Dear Class of 2027,

We are very excited to introduce your school's college and career readiness platform, SchooLinks! All of the SchooLinks features are designed with students in mind to help you become career, college, and life ready. This site can be accessed on your phone, tablet, or computer.

During the summer leading to your senior year, we recommend that you:

- Use the College Search tool
- Create a list of favorite colleges in SchooLinks
- Build your Final List

Starting August 08, 2026 you will be able to complete the items listed below starting from creating your Common App account and setting up your SchooLinks College Application Manager.

Next school year, we will be utilizing SchooLinks to fulfill college application requirements. The SchooLinks College Application Manager allows you to:

- Track the progress and requirements for your college applications.
- Organize all the application materials for the colleges where you're applying.
- Request your application materials including transcripts, letters of recommendation, etc. to be sent to the desired institution.

SchooLink's College Application Manager serves as an easy way to keep track of all the application steps and materials you need to submit to colleges and when you need to submit them, but it is not an application portal. You will need to submit applications using the methods offered by the colleges where you're applying, including Common App.

The next couple of pages will provide you with information on how to use SchooLinks to track your College Applications.

Regards,

McEachern Counseling Team

# SchooLinks Student College Application Manager Guide

## Logging in to SchooLinks

Students log in to SchooLinks by going to app.schoolinks.com and clicking on the login method designated by your district.

This guidebook outlines steps to add your college applications, request necessary documents, and track those requests. Below, you'll find each section of this guidebook. Click the header to navigate to a specific section. **Please note, relevant help article links have been provided throughout this guide, but students must be logged into SchooLinks to view the links.**

<table>
<tr><th colspan="2">Activities for the Summer leading to Senior Year</th></tr>
<tr><td colspan="2">Start exploring and shortlisting colleges that align with your interests and goals. Create a final list of colleges you'll apply to, ensuring a smooth transition to your College Application Manager after summer break.</td></tr>
<tr><th>College Application Manager Set-Up</th><th>Common App</th></tr>
<tr><td>Students must set-up College Application Manager by entering personal details, determining fee waiver eligibility, and signing the FERPA waiver prior to adding any college application</td><td>Common App allows students to apply to multiple colleges with a single application. The Common App account must be connected to SchooLinks. Check out this flowchart that outlines what steps need to happen where!</td></tr>
<tr><th>Adding Applications</th><th>Application Requirements</th></tr>
<tr><td>Common App applications can be added to College Application Manager in SchooLinks or through the My Colleges tab in Common App as long as the Common App and SchooLinks accounts are linked.<br><br>Non-Common App applications have to be manually added by students to their College Application Manager in SchooLinks.</td><td>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.</td></tr>
<tr><th>Recommendations</th><th>Transcripts</th></tr>
<tr><td>You have the opportunity to complete a Brag Sheet to showcase any accomplishments you would like to share with your teachers.<br><br>Counselor Recommendations and other school documents are requested automatically in SchooLinks.<br><br>Teacher Recommendations and Outside Recommendations must be requested by students.</td><td>Transcripts are automatically requested in SchooLinks once a college is listed as In Progress in the Submission Tracker.<br><br>You will also have the opportunity to request non-college application transcripts via the Record Center.</td></tr>
</table>

# SchooLinks Summer Activities (1 of 4)

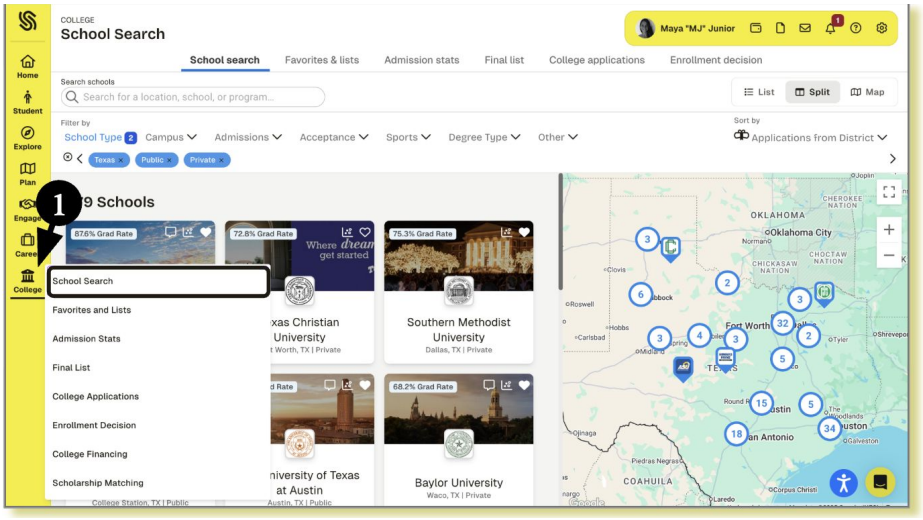
During the summer you can use SchooLinks to do some college search, create your favorite and Final lists.

## Using the School Search tool

Learn more 👉 How to Use School Search

**School Search** is where you can explore colleges and universities, as well as programs offered at schools (ex. Petroleum Engineering).

1. Access the School Search by clicking the College icon and selecting School Search




2. Use different filters and sorting options to narrow your list.

3. Click on the School tiles to open the School Profile and learn more about the school

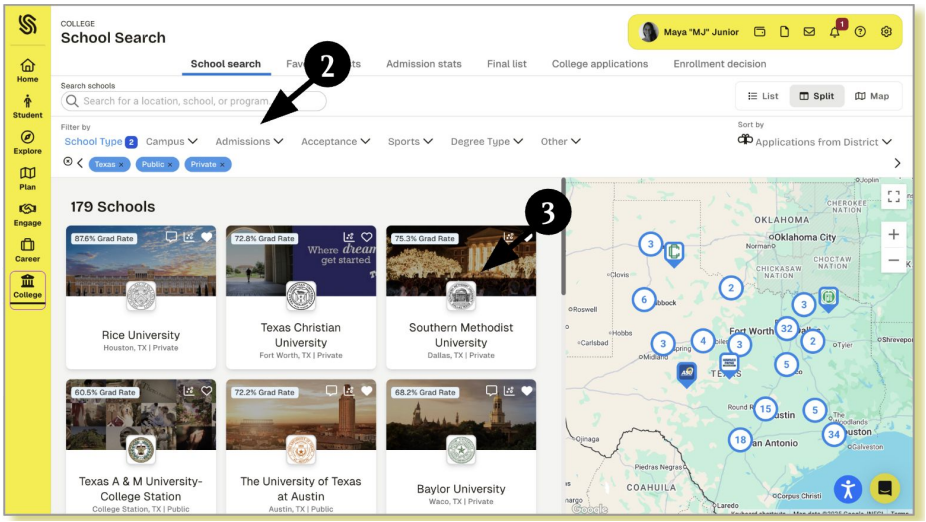


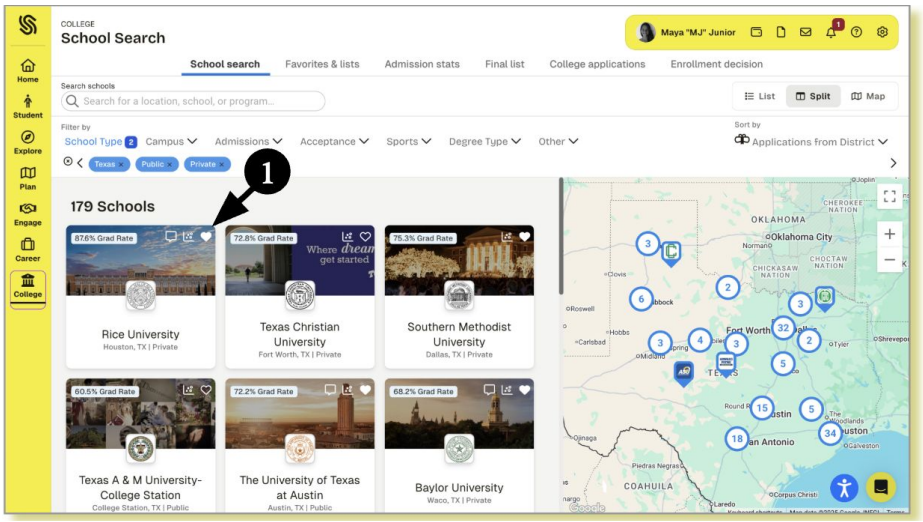

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# Favoriting Colleges

Learn more 👉 Favorite a School

After reviewing the College Profile, if you think this is a fit for you and you are interested in applying to this institution, you can add them to your favorites list.

1. From the School Search page you can click on the heart icon in each of the school tiles




2. Or click the heart icon from the School Profile page

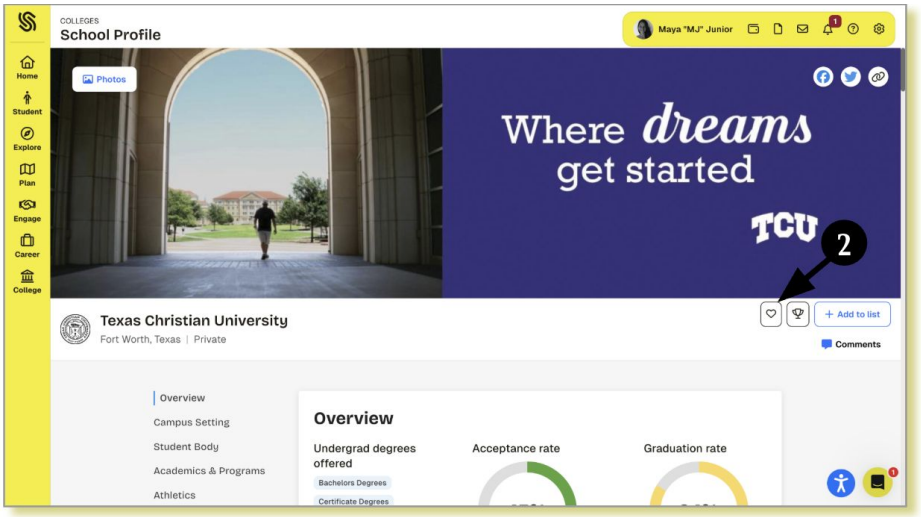



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Your Final List is the list of schools you plan to apply to. This list is made up of Likely Colleges, Target Colleges, and Reach Colleges.

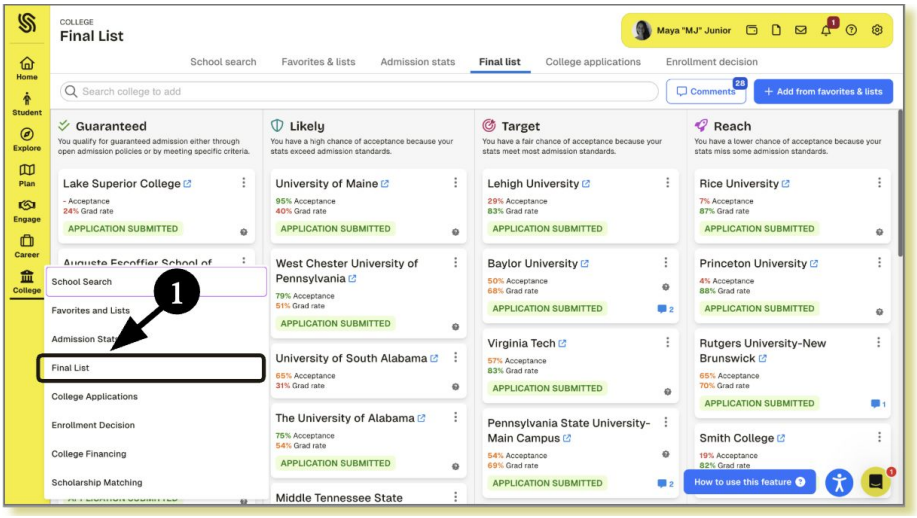
## Building a Final List

Learn more 👉 Create a Final List

Here are the definitions for these different categories:

- Likely - schools where you will likely get accepted.
- Target - schools you aim to get in and it's reasonable that you'd be accepted.
- Reach - schools that you would like to get into but getting accepted would be much harder (less likely) for you.

1. Access the Final List by clicking the College icon and selecting Final List




2. To add a school to your Final List, click the Add from favorites & lists button.

   If you have not yet created a favorite list, you can use the search bar to add colleges to your Final List.

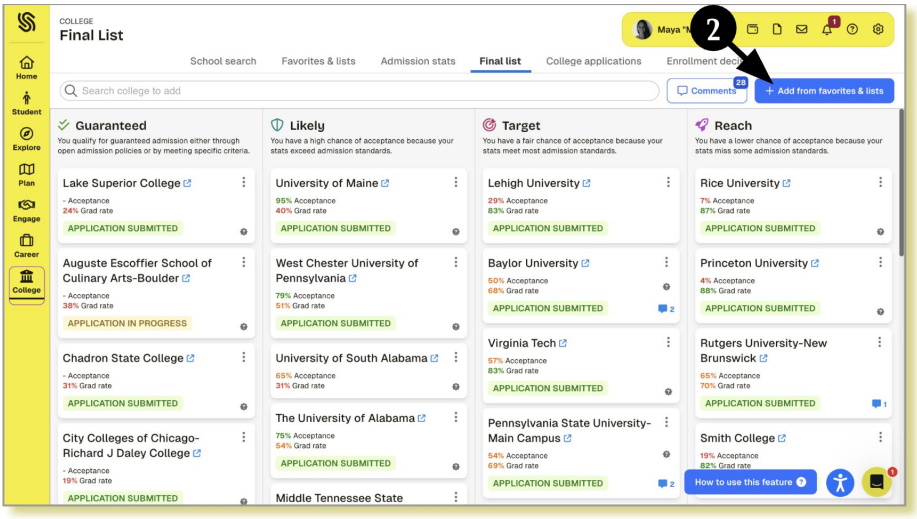
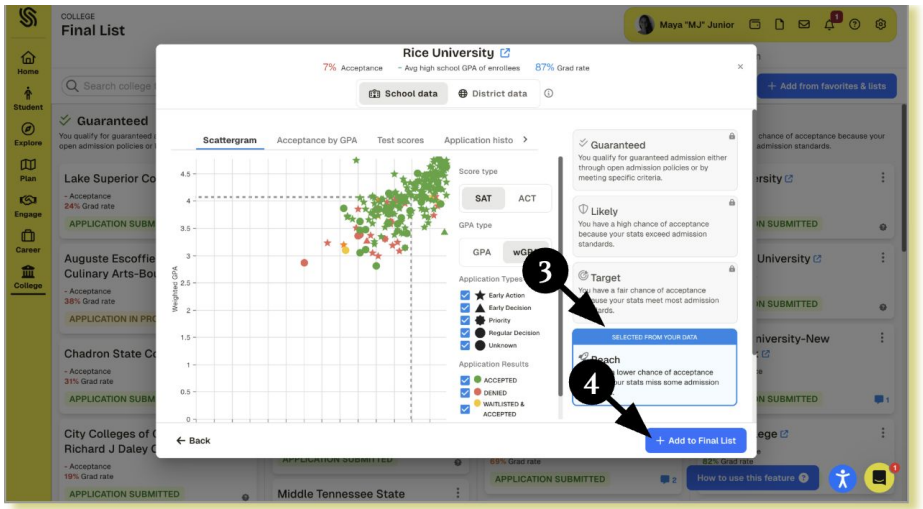



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3. Choose if that school is a Likely, Target, or Reach School and then click the add button.

**Note:** If there is enough data available on your profile and for the school, that school will be pre-sorted into the category to which it belongs. You can see this in the screenshot below.

If you think that the school is placed in the wrong category, you can message your counselor and they can help you move it to a new category.




4. Click the Add to Final List button

**The following pages will guide you through the College Application process in SchooLinks.**

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

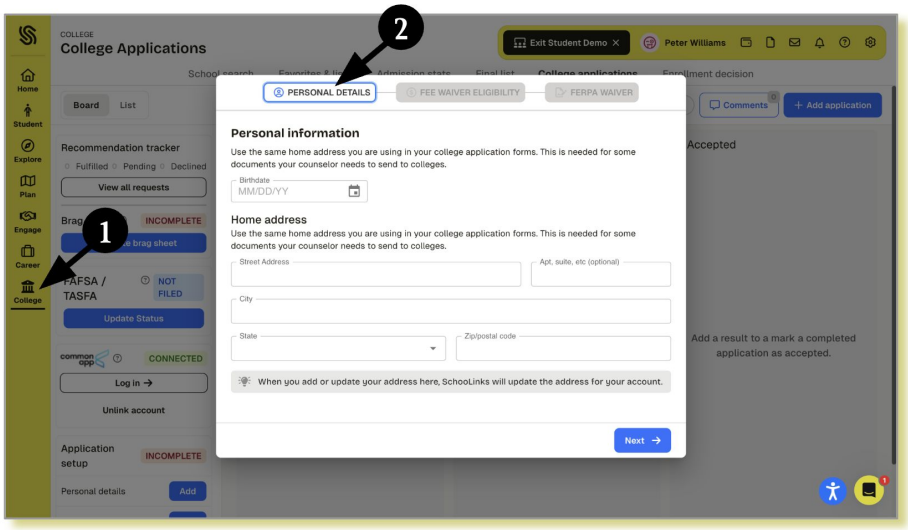
## Set Up College Applications

Learn more 👉 Add a College Application and Request Application Documents

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

### Part 1: Personal Details

1. Select College Applications from the Colleges menu list
2. Enter birthdate and home address




### Part 2: Fee Waiver Eligibility

3. Check off whether or not they qualify for a fee waiver

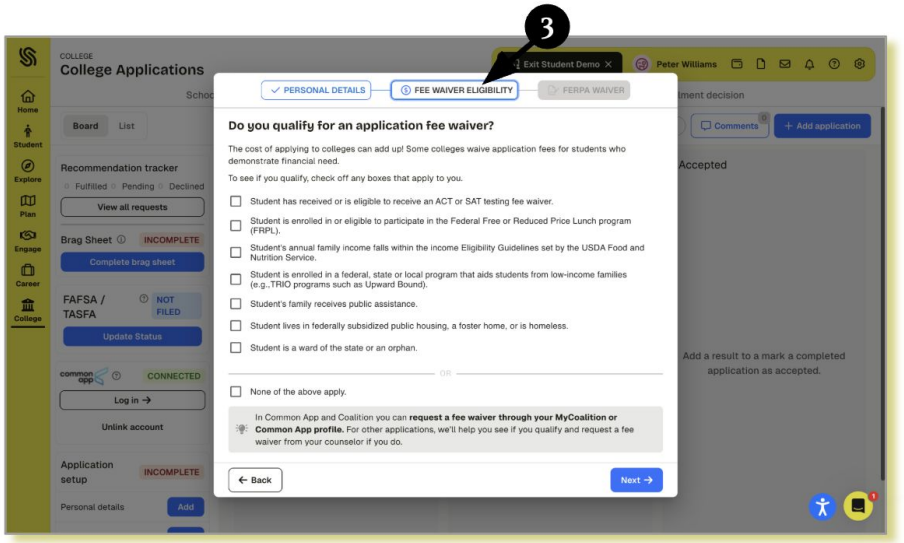
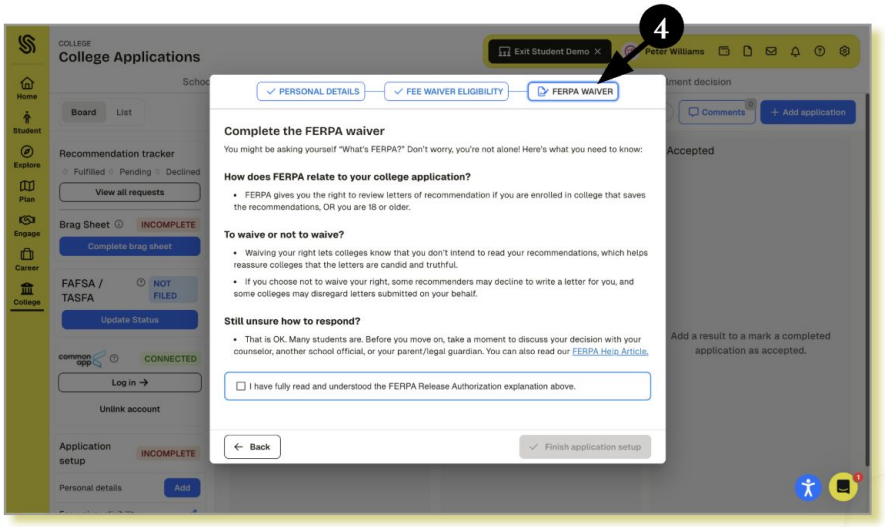



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## Part 3: FERPA Waiver

### 4 Complete the FERPA Waiver

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



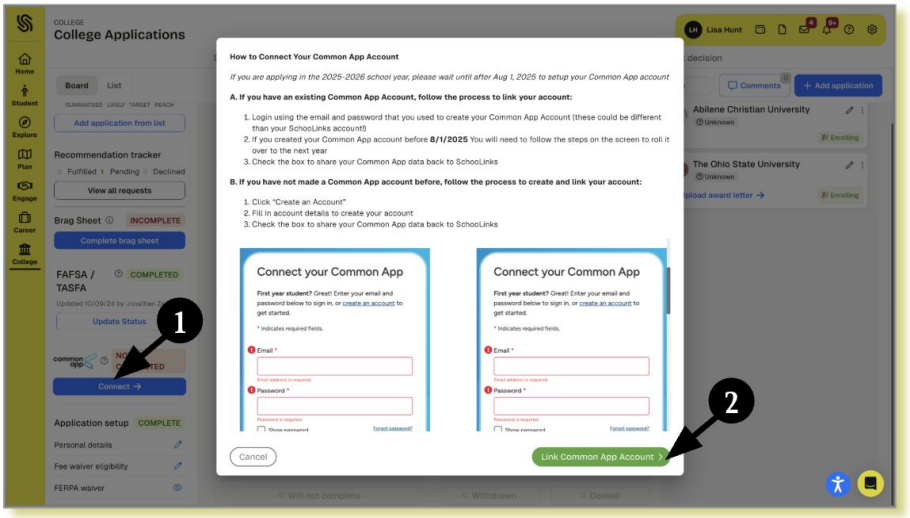

## Linking your Common App to SchooLinks

Learn more 👉 Connect Your Common App Account

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

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 SchooLinks and refresh your page

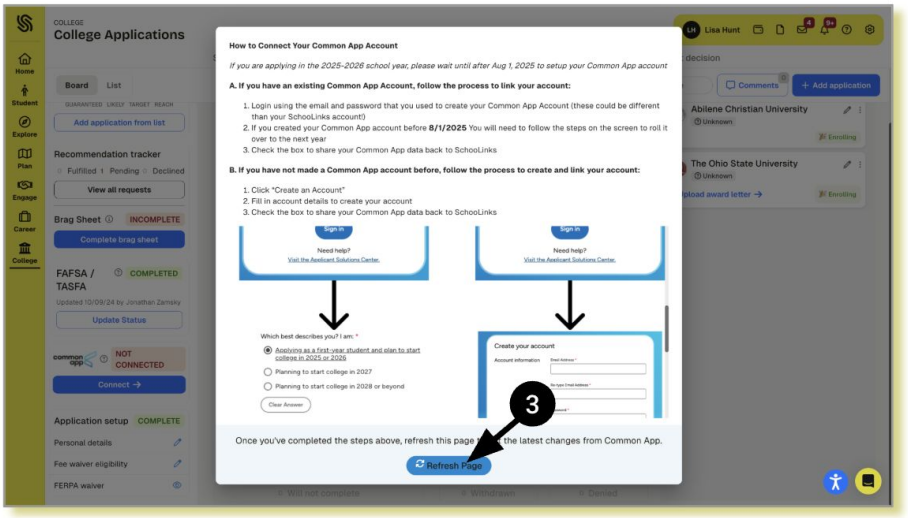



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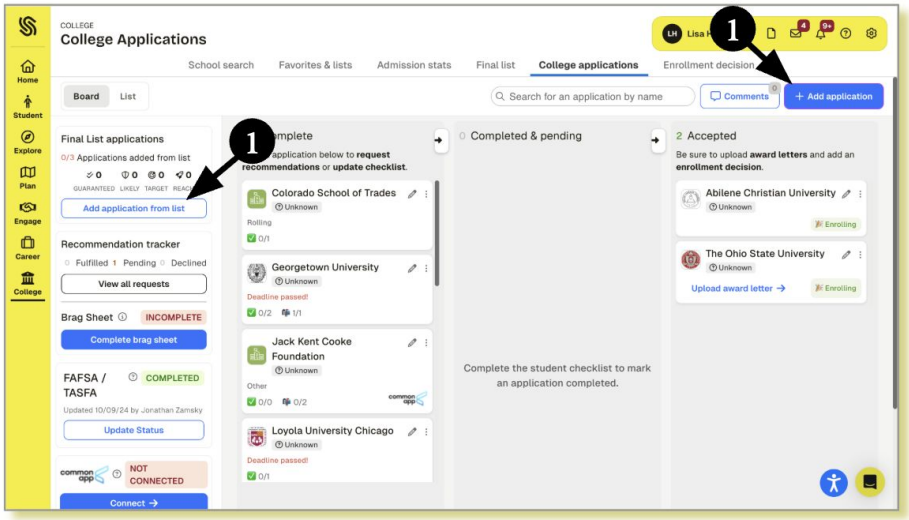
If you are sending applications via Common App, once you link your Common App account, the colleges you have in your Common App list will **automatically** populate in SchooLinks.

However, if you are also sending applications **outside** of Common App, you will need to **manually** add those applications to your SchooLinks College Application Manager list.

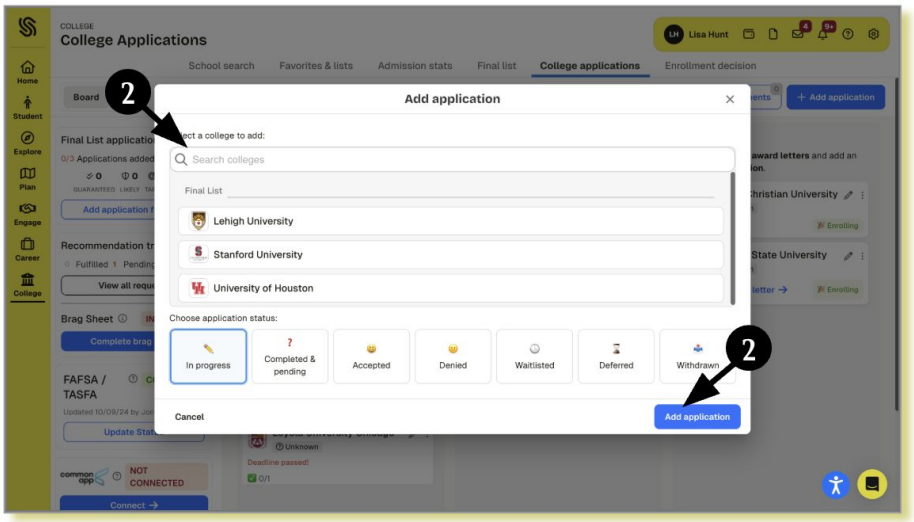
## Adding Applications & Selecting Application Details

Learn more 👉 Add an Application

### Add an Application




1. You can 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, make sure to add it as "in progress". Select the "completed & pending" option if you have already submitted your application.*

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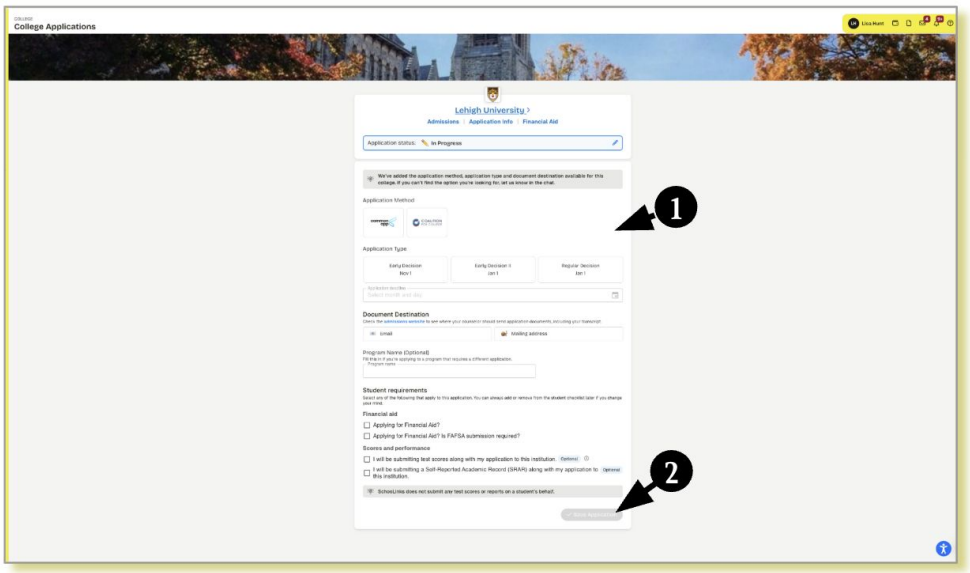
To start tracking a college application in your College Application Manager, you need to set up the application add your student checklist items and add all the requirements. Requirements are things like test scores and letters of recommendation that you have to send to a college separate from your application.

## Update the Application Details

Learn more 👉Add an Application

1. Once you have selected a school from the list, you will 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. Click Save Application

### Application Details 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 SchooLinks 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 SchooLinks 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.**

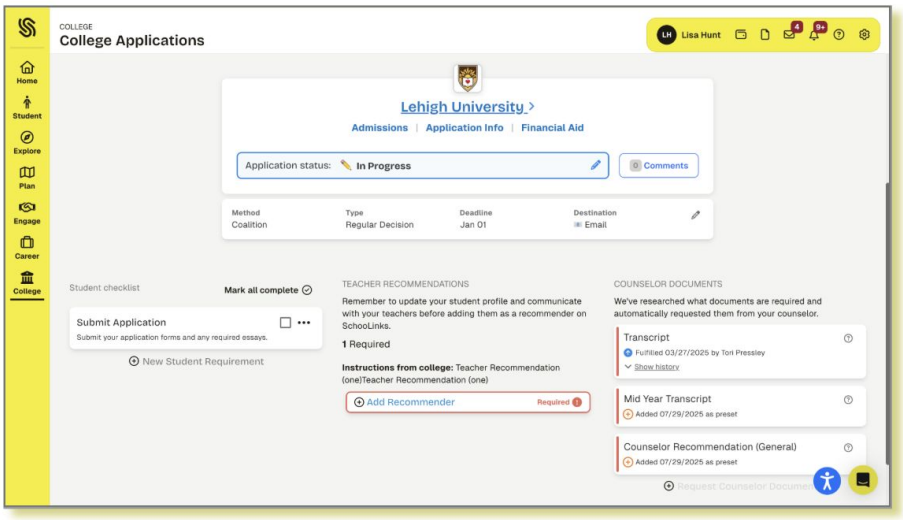
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## Application Requirements

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.




### 👉 Application Requirements Sections

- **Student Checklist** - A list of the requirements that you are responsible for OUTSIDE of SchooLinks, like submitting the application, filling out FAFSA and sending test scores. Check the box once tasks are completed.
- **Teacher Recommendations** - The number of required & optional recommendations will be listed. You will click on 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.

## Application Status and Results

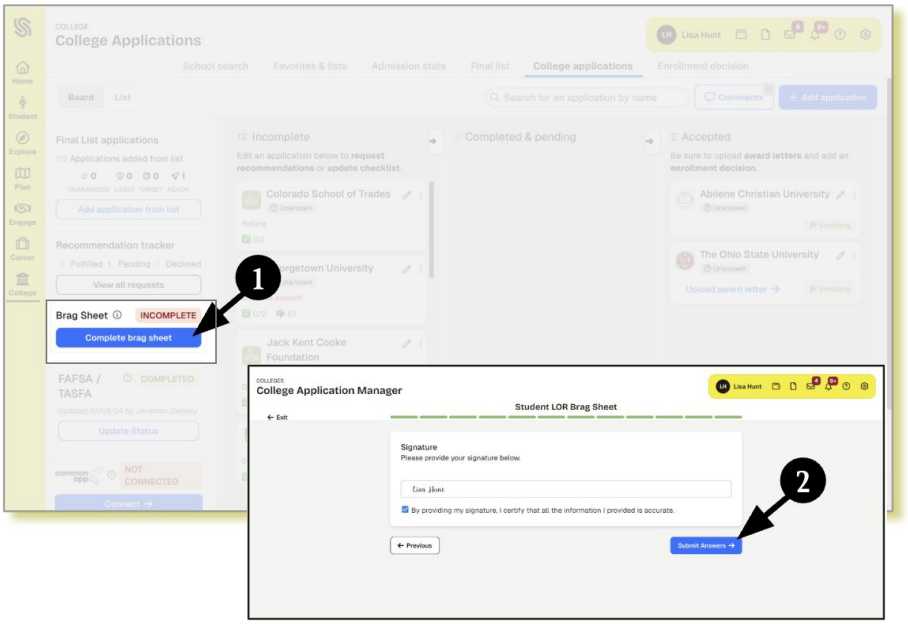
Learn more 👉 Add College Application Results

- 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 SchooLinks.
- When you receive a decision from the college, update your Application Result, based on the decision your 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.

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## 👉 Completing your Letter of Recommendation Brag Sheet

1. Click Complete brag sheet under the Recommendation tracker section
2. Complete the form and click Submit




## Requesting Letters of Recommendation

Learn more 👉 Request and Track Teacher Recommendations

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 SchooLinks. Let recommenders know they will receive an email with a link to fulfill the recommendation in SchooLinks. Be sure to send your recommenders a written thank you note.

**To Request Letters of Recommendation:**

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

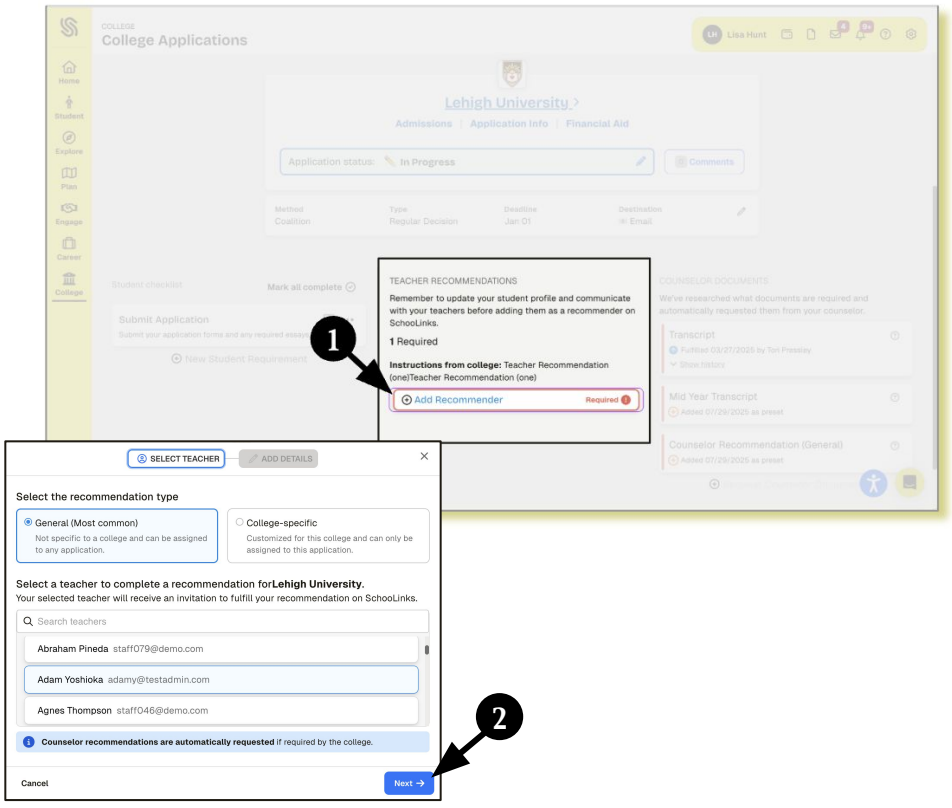



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## Other Notes on Recommendations

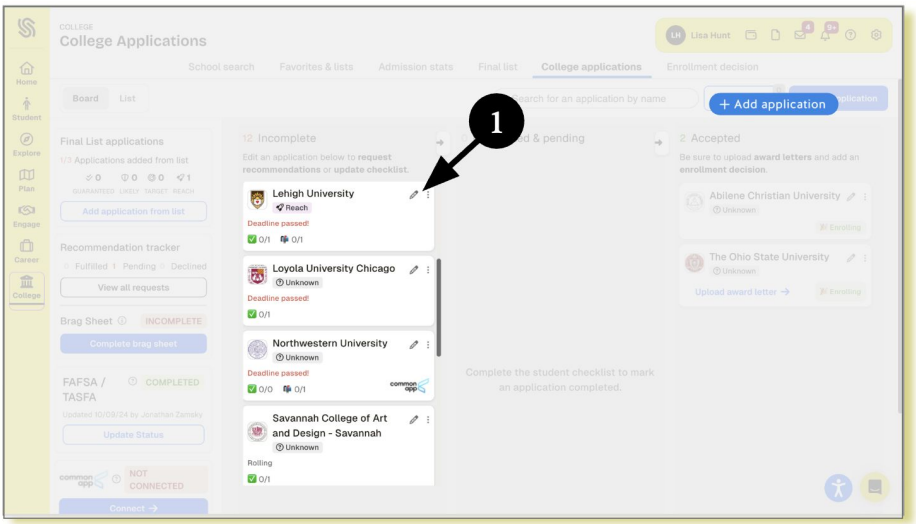
- You need to repeat the process of adding recommendations for each college
- **Counselors Recommendations** - automatically requested in SchooLinks Counselor recommendations are automatically requested if required by the college. The counselor will fulfill the required recommendation by the deadline 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.**

## How to View College Application Transcript Requests

College application Transcript request are automatically requested once you add a college to your College Application List.

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

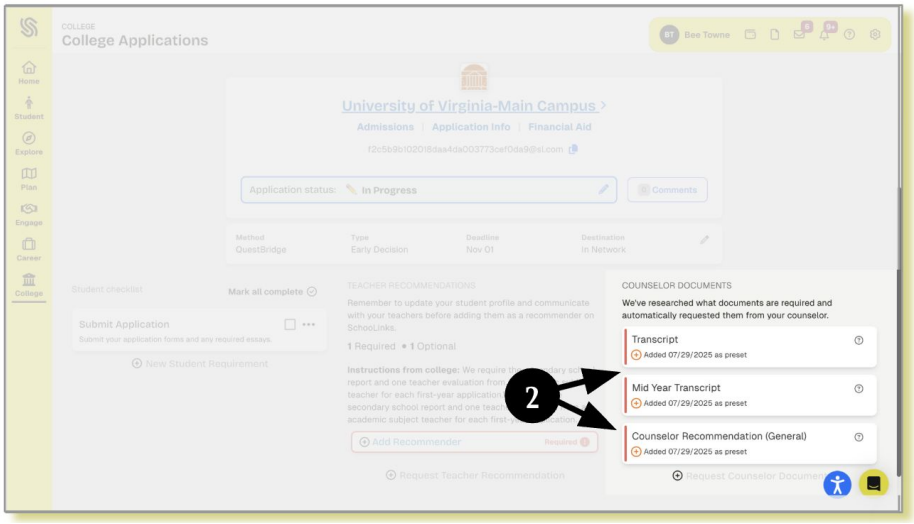



**Initial & Midyear Transcripts:** On the application details page, you will notice that any required counselor documents will be auto-requested. This includes both the initial and midyear transcripts. You do not have the ability to change the counselor requirements. Reach out to your counselor if there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

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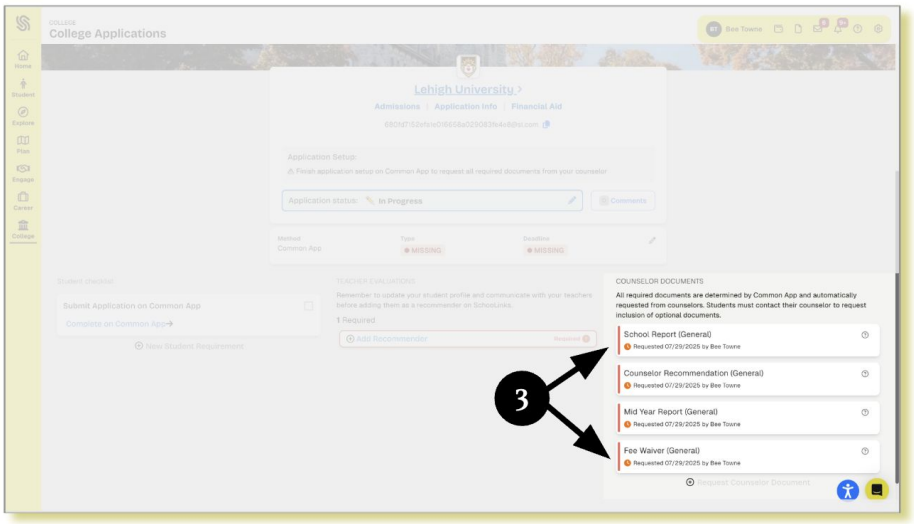
2 For Non-Common App applications, you will see a Transcript request.

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.




**Status Icon Key:**

- Requested
- Fulfilled
- Sent

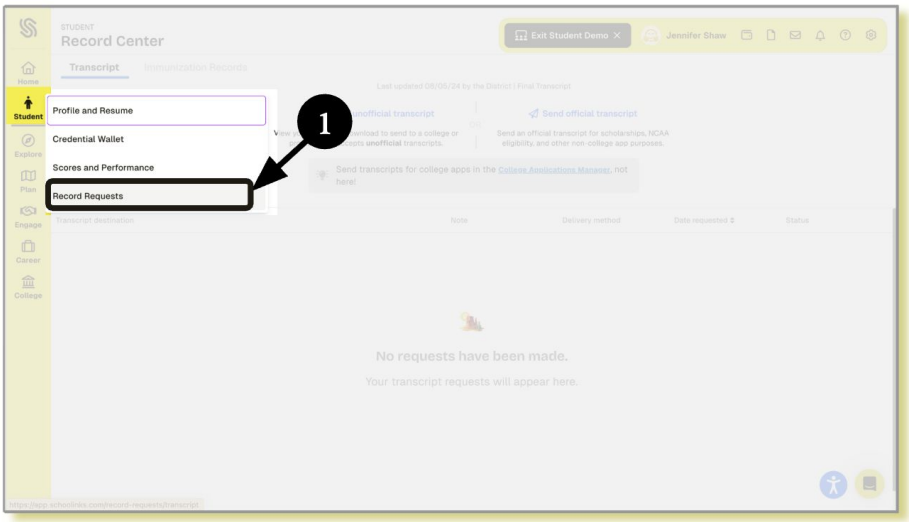
**Final Transcripts:** Final transcripts are auto-requested after indicating your enrollment decision in the Enrollment Decision tab at the top of the the college application manager.

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# How to Request Non-College Application Transcripts

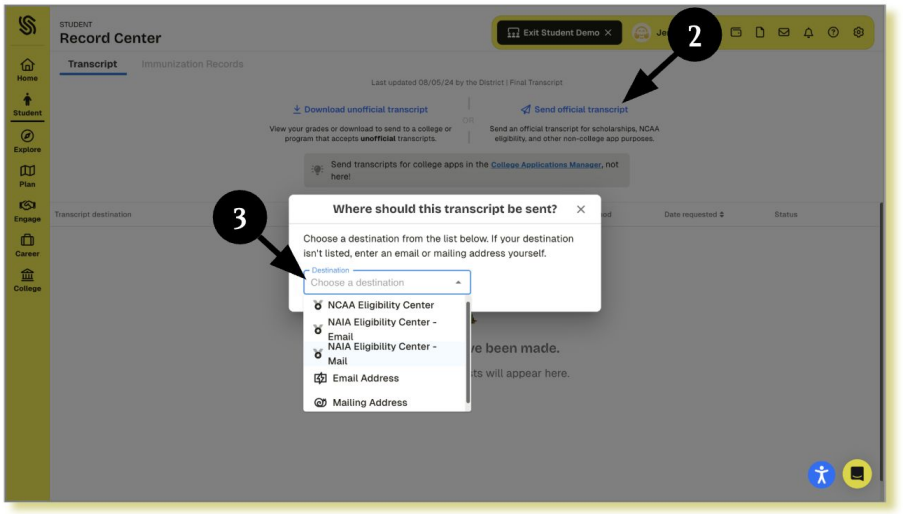
Learn more 👉 Request Transcripts for Non-College Applications

1. Select Record Requests from the Student menu in the side navigation panel




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 Applications in the College Module*

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