

SCHOOL CODE:	050475
CLASS SIZE:	191
CLASS RANK:	NONE (<i>we do <u>not</u> rank</i>)
GPA SCALE:	5.0 SCALE
WHICH GPA TO USE:	WEIGHTED, ACADEMIC, 9-12 (available on AERIES)
HOW TO LIST:	AP GOPO = AP Government 1st sem / Honors Economics 2nd sem US GOVERNMENT= Civics 1st sem / Economics 2nd sem ECONOMICS = Economics 1st sem / Civics 2nd sem
SECONDARY SCHOOL REPORT (SSR):	REQUIRED BY ALL SCHOOLS ON THE COMMON APP <i>Even if your are not asking for a letter of rec from your counselor, you are still required to invite them so they can complete the SSR</i>
ACTIVITIES:	LIST ACTIVITIES BY ORDER OF <u>MOST</u> INVOLVED TO <u>LEAST</u> <i>Incomplete Sentences are OK when describing activities!</i>
FERPA RIGHTS:	YES, WAIVE YOUR RIGHTS (<i>see additional information below</i>)

what to send

TRANSCRIPTS:	NOT REQUIRED TO SEND/MAIL Counselor uploads to Common App after you've invited them.
ACT/SAT SCORES:	IF REQUIRED – Login to your ACT/SAT account to send official scores.
AP SCORES:	NOT REQUIRED – DO NOT send AP scores until May (after committing). CHS does NOT have official AP scores. Students must login to their College Board account to send official scores. For help logging in contact College Board



Refer to the "WHAT TO SEND" handout for details on what each college requires

letters of recommendation

- Which colleges require letters of recommendation?
 - PRIVATE Colleges/Universities **only** (UC's and CSU's **DO NOT** accept letters of rec)
- How many letters of recommendation do I need?
 - Most private colleges will require **between 1-3**
ADD colleges to Common App to identify how many they require
- Who should I get to write me a letter of recommendation? (can depend on each individual school, most are flexible)

*****Rule of Thumb: the BEST recommendations always come from those who know you best*****

 - REQUIRED:** 1 - 2 Teacher Recommendations (*preferably teachers from junior and/or senior year*)
 - OPTIONAL:** 1 Additional Recommendations from a Counselor, Coach, Employer, Religious Leader, Intern Advisor, etc. (*depends on college*).
- Do I need to get a counselor letter of recommendation?
 - Counselors submit a Secondary School Report (SSR) on behalf of ALL students. The SSR *can* include a letter of recommendation IF you feel your counselor knows you well. If there is someone else (coach, boss, intern advisor, etc.) who knows you better or in a different context, you may INVITE them to submit a recommendation (as "Other" on Common App).

- STEP 1:** **CREATE ACCOUNT (@ COMMONAPP.ORG)**
- STEP 2:** **ADD COLLEGES** (*just one to begin with is okay*)
- click COLLEGE SEARCH header → SEARCH → ADD
- STEP 3:** **ADD CARMEL HIGH**
- click COMMON APP header → click EDUCATION → click FIND SCHOOL
 - select SEARCH BY CEEB Code → enter CHS school code: **050475**
 - ensure you've selected **Carmel High, Carmel, CA**
- STEP 4:** **INVITE COUNSELOR**
- click MY COLLEGES header → select ANY college
 - click RECOMMENDERS & FERPA → click INVITE COUNSELOR (input info below)
 - **only need to complete for one college**

Student:	A – F	G – M	N – Z
Title:	Counselor	Counselor	Counselor
Name:	Darren Johnston	Yesel Von Ruden	Jeff Rogers
Email:	djohnston@carmelunified.org	yvonruden@carmelunified.org	jrogers@carmelunified.org
Phone:	831-624-1821 ext. 2784	831-624-1821 ext. 2794	831-624-1821 ext. 2783
Address:	PO Box 222780 Carmel, CA, 93922	PO Box 222780 Carmel, CA, 93922	PO Box 222780 Carmel, CA, 93922

****NEW**** – “Enable Preview” (*select this to allow your counselor access to review your application to ensure proper completion*)

- STEP 4:** **SELECT WHEN & HOW YOU'RE APPLYING (Early, Regular, etc)**
- Click MY COLLEGES
 - Select a COLLEGE (start with the college with the **FIRST DEADLINE!**)
 - Click QUESTIONS (under “Application”)
 - Input PREFERRED START TERM & PREFERRED ADMISSION PLAN



****IMPORTANT**** **be certain to complete this section ASAP for the college with the EARLIEST DEADLINE!!** Counselors & Recommenders won't know the deadline to submit materials until you complete this section.

- STEP 4:** **COMPLETE “FERPA” SECTION** (*must add at least 1 school first*)



- Click MY COLLEGES
- Select a COLLEGE (*any is fine*)
- Select RECOMMENDERS & FERPA
- **YES!! WAIVE YOUR FERPA RIGHTS!**

*CHS Faculty will NOT submit a letter of recommendation unless you **WAIVE** your FERPA Rights (see video on Common App for why this is recommended!)*

- STEP 5:** **INVITE RECOMMENDERS**
- Click MY COLLEGES
 - Select a COLLEGE (*any is fine*)
 - Click INVITE RECOMMENDERS (***doesn't matter which college you've selected, you're simply inviting recommenders to your account***)
 - Input Recommender's Details