

EPS Guide to the Common Application

COMMON APPLICATION ACCOUNT

Create an account at <https://apply.commonapp.org/Login>



TAB: Common App

SECTION: Profile

NAME

The full legal name that shows on your school records. You should have the same full name show on all official records: Common App, your transcript, SAT, ACT, AP test (anything that would be submitted to a college)

EMAIL

Your school email address

SECTION: Education

DATE OF ENTRY

List the date you started the EPS Upper School (or other high school) including month/year

COUNSELOR'S FIRST/LAST NAME:

Use your Process Coach

COUNSELOR'S JOB TITLE

College Counselor

COUNSELOR'S PHONE

425-822-5668

OTHER SCHOOLS

Only students who have attended a different high school previous to EPS complete this

GRADUATING CLASS SIZE

49 (Class of 2019)

CLASS RANK

None

GPA SCALE

4

GPA WEIGHTING

Unweighted

CURRENT YEAR COURSES

Select "trimester" as an option and fill in each of the classes you took at EPS.

**Unofficial transcripts can be accessed through the Four11 section of Canvas*

HOW MANY COURSES WOULD YOU LIKE TO REPORT

9

COURSE SCHEDULING SYSTEM

Trimester

COURSE TITLE

Enter courses by Academic Discipline (Arts, Electives, English, Math, PE, Science, Social Science, Tech, Independent Study)

EXAMPLES OF COURSE ENTRIES

- ENGLISH: Western Fiction, Postmodern Lit, 1950s Literature (yearlong)
- INDEPENDENT STUDY: Electrical Engineering (trimester)
- ARTS: Drawing & Painting 1, Stagecraft (trimesters)
- TECH: Programming 1 (trimester)
- SOC SCI: Public Policy, Intl Relations (trimesters)
- MATH: Calculus (yearlong)
- PE: Yoga (trimester)
- ELEC: Neurobiology, Entrepreneurship (trimester)
- SCIENCE: Advanced Physics

**Do Not List Seminars (they will show up on your transcript)*

SECTION: Testing

Self-report scores in the Common App, unless you are applying test optional to any of your schools.

**This does not replace the requirement of sending your official scores to the individual schools. You will need to login to College Board for the SAT or the ACT website and send official score reports to any school that requires it once your list is finalized.*

TAB: My Colleges

SECTION: Recommenders and FERPA

Once you have completed the Education section of the Common App, you can link your account through the Family Connection section in Naviance Family Connection.

See video here <https://vimeo.com/102639828>

The FERPA Waiver

Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Waiving your right to access your counselor and teacher recommendations lets colleges know that you have no reason to question a school's feedback and thus will not read your recommendations. This reassures colleges that your recommenders have provided candid and truthful information.

SECTION: Writing

Disciplinary Action: This information should only be reported in very specific cases. When asked in our reports, we only report probation, suspension, removal/dismissal, or expulsion

Additional information: If you plan to use this section, please consult with your Process Coach on the content before submitting.