



Class of 2027

Common App Cheat Sheet

College Search

In the College Search tab, you can search for colleges of interest and "add" them to your list of colleges in the "My Colleges" tab

"My Colleges" Tab

A complete list of colleges you have added to Common App In the "My Colleges" tab, you will find the following sections for each of your schools:

College Information - Deadlines and Application requirements

- General
- Academics
- Activities
- Contacts
- Family
- Writing (Supplementals)
- Recommenders and FERPA
 - FERPA waiver (required - only needs to be completed once)
 - Colleges recommend that you waive your rights to access LORs written on your behalf (colleges recommend this option to ensure an honest/unbiased recommendation)...please see your counselor if you have questions or concerns
 - How to sign the FERPA waiver:

The screenshot shows the Common App interface. At the top, the 'common app' logo is on the left, and a user profile for 'Amy' is on the right. Below the logo is a navigation bar with tabs: 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid'. The 'My Colleges' tab is active, showing a list of colleges on the left: 'Adelphi University' (selected), 'Alaska Pacific University', and 'Albany College of Pharmacy and Health Sciences'. The main content area for 'Adelphi University' is titled 'Recommenders and FERPA'. It contains a section for 'FERPA Release Authorization' with a warning icon and text explaining the process. A blue button labeled 'Complete Release Authorization' is visible. To the right of the main content is a 'Need help?' sidebar with a search icon and several FAQ links: 'Who can I list if I do not have a counselor?', 'Can I submit my application before my recommenders submit their forms?', and 'How do I resend a Recommender Invite?'. A 'Continue' button is located at the bottom right of the main content area.

- Expand one of your colleges, in the "My Colleges" section
- Click on Recommenders and FERPA
- You must complete the FERPA (Complete Release Authorization) before you are able to submit applications; You do not need to add MHS staff names - Common App communicates with Schoolinks! The only time you need to enter information in this section is if you have an outside recommender (like a coach or employer)

The screenshot shows the 'Recommenders and FERPA' section of the Common App. On the left, a list of colleges is shown, with 'Albany College of Pharmacy and Health Sciences' selected. The main area is titled 'FERPA Release Authorization' and includes a 'View Details' link. Below this, there are sections for 'Invite recommenders', 'Counselor', 'Teachers', and 'Other recommender'. Each section has a description and a button to invite or assign. The right sidebar contains helpful links and FAQs.

- Application Submission - You will not be able to submit your application until it is complete!
 - Make sure to download the PDF version of your application and review it - this is how the college admissions representative will see your application

“My Common App” Tab

Profile - All your personal information: name, contact information, etc.

Family - All of your family information: This section may require parent/guardian assistance: asks about parent/guardian information, sibling information, work and school information.

Education Section

- **Current High School:** select Mansfield High School (sometimes you have to enter zip code - 02048)
- **Date of Entry:** Sept 2023
- **MHS is not a boarding school!**
- **Graduation Date:** 6/2027
- **Counselor's Job Title:** School Counselor (*see bottom of sheet for counselor names/emails)

- **Other Secondary Schools:** only fill this section out if you transferred to MHS from another high school
- **Colleges/Universities:** only fill this out if you have received college credit (AP does not count)
- **Graduating class size (approx.):** 237
- **Class rank reporting:** we do not calculate rank
- **Cumulative GPA:** the GPA listed on your transcript (use the weighted GPA)
- **GPA scale:** 4 (common app use 4.0 scale -- if applications have an option of 4.5 scale, use that!)
- **GPA weighting:** Weighted (Both weighted and unweighted will show on your transcript, but for application purposes you should use your weighted calculation!!)
- **Current Year Courses:** MHS is a semester based system; enter as many of your scheduled classes as you can in this section - College Prep is the default level...only change that drop-down menu if you are taking an Honors/AP/etc. level course
- **Honors:** list any awards/distinctions that you have achieved while in high school
- **Community Based Organizations:** for most students this will be 0 organizations involved
**If you have special circumstances, this may differ
- **Future Plans:** enter your goals and interests

Testing

- Only enter **SAT/ACT scores** if you are planning to send scores to ALL of your school
 - If you are applying test optional do not enter your scores in this section
 - All scores need to be sent officially via your collegeboard.org or [ACTstudent.org](https://actstudent.org) account
- **AP Test Scores**
 - You should self report scores in this section - *official scores should not be sent to your school until you have committed to attend (unless instructed otherwise by an individual college/university)*

Activities & Experience - Help your colleges/universities learn more about you by reporting activities and experience you've had. Some examples are:

- Arts or Music
- Clubs
- Community engagement or volunteering
- Employment or work
- Family responsibilities
- Hobbies
- Sports
- Other experiences that have been meaningful to you

Counselor Names and Emails:

- Alyssa McDuffie - alyssa.mcduffie@mansfieldschools.com
- Amy Frias- amy.frias@mansfieldschools.com
- Kim Mitchell (in for Elizabeth Arcese) - kim.mitchell@mansfieldschools.com
- Tina Karidoyanes- tina.karidoyanes@mansfieldschools.com
- Laura Whitaker- laura.whitaker@mansfieldschools.com
- Tricia Hennessy - tricia.hennessy@mansfieldschools.com