



Smithtown Central School District

26 New York Avenue, Smithtown, New York 11787

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# *The Guidance Dept. Presents:*

## *The College Application Process*

September 4, 2025

# Welcome

- Schoollinks/Common Application
- Student Responsibilities
- Teacher Responsibilities
- School Counselor Responsibilities
- College Responsibilities
- Resources

# College Application Process: Common Application

- Register for the Common Application ([www.commonapp.org](http://www.commonapp.org))
- Everyone **MUST** complete the following tasks to sign the **FERPA** waiver
  - Complete the **EDUCATION** section
  - Add at least one college to the **MY COLLEGES** section

# FERPA Waiver

COLLEGES  
College Application Manager

HOME  
SCHOOL  
ACTIVITIES  
COLLEGES  
CAREERS  
FINANCES  
PROGRAMS

Student Demo Mode

Exit Demo XSwitch userRichard Pitts

School searchFavorites & listsAdmission statsFinal listCollege applicationsEnrollment decision

BoardList

Search for an application by name

CommentsAdd application

Recommendation tracker

FulfilledPendingDeclined

View all requests

Complete brag sheet

FAFSA / TASFA

NOT FILED

Update Status

common app

CONNECTED

Log in →

Unlink account

Application setup

INCOMPLETE

Personal detailsAdd

Fee waiver eligibility

FERPA waiverSign

0 Incomplete0 Completed & pending0 Accepted

✓ PERSONAL DETAILS

✓ FEE WAIVER ELIGIBILITY

✓ FERPA WAIVER

## Complete the FERPA waiver

You might be asking yourself "What's FERPA?" Don't worry, you're not alone! Here's what you need to know:

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

- FERPA gives you the right to review letters of recommendation if you are enrolled in college that saves the recommendations, OR you are 18 or older.

### To waive or not to waive?

- Waiving your right lets colleges know that you don't intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- If you choose not to waive your right, some recommenders may decline to write a letter for you, and some colleges may disregard letters submitted on your behalf.

### Still unsure how to respond?

- That is 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. You can also read our [FERPA Help Article](#).

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

← BackFinish application setup

add a result to a mark a completed application as accepted.

0 Will not complete0 Withdrawn0 Denied

# Common Application Process: SchooLinks

- Matching the Common Application to SchooLinks:
  - Log on to Schoolinks through Classlink
  - Click on the **COLLEGES** section on the Left side of the screen
  - Click on **COLLEGE APPLICATIONS** from the drop down menu
  - On the Left side of the screen there is a link to log into the Common Application.
  - It will bring you to the Common Application and you will need to log into you Common Application account to complete the matching process

# Matching the Common Application to SchoolLinks

The screenshot shows the 'College Applications' dashboard. On the left is a yellow sidebar with icons for Home, Student, Explore, Plan, Engage, Career, and College. The main header includes 'COLLEGE College Applications' and navigation links: 'School search', 'Favorites & lists', 'Admission stats', 'Final list', and 'Completed & pending'. Below the header are tabs for 'Board' and 'List'. The left sidebar contains sections for 'Recommendation tracker' (with buttons for 'View all requests'), 'Brag Sheet' (marked 'INCOMPLETE' with a 'Complete brag sheet' button), 'FAFSA' (marked 'IN PROGRESS' with an 'Update Status' button), 'common app' (marked 'CONNECTED' with 'Log in' and 'Unlink account' buttons), and 'Application setup' (marked 'COMPLETE' with links for 'Personal details', 'Fee waiver eligibility', and 'FERPA waiver'). The main content area is titled '4 Incomplete' and lists four colleges: James Madison University, Marist University, SUNY College at Cortland, and University of Scranton. Each college entry shows its logo, name, status (e.g., 'Rolling', 'Regular Decision'), and progress (e.g., '0/2', '1/1', '0/4'). A large red arrow points to the 'SUNY College at Cortland' entry. The right sidebar shows the 'Completed & pending' section with the text 'Complete the student che...' and 'com'.

COLLEGE  
College Applications

School search Favorites & lists Admission stats Final list **Co**

Board List

Recommendation tracker  
○ Fulfilled 1 Pending ○ Declined  
View all requests

Brag Sheet ① **INCOMPLETE**  
Complete brag sheet

FAFSA ② **IN PROGRESS**  
Updated 08/19/25 by Robert Robinson  
Update Status

common app ③ **CONNECTED**  
Log in →  
Unlink account

Application setup **COMPLETE**  
Personal details  
Fee waiver eligibility  
FERPA waiver Review

4 Incomplete →  
Edit an application below to **request recommendations** or **update checklist**.

James Madison University  
Unknown  
Rolling  
0/2 1/1  
common app

Marist University  
Unknown  
Rolling | May 1  
0/2  
common app

SUNY College at Cortland  
0/2  
common app

University of Scranton  
Unknown  
Regular Decision | Jan 15  
0/4  
common app

Completed & pending  
Complete the student che  
com

# Common Application Process- SchooLinks:

- COLLEGES I'M APPLYING TO
  - The Schools from your Common Application will automatically appear on your SchooLinks screen when you match the Common Application to SchooLinks
  - If you are applying to a non-common application college you must add the colleges to your list
    - On the right side of the screen there is a **ADD APPLICATION** button


# How to add a non-common app application to SchoolLinks

COLLEGE  
College Applications

Exit Student Demo X Robert Robinson

School search Favorites & lists Admission stats Final list **College applications** Enrollment decision

Board List

Search for an application  + Add application

Recommendation tracker  
0 Fulfilled 1 Pending 0 Declined  
View all requests

Brag Sheet **INCOMPLETE**  
Complete brag sheet

FAFSA **IN PROGRESS**  
Updated 08/19/25 by Robert Robinson  
Update Status

common app **CONNECTED**  
Login →

5 Incomplete → 0 Completed & pending → 0 Accepted

Edit an application below to **request recommendations** or **update checklist**.

**CUNY Hunter College** Unknown  
Priority | Feb 1  
0/3

**James Madison University** Unknown  
Rolling  
0/2 1/1 common app

**Marist University** Unknown

Complete the student checklist to mark an application completed.

Add a result to a mark a completed application as accepted.



# College Application Process: Responsibilities

- Student Responsibilities
- Teacher Responsibilities
- Counselor Responsibilities
- College Responsibilities

# College Application Process: Student Responsibilities

- Transcripts are viewable on the parent portal
- Request letters of recommendation from teacher(s)
- Complete the Student Resume, Student and Parent Brag Sheets in SchoolLinks
- Complete the student portion of the college application
  - Student's personal information, extra-curricular activities, honors and awards, community service and required essays
  - Supplemental application(s) should be completed only if it is required by the college
- Submit student portion of application on-line with required fee
- Contact the College Board or ACT Testing Company to send official score reports

**SAT/SAT Subject Tests – [www.collegeboard.org](http://www.collegeboard.org) or 1-866-756-7346**

**ACT – [www.actstudent.org](http://www.actstudent.org) or 1-319-337-1313**

**AP Scores – 1-888-225-5428 or 1-609-771-7300**



Exit Student Demo X



Robert Robinson



4



To Do List

Events

50

Reminders

My Team

Survey/Forms

Shared Notes

## January 2026

- |     |   |   |          |   |
|-----|---|---|----------|---|
| 1st | Ask two teachers for a letter of recommendation | ▼ | Not Done | ✓ |
| 1st | Create a Balanced Final List                    | ▼ | Not Done | ✓ |
| 1st | Parent Brag Sheet                               | ▼ | Not Done | ✓ |
| 1st | Recommendation Letter Brag Sheet                | ▼ | Not Done | ✓ |
| 1st | Register for the SAT/ACT                        | ▼ | Not Done | ✓ |

No More To Dos Coming Up This Year!



# College Application Process: Student Responsibilities

- **Procedure for Requesting a Teacher Letter of Recommendation**

- Ask teachers to write a letter of recommendation in person
- Complete a Teacher Recommendation Questionnaire and Recommendation Request Form for each teacher (available in the Guidance office)

- **Mail vs. Electronic Transmission?**

- Mail:

- Provide teachers with a stamped envelope addressed to the college for each recommendation being sent by mail
    - Attach a post-it note on each envelope indicating the deadline for each college
    - Put your full name on the inside flap of the envelope

# Teacher Recommendations

## College Applications

School search Favorites & lists Admission stats

Board List

Recommendation tracker

Fulfilled 1 Pending 0 Declined

View all requests

Brag Sheet INCOMPLETE

Complete brag sheet

FAFSA IN PROGRESS

Updated 08/19/25 by Robert Robinson

Update Status

common app CONNECTED

Log in →

5 Incomplete → 0 Comp

Edit an application below to **request recommendations** or **update checklist**.

Unknown

Priority | Feb 1

0/3

James Madison University

Unknown

Rolling

0/2 1/1

common app

Marist University

Unknown

Rolling | May 1

common app

Student will click the Edit pencil for each college. They will be able to request teacher evaluations.

## How to Request a Teacher Letter of Rec

Exit Student Demo

Marist University

Admissions | Application Info | Financial Aid

Application status: In Progress

Comments

Method: Common App Type: Rolling

Mark all complete

TEACHER EVALUATIONS

Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks.

3 Optional

M. Bosko (General)

Requested 08/19/2025 by Robert Robinson

Remove

Request Teacher Evaluation

# Teacher Letter of Recommendation Form

**SMITHTOWN HIGH SCHOOL**  
**COUNSELING CENTER**  
**RECOMMENDATION LETTER REQUEST**

\_\_\_\_\_  
**STUDENT'S NAME**

\_\_\_\_\_  
**TEACHER'S NAME/SUBJECT**

I am requesting that the above teacher write a confidential recommendation letter for me.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Teacher's Signature**

\_\_\_\_\_  
**Date**

**DO NOT ACCEPT ANY FORMS WITHOUT THE STUDENT'S SIGNATURE**

**TEACHERS:**

The student who has given you this form has chosen you to write a college recommendation letter. Please submit this recommendation through Schoolinks if the college/university accepts electronic submissions.

\*If a college does not accept applications/letters electronically, the student must provide you with an addressed, stamped envelope for each school he/she would like your recommendation sent. You will mail your letter directly.

**STUDENTS:** You must request teacher letters of recommendation through Schoolinks in addition to completing this form. Refer to page 16 in the Planning for College Guide you received at your Junior Conference if you need assistance in completing this task.

**COLLEGE/UNIVERSITY**

**DEADLINE DATE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# College Application Process: Student Responsibilities

- **Submit a Transcript Processing Form to Guidance Office**
  - One form has room for 11 schools, you may use additional forms if needed.
  - Transcripts will only be sent to the colleges listed on the form.
    - \*Please note, when you add at least one Common App school to the transcript processing form, Common App will automatically deliver documents to additional applicable colleges as students submit their Common Application
  - Forms are available in the Guidance Office and on the guidance google classroom
  - Allow 15 school days for your application to be processed once it has been submitted to Guidance

# Transcript Processing Form

CEEB Code:  
 Smithtown East 335001  
 Smithtown West 335221

## Smithtown Central School District Transcript Processing Form

**Please allow fifteen (15) school days for processing**

Completed forms should be turned in to the Counseling Center.

Student Name: \_\_\_\_\_ Counselor: \_\_\_\_\_ Date Submitted \_\_\_\_\_  
 Student Email: \_\_\_\_\_

Name of College/University	Location: City, State	Admission Type* See Below	Application Deadline	Application Type** See Below	For Office use notes

\* Admission Type: ED = Early Decision; EA= Early Action; PRI= Priority; REG= Regular, ROLL = Rolling  
 \*\* Application Type: Common App, College Specific App, SUNY APP, CUNY APP (ADD CUNY #ID), Coalition

**Remember to ask 2 teachers for letters of recommendation**

*By signing below, you authorize Smithtown Central School District to release your academic records including any scores, health records, mid-year/final transcripts and additional data (if any) to applicable colleges. Please note, when you add at least one Common App school to the transcript processing form, Common App will automatically deliver documents to additional applicable colleges as you submit your applications through Common App. Students are still required to list all schools that they are applying to. Letters of recommendation are confidential and not for review by students or parents. Should your 12th grade schedule change, for any reason, it is your responsibility to notify each institution of the change.*

Did you complete the Common Application FERPA waiver on your Common Application? ☐ Yes ☐ No

Do any of the colleges you are applying to require a Counselor letter of recommendation? ☐ Yes ☐ No  
 If yes, please see below.

Did you complete the Brag Sheets and Resume located in SchoolLinks?  
☐ Yes ☐ No \*A letter will not be written unless both have been completed and saved in SchoolLinks.

**Smithtown High School does not send SAT/ACT and AP Scores**  
**It takes 4-6 Weeks for testing Agencies to Process, Don't wait!**  
**SAT/SAT Subject Tests –**  
**[www.collegeboard.org](http://www.collegeboard.org) or**  
**1-866-756-7346**  
**ACT – [www.actstudent.org](http://www.actstudent.org) or**  
**(319)337-1313**  
**AP Scores call 1-888-225-5427 or**



# College Application Process- Teacher Responsibilities:

- Teacher will complete the teacher evaluation form as required by the common application
- Write a letter of recommendation for the student
- Teacher will either mail the teacher evaluation form and the letter of recommendation or submit this information electronically

# College Application Process- School Counselor Responsibilities:

- The school counselor will send the following items to each college when the student brings a completed TRANSCRIPT PROCESSING FORM to Guidance
  - Official Transcript
  - Counselor Letter of Recommendation
  - Smithtown High School Profile
  - Secondary School Report
- The school counselor will also send first quarter grades and mid-year grades to each college if/when the student requests it by completing the **GRADE PROCESSING FORM**

# College Application Process

## College Responsibilities:

- Create a file for the student upon receiving any piece of the application
- Collect all pieces of the application
- **Colleges may contact you to inform you that something is missing....do not be alarmed!** It is best to contact the college directly to make sure your entire application has been received. Once everything is received, the file will be reviewed
- Colleges will make you aware of their decision according to their timeline

# College Application Process: Types of Applications

- Common Application
  - Supplemental applications may be required
  - [www.commonapp.org](http://www.commonapp.org)
- SUNY Application
  - Supplemental application may be required
  - [www.suny.edu/student](http://www.suny.edu/student)
- Coalition Application
  - Application being accepted by some colleges
- CUNY Application – (online application only)
  - [www.cuny.edu](http://www.cuny.edu)
- Online Application for individual colleges
- Paper-Based Application for individual colleges

# College Application Process

## Application Deadlines/Programs:

- Early Action vs. Early Decision
  - Restrictive Early Action
- Regular Admissions
- Rolling Admissions
- Honors Programs
- Special Talent (Art, Music, Theatre, Dance)
- Scholarship Opportunities (Merit, Athletic)
  - (NCAA) [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

# SUNY's FREE Application Weeks 2025

*October 20th - November 3rd*

Apply during this time period and  
there is no application fee, for up to  
5 SUNY schools.

# On Site Admissions Suffolk County Community College

Suffolk County Community College Admissions representatives will visit each high school and assist students with the electronic application process. They will also be waiving the application fee.

Wednesday, October 22nd – HSW

Thursday, October 23rd – HSE

\*sign up for this event will take place 2 weeks prior to the day of on site admissions.

# College Application Process

## NCAA Requirements:

When applying to college as a student athlete, you'll need to meet NCAA eligibility requirements and register with the NCAA Eligibility Center: <https://web3.ncaa.org/ecwr3/>

Here are some things to consider:

### Eligibility requirements:

To be eligible for NCAA Division I or II schools, you'll need to meet academic standards like required courses, GPA cut-offs, and SAT/ACT score minimums.

### Registration:

Register with the NCAA Eligibility Center and create a Certification Account if you're being recruited or plan to compete at the NCAA Division I or II level.



# College Application Process- Fall College Fairs:

## In-Person Fairs:

Western Suffolk Counselors' Association College Fair - 10/16/25 - 6:30-8:30pm at Hauppauge High School- Free. Visit [wsca.optonline.net](http://wsca.optonline.net)

Nassau Counselors' Association Fall College Expo - 9/30/25 6-9pm at Adelphi University Center for Recreation and Sports Gym 5:50-8:30 - [nassaucounselors.org](http://nassaucounselors.org) for more information

East End Counselors' Association Fall College Fair - 10/14/25 - 6-8pm at Riverhead High School ( 700 Harrison Ave. Riverhead)- Free. [eastendcounselors.org](http://eastendcounselors.org) for information

The National Association for College Admission Counseling (NACAC)

To Sign up for Free go to [nacacattend.org/fairs](http://nacacattend.org/fairs)

Virtual Fair: Sunday 9/14/25, 10/19/25, 11/9/25 1-6pm

# College Rep Visits

- List is available on Schoolinks
- [Schoolinks](#)

# Questions???

If you still have questions after viewing this presentation, please contact your child's counselor directly.

[Counselor Caseloads 2025-2026](#)

As always, you can also contact me directly by email at the following email address.

[kcolon@smithtown.k12.ny.us](mailto:kcolon@smithtown.k12.ny.us)

# **THANK YOU!**

We wish you the best of luck and remember:  
We are here for you!