

COLLEGE APPLICATION PROCESS

Log in to Family Connection

Click on "About Me" and complete the senior profile. When Completed Click on "Save and I am Finished". This will allow your teachers and counselor to view your senior profile. **DUE: 9/15**

Click on "Colleges", "Colleges I'm thinking about" and add colleges to your list.

Schedule a meeting with your counselor once your Senior Profile is complete. During this meeting, your counselor will add your schools to your "Colleges I'm Applying To" list. To schedule this meeting, contact Nicole Thompson at the front desk. *Only your counselor will be able to add schools to your "Colleges I'm Applying To" list.

If the college is a public school, click on the college and complete their application online.

If the college is a private school and accepts the Common App. Login in to Common App. You must remember your log in id to match this account up in Family Connection.

You must complete the Common App through Education. You must select at least one college. Once you have selected one college, click on "My Colleges" tab. Complete all of the FERPA information.

You are now ready to connect your Common App to your family connection account. In Family Connection, go to the "Colleges" tab, click on "Colleges that I am applying to. You will then be prompted to enter your Common App id. Once you have entered that information you should receive a message that your accounts are matched. Please link to the video (<https://vimeo.com/102639828>) for additional help.

Most Private colleges will require letters of recommendation. You **MUST** request letters through Family Connection (after you have asked your teacher). Click on "Colleges", click on "Letters of Recommendation". Click on the teacher that you are requesting a letter from and submit your request. Due to heavy volumes of letters that need to be written, please allow teachers three to six weeks' notice before your application is due.

Go to "Colleges that I'm Applying to", click on "edit" for the college you have applied to. Click on "I have submitted my application". This will notify your counselor to send transcripts and supporting documentation.