



Smithtown Central School District

26 New York Avenue, Smithtown, New York 11787

# *The Guidance Dept. Presents:*

## ***The College Application Process***

September 9, 2026



# Welcome



**Schoollinks/Common Application**



**School Counselor Responsibilities**



**Student Responsibilities**



**College Responsibilities**



**Teacher Responsibilities**



**Resources**

# College Application Process: Common Application

## +👤 Step 1

### Register Online

Create your account by visiting the common application website:

**[www.commonapp.org](http://www.commonapp.org)**

Don't forget to use your personal email address when creating your account

## 📋 Step 2

### Complete the FERPA Waiver

Everyone **MUST** complete these two crucial tasks before signing the waiver:

#### ✓ Education Section

Fully complete the entire **EDUCATION** section in the common application.

#### ✓ My Colleges

Add at least one college to your **MY COLLEGES** list.

# 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

# How to match Schoolinks and the Common Application:

- 1 Log on to **Schoolinks** through Classlink
- 2 Click on the **COLLEGES** section on the left side of the screen
- 3 Click on **COLLEGE APPLICATIONS** from the dropdown menu
- 4 Click the link on the left side of the screen to log into the **Common Application**
- 5 Log into your **Common Application** account to complete the matching process

# Matching the Common Application to SchoolLinks

The screenshot displays the 'College Applications' dashboard. On the left is a yellow sidebar with navigation icons for Home, Student, Explore, Plan, Engage, Career, and College. The main header includes 'COLLEGE College Applications' and navigation tabs: 'School search', 'Favorites & lists', 'Admission stats', 'Final list', and 'Completed & pending'. Below the header, there 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 shows a list of colleges under the '4 Incomplete' heading. The colleges listed are James Madison University, Marist University, SUNY College at Cortland, and University of Scranton. Each entry shows its status (e.g., Rolling, Regular Decision), progress (e.g., 0/2, 1/1, 0/4), and a 'common app' link. 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

# How to get colleges linked to SchoolLinks:



## Common App Colleges

The schools from your Common Application will **automatically appear** on your SchoolLinks screen.

Simply complete the matching process to sync your accounts.



## Non-Common App

If you are applying to a non-common application college, you must **manually add** the colleges to your list.

Click the **ADD APPLICATION** button on the right side of the screen.

# 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 all application by name

+ 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

Log in

5 Incomplete

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

0 Completed & pending

0 Accepted

Complete the student checklist to mark an application completed.

Add a result to mark a completed application as accepted.

# College Application Process: Responsibilities



**Student Responsibilities**



**Teacher Responsibilities**



**Counselor Responsibilities**



**College Responsibilities**

# College Application Process: Student Responsibilities

## 1. Preparation

### **Transcripts**

Viewable and accessible on the parent portal.

### **Recommendations**

Formally request letters of recommendation from your teachers

### **SchoolLinks Tasks**

Complete Student Resume, plus Student and Parent Brag Sheets in SchoolLinks.

## 2. Application

### **Main Application**

Complete personal info, extra-curriculars, honors/awards, community service, and essays.

### **Supplemental Apps**

Complete supplemental application(s) only if required by the college.

### **Submission**

Submit the student portion of the application online along with the required fee.

## 3. Test Scores

Contact the testing organizations directly to send official score reports to colleges.

### **SAT**

[www.collegeboard.org](http://www.collegeboard.org)

Phone: 1-866-756-7346

### **ACT**

[www.actstudent.org](http://www.actstudent.org)

Phone: 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!



1

# College Application Process: Student Responsibilities

## 1. Requesting Letters of Recommendation

### Ask each teacher in person

Personally ask teachers to write a letter of recommendation **in person** before requesting online, when possible.

### Required Forms

Complete a Teacher Recommendation Questionnaire and Recommendation Request Form for each teacher (available in the Guidance office).

\*Some teachers may ask for additional documentation

## 2. Mail vs. Electronic

If sending recommendations via mail, carefully follow these essential steps to ensure they arrive securely:

- Provide teachers with a stamped envelope addressed to the college for each physical recommendation.
- Attach a post-it note on each envelope indicating the specific deadline for that college.
- Clearly write your full name on the inside flap of the envelope.

# 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**

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

# Teacher Recommendations

## College Applications

School search Favorites & lists Admission stats

Board List

Recommendation tracker

0 Fulfilled 1 Pending 0 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 2 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

# College Application Process: Student Responsibilities



## Transcript Processing Form

### Purpose

This form lets the counselor know what schools the student is applying to. Transcripts will **only** be sent to the colleges specifically listed on the form.

### Additional Information

One form has room for 11 schools. You may use additional forms if needed.



## Timeline & Access

### Where to Find Forms

Forms are available in the **Guidance Office**

### Processing Window

Allow **15 school days** for your application to be processed once it has been submitted to Guidance.



## Common App 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.

# 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:<br>City, State | Admission<br>Type*<br>See Below | Application<br>Deadline | Application<br>Type**<br>See Below | For Office use<br>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 Evaluation

Teacher will complete the teacher evaluation form as required by the Common Application.



## Recommendation

Write a letter of recommendation for the student.



## Submission

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 these items to each college once 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 additional grades to each college if/when the student requests it by completing the [Grade Processing Form](#)]:

- First Quarter Grades
- Mid-Year Grades

# College Application Process

## College Responsibilities:

Once your application is submitted and all pieces have been received the college will start the review process for you.



### File Creation

Create a file for the student upon receiving any piece of the application.



### Document Collection

Collect and organize all incoming pieces of the application.



### Missing Material Notifications

Colleges may contact you if something is missing... **do not be alarmed!** It is best to contact them directly to ensure your application is complete. Once received, the file is reviewed.



### Decision & Timeline

Colleges will make you aware of their final admission decision according to their specific timeline.

# College Application Process: Types of Applications



## Common Application

Supplemental applications may be required.

[www.commonapp.org](http://www.commonapp.org)



## CUNY Application

Online application only.

[www.cuny.edu](http://www.cuny.edu)



## SUNY Application

Supplemental application may be required.

[www.suny.edu/student](http://www.suny.edu/student)



## Online Application

Direct application portals for individual colleges.



## Coalition Application

Application being accepted by some colleges.



## Paper-Based App

Printed applications for individual colleges.

# College Application Process

## Application Deadlines/Programs:



**Early Action:** Non-binding early application, early admission decision



**Early Decision:** Binding early application contract, early admission decision, required enrollment



**Restrictive Early Action:** A non-binding early application that limits you to applying to one private school early. You can still apply to many public institutions early.



**Regular Decision:** Deadlines vary, admissions decision typically by March



**Rolling Admissions:** Colleges begin accepting applicants as applications are received.

# College Application Process

## Application Deadlines/Programs:

### Honors Programs



May have different deadlines than the regular application and can have supplemental components (essay, portfolio, etc.).

### Special Talent



**(Art, music, theatre, dance, film, fashion etc.)** May have different deadlines than regular applications. Students will also be asked for additional information, such as, but not limited to a portfolio, video, audition, etc.

### Scholarship Opportunities



Some institutions may not automatically review the application for scholarship and require an additional application. Check the specific admissions sites for that information.

# College Application Process

## Application Free Weeks 2026



### **SUNY Free Weeks:** October 20th - November 3rd

- Can apply to 5 SUNY schools
- Can use both the Common Application and/or SUNY application



### **CUNY Free Weeks:** October 15th to November 16th

- Can apply for 5 CUNY schools
- Choose “Select pay later” when finishing the application to obtain a free application



### **HESC Free Weeks:** Check HESC website for specific dates

<https://hesc.ny.gov/2026-nys-colleges-waiving-application-fees>

- Over 130 NYS schools are on this list

# 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 28th – HSW

Thursday, October 29th – 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/>

### 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 for NCAA courses and eventually proof of graduation.

### 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, II, or III\* level.

***\*NEW THIS YEAR!!*** As of Fall 2026, all Division III athletes must register with the NCAA Eligibility Center (Create a Profile Page) to obtain a NCAA ID number. There are no NCAA requirements for Division III athletes at this time, individual institutions will continue to set their own unique admission requirements.

# College Application Process-

## Fall College Fairs:

- **Western Suffolk Counselors' Association College Fair**
  - *Date:* 10/1/2026
  - *Time:* 7:00pm to 8:30pm
  - *Location:* Hauppauge High School
  - [WSCA Flyer](#)
- **Nassau Counselors' Association Fall College Expo**
  - *Date:* 9/29/26
  - *Time:* 5:00pm-8:00pm
  - *Location:* Adelphi University Center for Recreation and Sports Gym.
  - <https://gotocollegefairs.swoogo.com/ncafall2026>
- **East End Counselors' Association Fall College Fair**
  - *Date:* 9/30/2026
  - *Time:* 6:00pm-8:00pm
  - *Location:* Riverhead High School (700 Harrison Ave. Riverhead)
  - [eastendcounselors.org](http://eastendcounselors.org)
- **The National Association for College Admission Counseling (NACAC) -**
  - [nacacattend.org/fairs](http://nacacattend.org/fairs)
  - Long Island Fair:
    - *Date:* 10/4/2026
    - *Time:* 11:00am to 3:00pm
    - *Location:* Hofstra University, David S. Mack Sports Complex
  - Virtual Fair:
    - *Dates:* Sundays on 9/20/26, 10/18/26, 11/8/26
    - *Time:* 1:00pm-6:00pm
    - Sign up online
- **SUNY College Fair**
  - *Date:* 9/27/2026
  - *Time:* 12:30pm to 2:30pm OR 2:30pm to 4:30pm
  - *Location:* Farmingdale State College, Nold Athletic Complex.
  - Register @ [https://engage.suny.edu/portal/suny\\_coll\\_ege\\_fairs](https://engage.suny.edu/portal/suny_coll_ege_fairs)

# 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 2026-2027](#)

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!