



SPRINGBORD SCHOOLS
SENIOR MEETING

2023-2024



COUNSELORS

**Jim
Collins**

A-E

**Justin
Martin**

F-K

**Dana
Mitchell**

L-R

**Corrina
Centers**

S-Z

**Kait
Tucker**

Freshman

**Ryan
Wilhite**

CCP/Testing

**Rochelle
Fenlon**

Administrative
Assistant





APPLICATION PROCESS

STUDENT'S RESPONSIBILITY

1. Be aware of deadlines – admission, scholarships, financial aid, etc. These are different for every university.
2. Submit student portion of the application at least two weeks in advance of deadlines.
3. Request to have official ACT and/or SAT scores sent. Must come from testing company. **(SHS does not send these scores.)**
4. Complete all supplemental essays.
5. Log into SchoolLinks and add College Applications to make transcript requests and teacher recommendation request. ****Counselors require two weeks to process these.**





APPLICATION PROCESS

COUNSELOR'S RESPONSIBILITY

1. Transcripts – Students must request transcripts through SchoolLinks for each school to which they are applying.
2. Counselor will submit a copy of student's transcript with the counselor portion of the application (if applicable).
3. Counselor is available to answer questions the student may have regarding the application process. Student should sign up to see his/her counselor in the counselor's office.

REMEMBER: AT LEAST TWO WEEKS TO PROCESS ALL REQUESTS.




TYPES OF ADMISSION DEADLINES


- **Early Action:** non-binding, may apply to other colleges, and commit in spring
- **Early Decision:** **BINDING**, early commitment, can apply to other colleges, but with regular decision option (if accepted, must withdraw all other applications)
- **Regular Decision:** follow posted plan
- **Honors Program:** selection process often varies from traditional applications, deadlines vary from school to school


TYPES OF APPLICATIONS

Two Main Types of College Applications:

 We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.

Application Method





School-specific
online app

Cancel

✓ Update Application

TYPES OF APPLICATIONS



Cincinnati State Technical and Community College
Cincinnati, Ohio | Public

Overview

Campus Setting

Student Body

Academics & Programs

Athletics

Student Life

Cost & Financial Aid

Admissions

| **Application**

Suggestions

Application

Application Methods

☒ School-Specific Online Application

Online Application >


Application Checklist

Key: ☒ Required/Accepted ☐ Not Required

CEEB Code ⓘ
1984

- ☐ Initial Transcript
- ☐ Mid Year Transcript
- ☐ Teacher Recommendation(s)
- ☐ Test Scores

TYPES OF APPLICATIONS

**Miami University-Oxford**
Oxford, Ohio | Public

Overview

Current Student Videos

Campus Setting

Student Body

Academics & Programs

Athletics

Student Life

Cost & Financial Aid

Admissions

| Application

Suggestions

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Application Methods

☒ Common App

Application Deadlines

Early Action	November 1st, 2023
Early Action II	December 1st, 2023
Early Decision	November 1st, 2023
Regular Decision	February 1st, 2024

Application Checklist

Key: ☒ Required/Accepted ☐ Not Required

☐ Initial Transcript

☐ Mid Year Transcript

☐ Teacher Recommendation(s)

☒ Test Scores

Optional ACT or SAT test scores. Miami has chosen to make test scores optional for students applying to the university through spring 2026 to ensure equitable opportunity for admission, scholarships, and honors programs.

Application Fee

\$50

CEEB Code ⓘ

1463

[Online Application >](#)

WHAT IS THE COMMON APP?

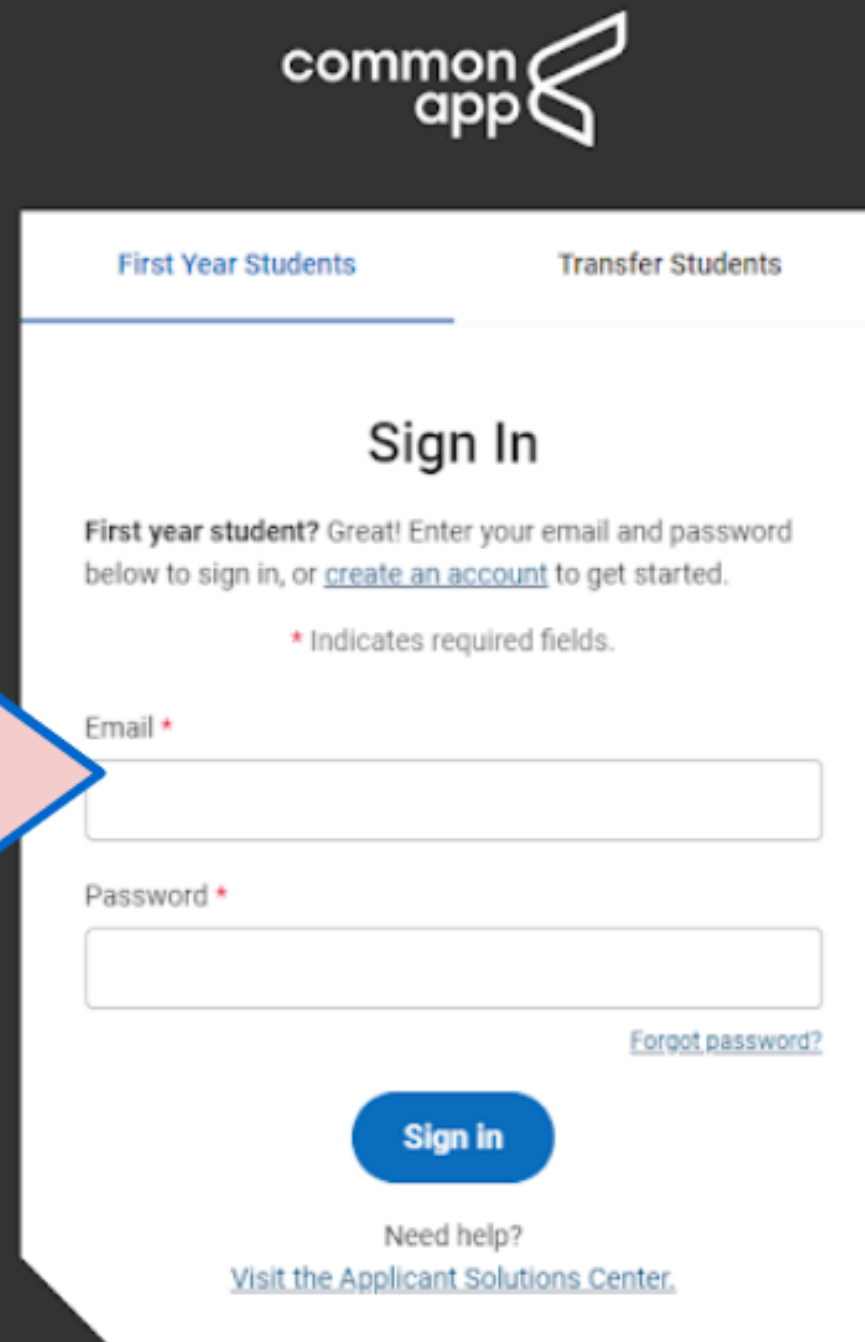
- One application that is accepted by many universities
- Fill out the application one time and submit to many universities
- Some universities have supplemental applications/essays that are required
- **Student MUST sign the Family Educational Rights and Privacy Act (FERPA) Waiver and match Common App account in SchoolLinks in order for transcripts to be sent**

COMMON APP

Use a specific email account that is not linked to any other social media. This is required for “matching” later.

DO NOT USE SCHOOL EMAIL

IMPORTANT

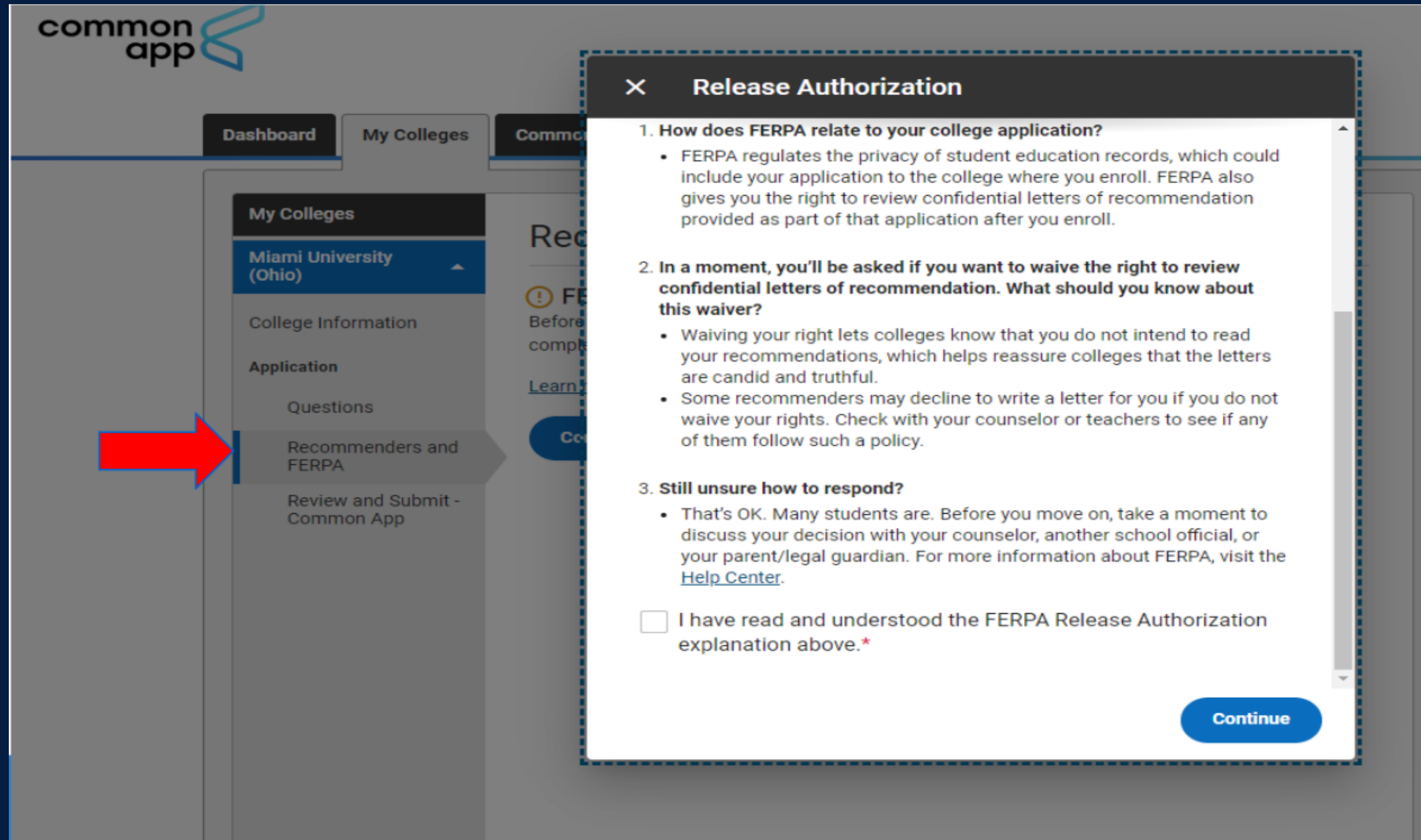


The image shows the Common App sign-in page. At the top is the Common App logo. Below it are two tabs: "First Year Students" (selected) and "Transfer Students". The main heading is "Sign In". Below this is a message: "First year student? Great! Enter your email and password below to sign in, or [create an account](#) to get started." followed by a note: "* Indicates required fields." There are two input fields: "Email *" and "Password *". Below the password field is a link: "[Forgot password?](#)". At the bottom of the form is a blue "Sign in" button. Below the button is the text "Need help?" followed by a link: "[Visit the Applicant Solutions Center.](#)".

[Download the Mobile App](#)



FERPA WAIVER - COMMON APP



The screenshot shows the Common App interface with a modal dialog box titled "Release Authorization". The dialog box contains three numbered sections explaining FERPA and the waiver process. A red arrow points to the "Recommendations and FERPA" section in the left sidebar.

common app

Dashboard **My Colleges** **Common App**

My Colleges

Miami University (Ohio)

College Information

Application

Questions

Recommendations and FERPA

Review and Submit - Common App

Release Authorization

1. How does FERPA relate to your college application?

- FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.

2. In a moment, you'll be asked if you want to waive the right to review confidential letters of recommendation. What should you know about this waiver?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. Still unsure how to respond?

- That's 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. For more information about FERPA, visit the [Help Center](#).

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

Continue

FERPA WAIVER – SCHOOLINKS

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. I give permission for my school to release materials, including my transcript, to the colleges to which I am applying.

Help Article

I have fully read and understood the FERPA Release Authorization explanation

☒ above. I give permission for my school to release materials, including my transcript, to the colleges to which I am applying.

Please select one:

☒ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

Your Signature

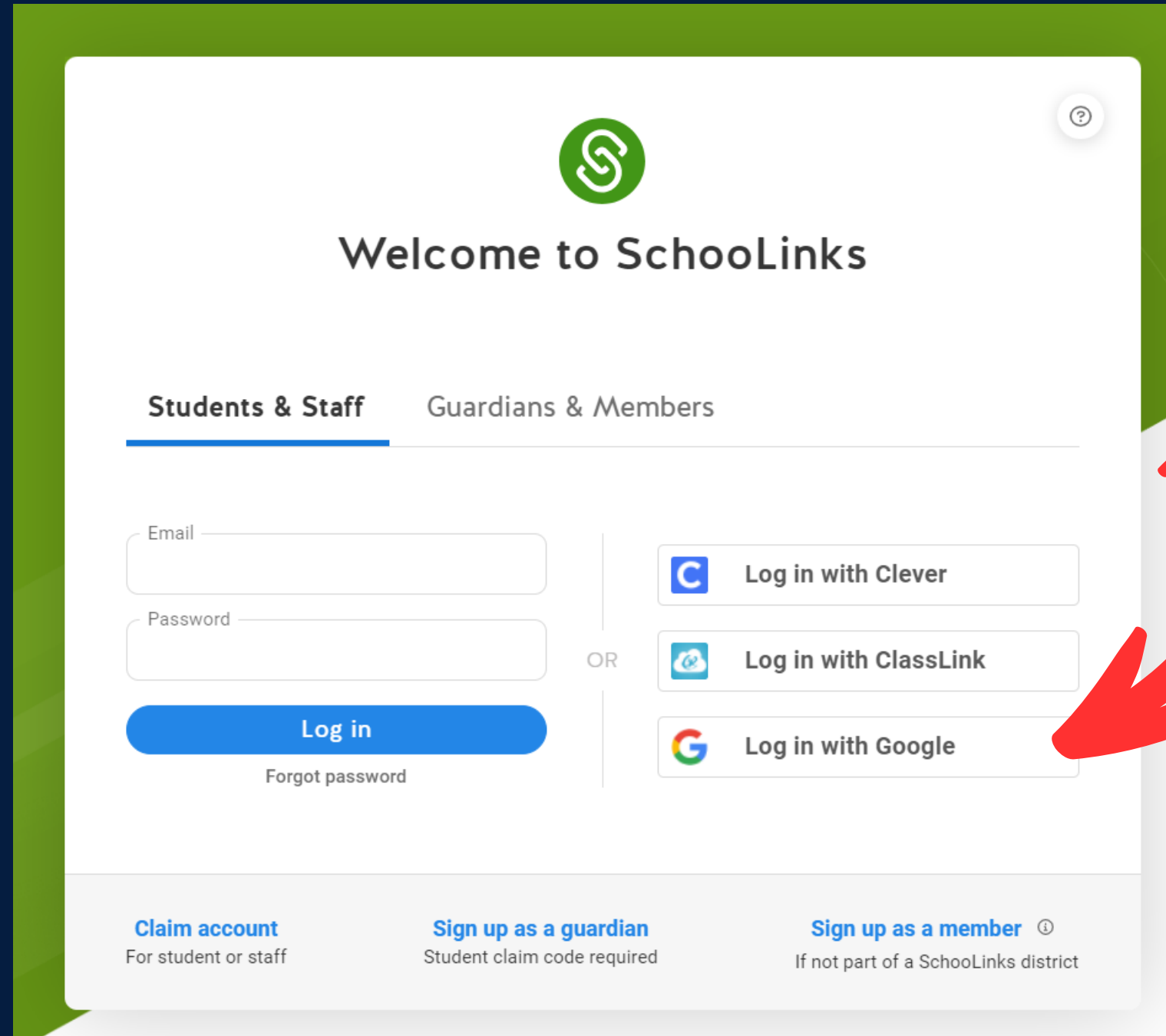
Pretend Student

☒ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections here cannot change after submitting this form.

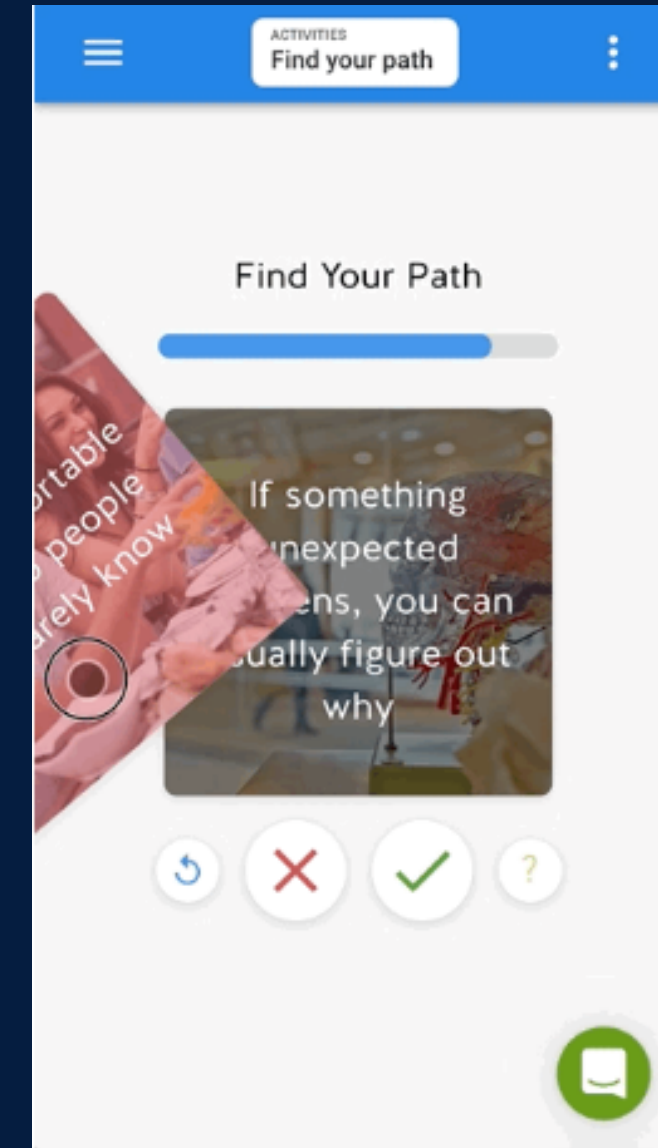
Sign Waiver

Logging in:

- Go to: app.schoollinks.com
- "Log in with Google" - Use your Springboro Student email
- Complete "Find your Path" Assessment



The screenshot shows the SchoolLinks login interface. At the top is the SchoolLinks logo and the text "Welcome to SchoolLinks". Below this are two tabs: "Students & Staff" (selected) and "Guardians & Members". The "Students & Staff" tab contains a login form with fields for "Email" and "Password", a "Log in" button, and a "Forgot password" link. To the right of the form are three social login options: "Log in with Clever", "Log in with ClassLink", and "Log in with Google". A red arrow points from the "Log in with Google" button to the right. At the bottom, there are three links: "Claim account" (For student or staff), "Sign up as a guardian" (Student claim code required), and "Sign up as a member" (If not part of a SchoolLinks district).



College Exploration *2, 4-yr colleges & trade programs

The screenshot displays the College Explorer website interface. At the top, there's a navigation bar with a logo, a search bar labeled "COLLEGES School Search", and a user profile for "Robert Mayoka" with icons for document, email, notifications, help, and settings. Below the navigation bar is a search bar with the placeholder text "Search for a location, school, or program...". To the right of the search bar are buttons for "Favorites", "List", "Split", and "Map".

Below the search bar, there's a "Filter by" section with "School Type" set to 3. Other filters include "Campus", "Admissions", "VR", "Degree Type", "Sports", and "Graduation Rate". A row of filter tags shows "Florida", "Public", "Private", and "Non-Degree (Certificate Programs)".


The main content area displays "84 Schools" in a grid. The first row shows three school cards:

- University of Florida**: Gainesville, FL | Public. Graduation Rate: 86.8%.
- University of Miami**: Coral Gables, FL | Private. Graduation Rate: 81.6%.
- Everest University-Tampa**: Tampa, FL | Private. Graduation Rate: 58.1%.

The second row shows three more school cards:

- Santa Fe College**: Graduation Rate: 56.4%.
- University of North Florida**: Graduation Rate: 54.3%. A "Back to Top" button is visible below this card.
- The Baptist College of Florida**: Graduation Rate: 52.0%.

On the right side of the grid is a map of Florida with numbered markers (2, 4, 5) indicating school locations. The map includes a "Search This Area" button and zoom controls. The bottom of the map shows "Google" and "Keyboard shortcuts" links.



COLLEGES
College Application Manager

Student Demo Mode

Exit Demo X

Switch user

Jennifer Smith

School search

Favorites & lists

Admission stats

Final list

College applications

Enrollment decision

Board

List

Search for an application by name

0 Comments

+ Add application

Recommendation tracker

0 Fulfilled 0 Pending 0 Declined

View all requests

FAFSA ?

NOT FILED

Update Status

common app ?

CONNECTED

Log in →

Unlink account

Application setup

COMPLETE

Personal details

Fee waiver eligibility

FERPA waiver

0 Incomplete

→ 0 Completed & pending

→ 0 Accepted

Add an application to request transcripts and counselor docs.


Complete the student checklist to mark an application completed.

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

0 Will not complete

0 Withdrawn

0 Denied



Link your Common App account!

Once linked, the two accounts will talk back and forth

Application

[Online Application >](#)

Application Methods

☒ Common App

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How to Add a College Application and its Requirements to Submission Tracker:

<https://support.schoolinks.com/en/articles/4513204-student-how-to-add-a-college-application-and-its-requirements-to-submission-tracker>

Teacher Recommendations

1. Ask teacher in person
2. Add request through SchooLinks
3. SchooLinks will send email notification to teacher
4. Allow at least two weeks for completion and provide specific deadline information
5. Follow up with thank you note

Click on the school you want the recommendation sent to and
"Request Teacher Evaluation
>> Search and Add Teacher"

Application status: In Progress Comment

Method	Type	Deadline
Common App	Regular Decision	Feb 01

TEACHER EVALUATIONS

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

1 Optional

Request Teacher Evaluation

COUNSELOR DOCUMENTS

All required documents automatically requested from your counselor to complete your application.

- School Report Added 08/18/2024
- Counselor Recommendation Not needed
- Mid Year Report Not needed

SELECT TEACHER ADD DETAILS

Assign a teacher to complete a teacher evaluation for Miami University-Oxford. They will receive an invitation to fulfill your request on SchoolLinks.

Counselor recommendations are **automatically requested** if required by the college. View the status of counselor recommendations under "Counselor Documents" on the application detail page. Evaluations from other recommenders (coaches, mentors, employers, etc.) must be requested in [Common App](#).

Search teachers

- Aaron Barker abarker@springboro.org
- Alaina Shewman ashewman@springboro.org
- Alec Otto aotto@springboro.org
- Alex Bruns abruns@springboro.org
- Alicia Manev amanev@springboro.org

Cancel

Unofficial Transcript Download

The screenshot shows the 'School Record Center' interface in 'Student Demo Mode'. The user is logged in as 'Jennifer Smith'. The left sidebar contains navigation links: HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS. The 'SCHOOL' link is highlighted. A dropdown menu is open under 'SCHOOL', showing options: Scores and Performance, Course Planner, Personalized Plan, Record Requests, Experience Tracking, and Ohio Graduation Requirements. A red arrow points to 'Record Requests'. The main content area is titled 'Your Transcript' and shows 'Last updated 08/18/23 | Final Transcript'. It features two buttons: 'Download unofficial transcript' and 'Send official transcript'. A red arrow points to the 'Download unofficial transcript' button. Below these buttons is a note: 'Send transcripts for college apps in the College Applications Manager, not here!'. At the bottom, there is a table with columns: Transcript destination, Note, Delivery method, Doc ID, and Date requested.

SCHOOL Record Center Student Demo Mode Exit Demo X Switch user Jennifer Smith

Your Transcript Your Immunization Records

Scores and Performance
Course Planner
Personalized Plan
Record Requests
Experience Tracking
Ohio Graduation Requirements

Your transcript
Last updated 08/18/23 | Final Transcript

[Download unofficial transcript](#)
View your grades or download to send to a college or program that accepts **unofficial** transcripts.

OR

[Send official transcript](#)
Send an official transcript for scholarships, NCAA eligibility, and other non-college app purposes.

Send transcripts for college apps in the [College Applications Manager](#), not here!

Transcript destination	Note	Delivery method	Doc ID	Date requested
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Click "School" >> "Record Requests" >> "Download unofficial transcript"

College Visits

- Juniors and Seniors are permitted 3 excused college visit days.
- Schedule visit online with college...then reserve day with guidance office.
- Complete College Visit Form - must be picked up in Guidance Office
- Return completed form to Mrs. Fenlon, prior to the visit date

Questions?