

How to Invite Your Counselor & Teachers

For Letters of Recommendation on the Common Application

Step 1: Create an Account on the Common Application website (www.commonapp.org); Step 2: My Colleges – Add schools you intend to apply to by using the College Search Tab; Step 3: Enter your Preferred Start Term and Preferred Admission Plan under the Questions tab for EACH individual school; Step 4: Go to the Common App tab and enter your Profile information; Step 5: Under the Common App tab, complete the Education section through Current Year Courses

CEEB Code is 051-361

School – Redwood High School

Date of Entry – 08/2015 (if you started as a freshman) and Graduation Date – 06/13/2019

Address – 395 Doherty Drive, Larkspur, CA 94939

Counselor Information (make sure this is correct – do not use a different email address)

Ms. Katie Paulsen kpaulsen@tamdistrict.org 415-945-3615

Mr. Jeff David j david@tamdistrict.org 415-945-3613

Ms. Candace Gulden cgulden@tamdistrict.org 415-945-3627

Ms. Lynne Kennedy lkennedy@tamdistrict.org 415-945-3614

Mr. Ian Scott iscott@tamdistrict.org 415-945-3642

Ms. Tamara Wall twall@tamdistrict.org 415-945-3682

Step 6: Grades – Complete the Steps 6 and 7 BEFORE inviting counselor to submit a letter of recommendation

Class Rank Reporting – None/TUHSD does not rank

Graduating Class Size – 450

Cumulative GPA – this is your “Total Academic Weighted GPA”. (You can access your transcript with your GPA on eSchool Home Access.)

GPA Scale – 4 and GPA Weighting – Weighted

Step 7: Current Year Courses – FILL IN EXACTLY AS LISTED ON YOUR SCHEDULE! You should be able to view your second semester schedule in eSchool. If you plan to make any changes SEE YOUR COUNSELOR NOW, as changes you make after submitting your applications must be submitted individually to each school where you applied. Full year courses have a Credit Value of 10 and semester courses have Credit Value of 5

Once you have filled out the above information, you can then invite your counselor and teacher(s) to submit their recommendations.

Step 8: “Assign Recommenders” is found listed below each of your schools on the My Colleges tab

Before submitting an online request to teachers or your counselor, you must talk with them first to make sure they are willing to write you a recommendation

Release Authorization: You must check the box that you have read and understood the FERPA Release Authorization and you must check the box that you authorize schools to release your records. We strongly recommend that you check the “yes” box waiving your right to access the letter of recommendation. If a student chooses *not* to waive his/her rights to access the letter, counselors will still submit all required information but may choose not to write a comprehensive letter of recommendation. You must check the box that indicates your selection on this page applies to ALL colleges and cannot be changed. Signature – type in your full name and date

Invite Counselor - Make sure you enter the email addresses above (accounts are associated with email addresses) Invite Teacher - Make sure you have first confirmed the correct email address with your teacher

If your teacher prefers the paper form, you should still invite him/her online and then you will get an email response to print off a paper form, sign, and submit it to him/her with a stamped, addressed envelope to send to each school.

Invite Parent - Only if you are applying Early Decision. Your parent will receive an email link to electronically sign your Early Decision Agreement. This must be completed before your counselor can sign and submit.

If you have completed the above steps, you will have successfully invited your Counselor, Teachers, and Parent (if needed) to submit letters of recommendation, transcripts and information on your behalf.

After you have invited your recommenders, you must go in and Assign Recommenders for EACH of your colleges.

NOTE: This DOES NOT mean your application is complete. You must fill out all Common App tabs (profile, family, activities, etc.) and each school's Questions and Writing Supplement (if any). You will see a green check mark for each section you have completed. Your application will be complete once you have submitted the Common App, the college's Questions/Writing Supplement and made payment.

Step 9: Transcripts and Counselor Letter of Recommendation:

Order your Common App transcript from Ms. Fernandez, Records Secretary, in the Counseling Office, room 103. Make sure you have given your counselor your completed Letter of Recommendation Questionnaire one month prior to your first application due date. You can find the questionnaire on the counseling website, in the College and Career section.

If you have questions, please see your counselor or sign up for a SMART period in the College & Career Center. Ask Mrs. Heimbrodt for a SMART pass.