

# CommonApp Student Transcript Request Process

As a counselor, you will see the following forms in the Common App Student Workspace:

- School Report
- Counselor Recommendation
- Optional Report
- Mid Year Report
- Final Report

Additionally, if there are any supplemental forms to complete (like the Common App Fee Waiver), they will also be listed here.

**The School Report** is where you will list information like a student's transcripts and ratings, as well as your school's GPA reporting and curriculum.

**The Counselor Recommendation** allows you to provide a written evaluation of your student.

**The Mid Year Report** is used to submit first semester/trimester grades.

**The Optional Report** may be used to submit updated grades or transcripts, as well as to correct errors previously submitted on any report.

**The Final Report** is used to submit final grades for a student and should not be submitted until all admission decisions have been received. Once the Final Report has been submitted, no other forms can be submitted.

\*Note that you will not be able to access the Mid Year Report, Optional Report, or Final Report until the School Report has been submitted.

**If a student intends to apply using COMMON APP ONLINE and the counselor also intends to submit ONLINE:**

Students must create an account and start the application process at <http://www.commonapp.org>. They will use the Recommenders and FERPA section of the Common App Online to invite their counselor to be a recommender. Doing this will trigger an email message to the counselor providing instructions on how to submit school forms online. Screenshots have been provided to show the student request steps and the email message the counselor will receive:

**Georgia College** —

**Application**  
(0 of 3 Completed)

- Questions
- Recommenders and FERPA**
- Review and Submit - Common App

**Writing Supplement**  
(1 of 2 Completed)

- Writing Supplement
- Review and Submit - Writing Supplement

**For All Colleges**

- **FERPA Release Authorization**  
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf.  
[Release Authorization](#)

**Invite Recommenders**  
Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).  
[Invite and Manage Recommenders](#)

**Recommenders for Georgia College**

*Note: All dates are Eastern Time*

- **Counselor**  
You must invite a school Counselor who will complete the School Report and other forms for you.  
[Invite Counselor](#)

## Release Authorization

1

Instructions



2

Form

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond.

### 1. How does FERPA relate to your college application?

FERPA gives you the right to review confidential letters of recommendation under certain circumstances IF:

- You are enrolled in college and that college saves the recommendations for enrolled students, OR
- You are 18 or older.

### 2. In a moment you'll be asked if you want to waive this right. Why would you want to do that?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may refuse to write a letter for you unless you waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

### 3. Still unsure how to respond?

- That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).

I have fully read and understood the FERPA Release Authorization explanation above. \*

[Cancel](#)

[Continue](#)

## Release Authorization

1

Instructions



2

Form

I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf. \*

Please select one: \*

- I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed after any recommendation or application submission.** \*

Signature \* |am A. Tester|

Date \* |10/31/2018|



[Back](#) [Cancel](#)

[Save](#)

**Recommender Invitations**


Type:

Title:

First Name:

Last Name:

Email Address:

 We collect your email address and share it with the colleges to which you apply so that the colleges can communicate with you directly regarding your application. We don't share your personal identifying information with third parties who are not member colleges for their marketing or promotional services. [Privacy policy](#)

Type	Name	Email	Status

**THE COMMON APPLICATION**

Hello [REDACTED],

[REDACTED] has asked for your support with their college application.

Letters of recommendation, academic evaluations, profiles, and other supporting documents play an important role in the admission process. As a Counselor, you can provide insights about students such as their strengths, aspirations, and potential for success.

**Student information:**

- Name of student: [REDACTED]
- Email address: [REDACTED]
- Student type: First Year

**Activating your account:**

- Your username is: [REDACTED]
- Please visit our website to [activate your account](#).

By registering with the online system, you will be able to submit materials for this and all other students who invite you.

If you'd like to submit all of your recommendations by mail, you can opt out of the online system. Once you opt out, any student who invites you to submit a recommendation will be instructed to print hard copies of the forms and provide them to you for completion and mailing. [Opt out here](#).

If you do not plan to submit any supporting materials on behalf of this student, you can [decline this request](#).

The personalized links above will be active for 90 days. It is quick and easy to set up your online account and doing so will prevent the links from expiring. If the links expire, the student will need to send a new invitation.

We appreciate everything that you do on behalf of your students, and we are here to help you in that effort. If at any time you have a question or want to connect, visit our [website](#) or chat with us in the [Solutions Center](#).

Thank you,  
The Common Application

Students will be able to go back to the Recommenders and FERPA section of the Common App Online to view when the school forms have been started and completed.

## Recommenders for Georgia College

*Note: All dates are Eastern Time*

### ✓ Counselor

<b>[REDACTED]</b>	<b>Invited: 10/31/2018</b>
School Counselor	
Can preview my application: <input type="radio"/> Yes <input checked="" type="radio"/> No	
School Report	<b><i>Not started</i></b>
Counselor Recommendation	
Optional Report	
Mid Year Report	
Final Report	