



Important



COMMON APP INFO

KNOW IT. DO IT. OWN YOUR FUTURE.



PLAN.
PREPARE.
APPLY.
SUCCEED!



HOW TO SELECT YOUR SCHOOL COUNSELOR *in Common App*

To select your school counselor on the Common App, navigate to the "Recommenders and FERPA" section under any college on your My Colleges tab.

STEP-BY-STEP GUIDE

-  Go to the **My Colleges** tab and click on any college on your list.
-  Click **Recommenders and FERPA**.
-  Complete the **FERPA Release Authorization**. (Waiving your rights is generally recommended).
-  Scroll down to the **Counselor** section and click **Invite Counselor**.
-  Enter your counselor's correct name and email address, then click **Invite**.

SCHOOL COUNSELORS

- Courtney Derisse courtney.derisse@stjohns.k12.fl.us
- Kimberly Grillo kimberly.grillo@stjohns.k12.fl.us
- Karin Ngai-Crim karin.ngai-crim@stjohns.k12.fl.us
- Monica Ferguson monica.ferguson@stjohns.k12.fl.us



HOW TO REQUEST A LETTER OF RECOMMENDATION *in Common App*



To request a teacher recommendation in the Common App, first verify the colleges you're applying to and ask your teacher in person. Then, complete your Education section, sign the FERPA release authorization, add your teacher's contact info under the "Recommenders and FERPA" tab, and formally do your part to your selected colleges.

STEP-BY-STEP GUIDE

-  **Ask in Person:** Always approach your teacher first to ask if they are willing to write a strong letter of recommendation. Do this at least **4-6 weeks** before your earliest application deadline.
-  **Complete the Education Section:** Ensure your high school information is accurately filled out in the Common App tab under **Education**.
-  **Sign the FERPA Release:** Go to the My Colleges tab, click on any college, and select **Recommenders and FERPA**. Follow the prompts to complete the release authorization. (Waiving your rights to view the recommendation is generally recommended and favored by admissions offices).
-  **Invite Your Teacher:** Under the same **Recommenders and FERPA** page, scroll down to the **Teacher** section and click **Invite Teacher**. Enter their exact name and email address.
-  **Assign and Submit:** Once added, select your teacher's name from the dropdown menu and click **Assign** for each specific college you want their letter sent to.



Stay organized.
Stay on track.
You've got this!



SMALL STEPS TODAY.
**BIG OPPORTUNITIES
TOMORROW.**



Dream big.
Work hard.
Make it happen.



YOU'VE GOT THE PLAN.  NOW TAKE THE NEXT STEP!

