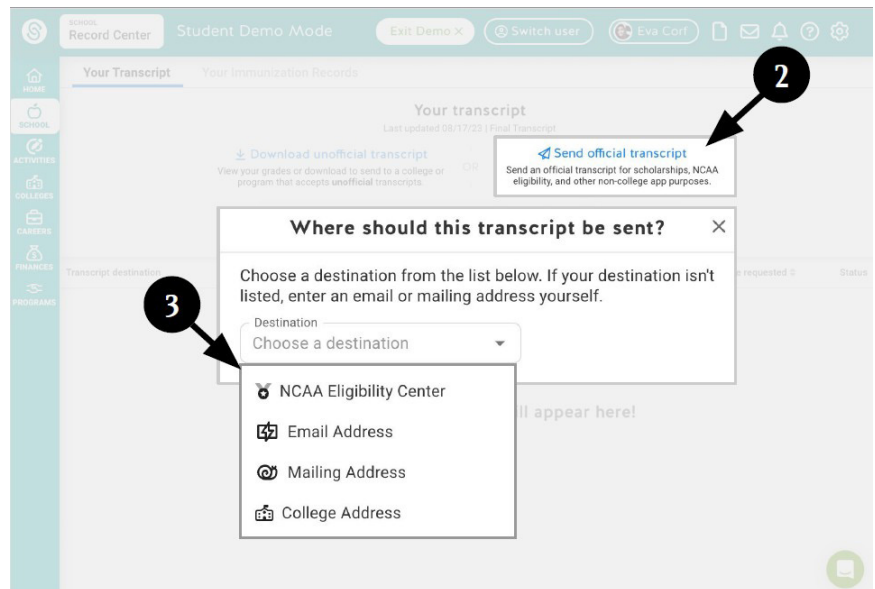
Part 2: How to Request Non-College Application Transcripts

Learn More: [Request Transcripts for Non-College Applications](#)

- 1 from left side Menu List, select Student and then select Record Requests



- 2 Click on Send Official Transcript to request a transcript be sent on your behalf



- 3 Choose transcript destination
 - NCAA Eligibility Center
 - Email Address
 - Mailing Address

Reminder: All College Application Transcripts should be requested through College tab on left side > College Applications.

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