

The Common Application - Tips and Instructions for Inviting your Counselor

- 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**
- o CEEB Code is 051-361
 - o School – Redwood High School
 - o Date of Entry – 08/2015 (if you started as a freshman)
 - o Graduation Date – 06/10/2021
 - o Address – 395 Doherty Drive, Larkspur, CA 94939
 - o Counselor Information (**make sure this is correct – do not use a different email address**)

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

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

Mr. Jeff David
jdavid@tamdistrict.org
415-945-3613

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

Mr. Elijo Arreguin
earreguin@tamdistrict.org
415-400-8562

- Step 6: Grades – Complete Steps 6 and 7 BEFORE inviting counselor to submit a letter of recommendation**
- o Class Rank Reporting – None/TUHSD does not rank
 - o Graduating Class Size – 460
 - o Cumulative GPA – this is your “Total Academic Weighted GPA”. (You can access your transcript with your GPA on eSchool Home Access.)
 - o GPA Scale – 4 & GPA Weighting – Weighted

- Step 7: Current Year Courses – FILL IN EXACTLY AS LISTED ON YOUR E-SCHOOL CLASS SCHEDULE!**
- o You should be able to view your second semester schedule in E-School. If you plan to make any changes, e-mail your counselor now as changes you make after submitting your applications must be submitted individually to each school where you applied
 - o 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. <https://appsupport.commonapp.org/applicantsupport/s/article/How-do-I-assign-my-recommenders>

- Step 8: “Assign Recommenders”** is found listed below each of your schools on the **My Colleges** tab & **Prior to submitting an online email request to your school counselor or any teachers, you must confirm they are able to write a recommendation for you!**

Release Authorization

- o You must check the box that you have read and understood the FERPA Release Authorization
- o You must check the box that you authorize schools to release your records
- o We strongly recommend that you check the “yes” box waiving your right to access the letter of recommendation. (Recommendations have more credibility when those being recommended do not have access to the letters.)
- o You must check the box that indicates your acknowledgement that your selection on this page applies to ALL colleges and cannot be changed
- o 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

- o 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

- o 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.

- o 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). Your application will be complete once you have submitted the Common App, the college’s Questions/Writing Supplement and made payment.

- o Make sure you have submitted your completed Letter of Recommendation Questionnaire to your counselor 20 school days/1 month prior to your very first application due date. You can find the questionnaire under their name on the Counseling website [here](#).

If you have questions, please email your school counselor.