PART I Register for Common App:

☐ Open your web browser (if it does not support common app you may need to download google chrome)

☐ Go to commonapp.org

☐ Create a Common Application Account ****Even if you are not going to use the common application you need this account so OHS can send documents on your behalf!

  o Choose “First Year Student” then press continue
  o Enter your email address and choose a password. Remember: type your e-mail slowly (no space)!!! Your password needs to consist of letters, numbers, a capital letter and symbols. Then press continue.
  o Fill in your first and last name, address, phone number, and date of birth. Check all four boxes on the right side. Then click “create”

☐ Write down your username and password!

PART II, Complete Education Section:

☐ Under the Common Application Tab (top box), Click on the Education Section

☐ You need to complete all questions marked with red asterisks.

Current or Most Recent School
-Under Find School search and select Oxford High School
-date of entry is 25 August 2016
-graduation date June 8, 2020
-Counselor Info: Mrs. Alicia Mancinone (mancinonea@oxfordpublicschools.org)
    Ms. Sophia Velez (velezs@oxfordpublicschools.org)
    Mrs. Andrea McRae (mcraea@oxfordpublicschools.org)
Counselor phone number: 203-888-2468
Counselor Title: School Counselor

-use 0 on the drop down tab if needed!!

Under Grades:
Class Rank: None
Graduating Class Size: 137
GPA Scale: 100.0/Weighted

Under Current Year Courses:
Please put 1 for now and type in the title of your English 12 class (if you are using the common app for applying to schools, you will need to come back to this section). You will need to enter all of your classes.

Under Honors:
Please put 0 for now.
Under Future Plans:
Indicate career interest and highest degree you plan to earn

☐ Make sure that you have a green check mark next to the education tab.

PART III, Complete FERPA Waiver:

☐ Click on the “College Search Tab” ADD: Alaska Pacific University if you are not applying to schools using the common application. OR ADD: one school to “My Colleges” that you are planning on applying to. All Connecticut State Schools are Common App. Colleges.

☐ Click on Dashboard and then the “My Colleges Tab” on the top

☐ Sign FERPA Release Form
-Click on “My colleges”
-Click on “Recommenders & FERPA”
-Click on FERPA “release authorization”
-Read the box on how this relates to your college application

☐ -Check the box to authorize

☑ I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf.

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.

☑ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed once I sign and click Save below.

Naviance

☐ Go to the Oxford High School homepage
-Click on the school counseling page
-Click on Naviance

☐ Sign on to Naviance using you’re previously created user name (e-mail address) and password (oxfordhs).

☐ Click on “Colleges” Tab

☐ Click on “Colleges I’m Applying To”
If your accounts are not matched, there will be a pink banner saying the accounts are not matched. Click “Match Accounts.”

Enter the email and birthday you used when creating CommonApp account.