

Common Application Instructions

Penncrest High School

Create a Common Application Account:

<https://www.commonapp.org/>

USE YOUR PERSONAL EMAIL ADDRESS, NOT YOUR SCHOOL EMAIL

Common Application Tab

Section 1: Profile: Student personal information, address, contact details, demographics, language, geography and nationality, and Common App Fee Waiver question. *(If you qualify for free or reduced school lunch, you qualify for a Common App Fee Waiver.)*

Section 2: Family: Add required information

Section 3: Education:

Current or Most Recent Secondary/High School: Add Penncrest High School and dates of attendance. If you will finish in 4 years, select “no change in progression”

Other Secondary/High Schools: Add additional high school if you are a transfer student

Colleges & Universities: If you have taken a college class at DCCC or other local university, you must select the appropriate number of institutions you have attended. For example, select “1” if you have taken classes at DCCC. Use the link to “Find College,” and indicate that this was a “Dual Enrollment With High School.” Add dates of attendance. No degree was earned.

Grades:

Graduating Class Size (Class of 2026): **310**

Class Rank Reporting: **None**

GPA Scale Reporting: **4**

Cumulative GPA: Report your unweighted GPA

GPA Weighting: Select unweighted

(Your transcript will list BOTH your unweighted and weighted GPA.)

Current or Most Recent Year Courses: Select the **exact number** of courses, both full credit and half credit courses, that you are enrolled in for your senior year.

Course Scheduling System your institution is using:

Select **semester**.

For each course, select the specific subject from the drop down menu

Add each course as it appears in HAC

Select the course level from the drop down menu

Select the “schedule” type from drop down menu

Continue to add all classes for the current year

Honors: If you wish to report any honors you have received, (like National French Exam, honor societies, arts awards, list up to 5 awards here. You may include “Honor Roll” as one of your honors.

Community-Based Organizations: If an organization has assisted you in filling out your Common Application, indicate that information here. If not, select Zero.

Future Plans:

Which best describes you? Most of you will select “Applying as a first-year student...”

Highest degree you intend to earn: Select the one that best describes your intention as of today

Career Interest: Select the one that best describes your interest

Section 4: Testing

If you are applying to some schools “Test Optional,” answer **NO**. If you plan to submit your test scores to **ALL** schools, answer **YES**. (Students who wish to report their scores MUST request an official score report from the College Board for SATs or from ACT directly from their websites.)

Section 5: Activities

Students can list up to 10 different activities. Use your best judgment to estimate the number of hours per week and weeks per year that you are involved in each activity. Only list activities you participated in during high school. *If you have more than 10 activities, consider adding a resume to the “additional information” section of the Common App which is found after the writing section.*

Section 6: Writing

Personal Essay: Consider writing an essay for one of the prompts, even if the college does not require one. Be sure to answer the prompt you select.

Additional Information: optional section. You may add a resume, or, any information that you believe is relevant and not already indicated in your application

Section 7: Courses & Grades

If a school on your list requires this section to be completed, it will be indicated here. You will need a copy of your transcript to complete this section. You can access your transcript from HAC, or, email Ms. Craft for a copy at jcraft@rtmsd.org.

College Search Tab

Search for colleges you intend to apply to and add them to your application

My Colleges Tab

Questions:

(For each college in your list, you must answer every question in this section.)

Recommenders and FERPA:

Read the information contained in the FERPA Release Authorization and sign. It is recommended that students waive their right to see their letters of recommendation. *(The FERPA authorization is signed only once and will be applied to all other colleges.)*

Penncrest is a NAVIANCE school. All teacher letters of recommendation must be requested via Naviance. **Do NOT request letters of rec here.**

If a college requires a letter from your counselor, you will meet with your counselor in school in September

Keep in mind that most colleges that accept student applications in August do NOT require a letter of recommendation from a counselor or a teacher. Colleges that accept applications over the summer typically require students to "Self Report" their grades, so no official transcript is required to complete the application process for these colleges. (for example, PSU, Pitt, Delaware)

If you wish to invite someone to submit a letter of recommendation who is NOT affiliated with Penncrest High School (a coach, clergy member, scout leader, employer), you may do that by clicking "Invite Recommenders" and select "Invite Other Recommender." Complete the required information and ADD.

Review and Submit- Common App:

Once all sections of the Common Application AND the school's questions are completed, you will review and submit your application here.

All required forms, including the Common App School Report Form, teacher recommendation form, and transcripts, will all be processed and submitted via Naviance beginning in September.

Penncrest counselors will host a College Application Assembly during the 2nd week of school in September which will be announced at the start of the academic year.

[Final Step: Match your Common Application to your Naviance Account](#)

[Application Guide for First-Year Students](#): This is a comprehensive guide to completing your Common Application.