

CHEAT SHEET

Common App Cheat Sheet

Current High School: select Mansfield High School (sometimes you have to enter zip code - 02048)

Date of Entry: Sept 2018

MHS is not a boarding school!

Graduation Date: 6/2022

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.): 266

Class rank reporting: Exact

Class rank: the top number listed on the rank portion of your transcript

Rank weighting: Weighted

Cumulative GPA: the GPA listed on your transcript

GPA scale: 4

GPA weighting: Weighted

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

In the College Search tab, you can enter a college of interest and "add" that to your list of colleges in the "My Colleges" tab

In the "My Colleges" tab, you will find information about the FERPA waiver (required to be completed), general questions/information, and how to submit the application

-- We 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

Counselor Names and Emails:

Alyssa DelMonaco- alyssa.delmonaco@mansfieldschools.com

Amy Frias- amy.frias@mansfieldschools.com

Jennifer Jameson- jennifer.jameson@mansfieldschools.com

Tina Karidoyanes- tina.karidoyanes@mansfieldschools.com

Laura Whitaker- laura.whitaker@mansfieldschools.com

Tricia Donahue - tricia.donahue@mansfieldschools.com

NAVIANCE

1. Matching NAVIANCE account and CommonApp (this needs to be done in order to add colleges to your "applying to list" on NAVIANCE and in order for counselors to submit official materials to any CommonApp school):

- complete the first part of the "Education Section" in the CommonApp (specifically complete the most recent school attended)
- in NAVIANCE, under "colleges I'm applying to," click match accounts
 - this will prompt you to log in to CommonApp. If the match was successful you will be redirected to Naviance and you will see a green bar at the top of the screen that says the match was successful.

2. Requesting LORs in NAVIANCE

- after confirming that your teacher has agreed to write your LOR, you can send a follow-up request on NAVIANCE
 - under the Colleges Link (top band) - select Letters of Recommendation
 - there will be a drop-down menu where you can select the teacher's name and write them a quick note (include your deadline)!
 - you must select the specific colleges that you want your teacher to write letters for - example: if you want the same teacher's letter to go to all schools, please check off each college. If you want to have certain teachers write letters for specific colleges, please only check off the colleges that you want that teacher letter to go to. You will need to do this for each teacher request!

3. Requesting Transcripts in NAVIANCE

- under "Colleges" link, select "Colleges I'm applying to"
- select Manage Transcripts
- add in your requests - make sure you select the appropriate deadline (EA, ED, RD, rolling)
 - ** If you have a deadline that does not populate or that is different, please see your counselor in person with the correct deadline date**
- **Every time you add a college and request a new transcript, you must also request a LOR too...if you do not complete both requests, not all information will submit to your schools**

4. Signing-up for College Visits

- under the "Colleges" homepage, sign up for any upcoming visits you would like to attend

- make sure you sign up at least one week prior to the visit

- make sure you get a pass from Mrs. MacKillop on the morning of the visit

- additional Senior Sessions will be available to register for on the College Visit list, too!