Common App Cheat Sheet
Class of 2023

1. Create an account as a first-year student by going to **commonapp.org**

2. Fill out all information under the "Common App" tab.

3. IF you have completed a dual enrollment course, answer this question**:** **"If you have ever taken coursework at a college or university, please indicate the number of colleges. *"** with the number of dual enrollment courses, you have taken.

   EDUCATION
4. Graduating class size **67.**
   a. Class ranking- **NONE.**
   b. GPA reporting scale: **4.0.**
   c. GPA- look in **SCOIR** or ask Mrs. Minor for a copy of your transcript.
   d. GPA weighting- **WEIGHTED**

5. Current courses: "Please select the course scheduling system your institution is using."- **SEMESTER**

6. Honors: Honors related to academic achievement- **YES if you have one or more**. This would include Faculty Recognition List and any other academic award you have received.

   TESTING
7. **DO NOT** disclose your ACT/SAT scores if you do not plan on sending them to every college that you apply to using the Common Application.

ACTIVITIES

8. List your ten most involved activities in this section.

9. **Add at least one college to your My Colleges list**
   a. Use the College Search tab to find colleges
   b. If you cannot find a college, it is probably not a Common App Member School!

10. **Sign the FERPA Release Authorization**
    a. You only need to do this **ONCE**, even if you are applying to multiple Common App colleges

11. **FERPA = Family Educational Rights to Privacy Act, a federal law that protects the privacy of student education records.**
    a. Click on the **My Colleges** tab, then click the college name to view their list of requirements.
    b. Click on **Recommenders and FERPA**, then on **Release Authorization**
    c. Complete these steps to **sign the FERPA release**:
       o Indicate that you understand the statement, click continue
       o Check the authorization box for Stratford to send your records
       o Click "I waive my right to review all recommendations and supporting documents submitted by me or on my behalf."
       o Check the box that you understand the waiver pertains to all Common App colleges to which you apply.
       o Sign, date, submit.
       o **YOU CANNOT CHANGE YOUR FERPA STATEMENT LATER, SO CLICK THE APPROPRIATE BOX!**

12. Do **NOT** invite recommenders