

## ***Common App & Xello Cheat Sheet Memorial High School Class of 2026***

### **REGISTERING FOR THE COMMON APP:**

Create an account at [www.commonapp.org](http://www.commonapp.org)

*Use your school email address so that you can link with Xello later.*

### **FREQUENTLY ASKED QUESTIONS- COMMON APP:**

Below are answers to many of the frequently asked questions on the Common App and other college applications.

- Memorial's **CEEB** Code is: 300366
- The Memorial **GPA scale is 4.0** and it is **unweighted**
- The size of the Memorial Class of 2026 is: 323
- **Ranking System: Exact and Weighted**
- Timeframe for reported GPA. If you are starting your 4th year of high school, the timeframe for your reported GPA is **09/2022 - 06/2025**.
  - *Your GPA will be updated after the close of the semester.*
- Expected Graduation date: **June 13, 2026**
- Course Scheduling System: **Semester System**
- Memorial **Phone** Number (School Counselor's Phone): 603.624.6378
- Memorial **Fax** Number: 603.628.6009
- **Current Year Courses:** list your full-year courses, and your classes that only run for the first or second semester.
  - For each course you enter, you will be asked to indicate what level the course is.
  - General (G)courses - click on regular
- **Fee Waivers-** when you submit each individual application, you will be asked to pay or submit a fee waiver. Ask your counselor if you are unsure if you qualify for a waiver.

*Please reach out to your school counselor with any questions!*

# **Common App & Xello Cheat Sheet**

## **Memorial High School Class of 2026**

### **1. First, go to Clever, click on Xello and sign in\***



*\*You must login to Xello through Clever (not through the Xello website) in order for this to work.*

### **2. Leave your Xello tab open, and open a second tab for Common App.**

You will need to have a few things completed in Common App before you can link with Xello:

- The Education Section / Tab of the Common App
- Sign the FERPA waiver by clicking on any college in your Common App and reading and signing the FERPA waiver (sign once and it will apply to all schools)

### **3. Next, you need to: LINK YOUR COMMON APP AND XELLO -**

- Go to the COLLEGE PLANNING section in Xello
- Click "CONNECT" in your Xello Account

### **4. Then, Assign Counselor & Teachers**

You will not ask for your materials (e.g. recommendations) in Common App.  
**You ask for them in XELLO!**

- Remember that you should **ask your teachers in person** about writing you a recommendation, prior to asking them in Xello.

**In Xello: Click on one of your schools, to start assigning:**

1. Assign a counselor to send forms- assign once and it is all set for all colleges.
2. Assign teachers for recommendations for EACH college!

**Check here for more detailed directions (and step by step screenshots).**

[https://xello.mcoutput.com/1374595/Common\\_App\\_Guide\\_Students.pdf](https://xello.mcoutput.com/1374595/Common_App_Guide_Students.pdf) (written steps)

[https://help.xello.world/en-us/Content/Knowledge-Base/Xello-6-12/College-Planning/CA\\_Student-Integrate.htm](https://help.xello.world/en-us/Content/Knowledge-Base/Xello-6-12/College-Planning/CA_Student-Integrate.htm) (Video)

**Recommendation Request Video: [Available here.](#)**

### **Requesting Documents for NON-Common App Schools**

***\*You will have to do this separately for each non-common app school! You will also use Xello to request documents for non- Common App schools.***

- Go to College Planning in Xello
- Near "View my Applications" Click "CREATE NEW APPLICATION"
- Find the college & add to your list. Add the correct deadline!
- Request the documents needed!!!

*Please reach out to your school counselor with any questions!*