

Common Application Tips

www.commonapp.org

Please keep in mind, some colleges offer more than one way to apply; there is no specific preference for a type of application, and students should only submit one type.

We recommend completing these sections as soon as possible to assist teachers/counselors with deadlines:

- Add College(s)
- Select Admission Plan
- Invite (*and Assign*) counselor/teacher early (only after asking your counselor/teacher in person to serve as your recommender)
- If your teacher reports they are not receiving the “invite”, be sure you assigned a college to them.

- Always use your legal name as it appears on official documents (i.e., birth certificate, passport, etc.).
- Only questions with an asterisk (*) next to them are required.
- A green checkmark indicates you have completed the section. If the section does not apply to you, it may just require a “0” for a green checkmark.
- Test scores should be sent officially (from www.act.org or www.collegeboard.org) *if the college requires it.*
- On the right side of every page are the instructions that detail specific directions. There are also video tutorials at the top of each section.
- There is no phone number for support – students request assistance through the “Instructions and Help” section on the right-hand side.

EDUCATION SECTION

- **CEEB EDHS Code:** 052485
- **Date of Entry:** August 2022 (unless transferred into EDHS)
- **Graduation Date:** May 2026
- **Counselor Title:** School Counselor (include correct spelling for name and email)

- If you have taken a dual enrollment course, you can indicate this within this section.

- **Class size:** 289
- **Class Rank:** EDHS does not have a class rank system. Select “None”.
- **Cumulative GPA:** Use your weighted GPA
- **GPA Scale:** 4.0
- **GPA Weighting:** Weighted

- Our scheduling system is by semester. Be sure to indicate the level.

- Common App limits you to 5 honors.
- Sample honors include AP Scholar, Golden State Honor, etc.

- Common App limits you to 10 activities. List them in the order of importance to you.
- Students can report any activity in or outside EDHS from 9th – 12th grade.
- You may want to include a brief description of the activity and the role you had within it.
- If you have volunteered at a few different organizations, you can group them under one activity called “volunteering” and then highlight a few places.
- You will be asked to estimate how many hours per week and how many weeks per year you were involved in the activity.

Common Application Tips

- For the general essay located in the Common App Section, the writing should be general and not college-specific.
- Adhere to the word limit. If you go over, your sentence will be cut off.
- Be sure to *answer* the prompt.
- Consider writing in Google, and then use the Google Drive Icon to upload.
- In writing supplements, be specific to the college when answering: “Why _____ University/College?”

Additional Information:

Optional responses: relevant circumstances or qualifications not reflected elsewhere in the application (i.e., if your academics were impacted by life situations, learning challenges, disclosing an IEP or 504, etc.).

- Schools that require you to self-report your grades are: Arizona State, Chapman, Loyola, Marymount, Purdue, Ohio State, Arizona, University of Minnesota, and University of Southern California.
- Utilize the walk-through video that will assist you in completing this section.
- Our Grading Scale is A – F.
- You will not need to include a “final” grade for the year (only semester grades).
- List summer school courses under “other courses.” Please note that it will only allow you to select an academic year for all “other courses.” Still list all of them (regardless of year taken).
- Your counselor will still need to upload and send your official transcript.

- Students can choose to self-report ACT, SAT, SAT Subject Tests, AP Scores, etc. Please remember, even if you self-report, many schools will want you to send official test scores directly from ACT/College Board.

- Many Colleges will require mid-year reports (transcripts with 7th semester grades); counselors will submit these reports/transcripts in January 2026 on your behalf.

- You will complete the Transcript Request Form during Senior Check Out in May.

RECOMMENDERS AND FERPA

- The FERPA agreement must be completed before requesting recommenders. Once requested, the response to this question cannot be changed. We ***highly recommend waiving your right to see your letters***. Waiving your right tells the college you aren’t afraid of what your recommender (counselor/teacher) may write, and the recommender is being honest.
- You must enter your Academic Counselor's information into your Common App for them to upload your transcript. **Use the Contact information below when entering counselor info.**
 - o Lori Martinson, lmartinson@eduhsd.k12.ca.us (students with last names A-H)
 - o Kari Fregoso, kfregoso@eduhsd.k12.ca.us (students with last names I-Rip)
 - o Jenisse Bovo, jbovo@eduhsd.net (students with last names Ris-Z)

- Remember to speak to your counselor and teacher(s) in person prior to sending them an invite to write on your behalf. Also, follow up with an email to confirm they received the link.
- Your counselor will upload your initial transcript to the Common App after they receive the invite.