



Smithtown Central School District

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August, 2025

Dear Twelfth Grade Students and Parents:

As the end of summer nears and a new school year is upon us, the Guidance Office is busy preparing for another successful school year. I am writing to inform you and your parents about some important points that need to be adhered to as you prepare for the college application process.

1. Join the Google Classroom:

High School West Code: **gzvdxil**

High School East Code: **obmsibt**

2. To speed up our processing time and conform to the requests made by many colleges, the Guidance Office will be processing applications electronically. This will be accomplished through the use of **Schoolinks**. Please refer to the Planning for College Guide handed out at your Junior Conference [Planning for College](#)
3. To send transcripts electronically students will need to:
 - a) **Have an active Schoolinks account.** You will sign onto Schoolinks through Classlink on the district website under the "Students" tab.
 - b) **Create an account with www.commonapp.org.** This account is required to submit applications electronically through Schoolinks for colleges that utilize the Common Application.
 - c) **Complete the FERPA agreement on the Common Application website (You must complete the Education section within the Common App first) then complete the FERPA waiver.** The FERPA Release Authorization (you can only see this tab after at least one school has been added to the application) is found within the Recommenders and FERPA section of the My Colleges tab. After the consent form is completed, your child's counselor will be able to process their transcripts and other school materials electronically. Then go into your Schoolinks and match the Common Application to your Schoolinks account.
 - d) **The video below demonstrates how to match your common application and sign the FERPA agreement.**

Common App Matching/FERPA agreement - [Connecting Common App to Schoolink](#)

The Guidance Office will begin processing transcript request forms (available in the Counseling Center) on September 19th. Since many colleges have deadlines, please submit your transcript request at **least 15 school days prior to the college deadline**.

College Deadline

October 15th
November 1st
November 15th
December 1st
December 15th
January 1st

Counseling Center Deadline (for 15-day processing)

September 18th
October 10th
October 23th
November 3th
November 19th
December 3rd

4. **Scholarship information** [Scholarship Matching](#)
5. **Unofficial Transcripts will be available electronically by September 3rd**, to access them, please log in to the Parent Portal using your username and password. Once logged in click on the "Document Portfolio" link on the left side of the screen. Click on the "Unofficial Transcripts" tab at the top of the screen. Finally, select the transcript on the left side of the screen. **Please note that only parent/guardian accounts can access the Document Portfolio.** If there are any discrepancies make the correction directly on the transcript and return it to the Guidance Office by September 12th.
6. Please note, that by this time, your child should have submitted a **Student Profile Sheet (SCSD Brag Sheet) and Resume** through Schoolinks to the guidance office. [How to use Resume Builder](#) and how to complete a Brag Sheet. The counselors use the information from the Student Profile and Resume to write letters of recommendation. In addition, your child should have already spoken to teachers regarding **Letters of Recommendation**.

Please do not invite any teachers or counselors to write letters of recommendation through Common App. This process will take place in Schoolinks for the 2025-2026 school year. You will need to match your Common App account with your Schoolinks account. Once you match Common App to Schoolinks you will then be able to request teacher recommendations in Schoolinks.

This help document will help you understand this process better:

Requesting Letters of Rec (you must be logged into Schoolinks to access the help document) - [Requesting Teacher's Letter of Recommendations](#)

Please note transcripts will be sent using the transcript request form as outlined in #3.

Counselors will be pushing into the students' classrooms to review the application process. In addition to these visits, we are having a parent workshop on:

Thursday, September 4th

7:00 PM

HSW Auditorium

I wish you a successful senior year!

Please contact the **Guidance Office at (631) 382-2750 (High School East) or (631)382-3020 (High School West)** with any questions regarding this information.

Respectfully,

Kevin Colon

Administrator for Guidance and Related Student Services
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