

The Common Application – College Report Procedure

1. Student fills out first part of the form including FERPA waiver; determine how the form should be sent to the requesting institution (mail or electronic); makes an appointment/or drop-in with Counseling.
2. **Counselor fills out College Official information** and GPA section and **recommendation section (last question on the form) if appropriate** and forwards to the VPSS Office.
3. VPSS Office fills out section regarding academic standing and behavior.
4. **Admissions & Records staff applies college seal** and returns form to VPSS Office.
5. VPSS Office mails forms as indicated by student.

Bold – required by the Common Application

Purple text – a suggestion

Notes:

- A privacy waiver must be signed; student record information will not be released without it.
- The default recommendation is “No basis”.
- ***Please provide self-addressed, stamped envelope(s) for each college/university to the counselor:**

Ex.

Your Address XYZ University 2300 University St. University, CA. 00000
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- Processing time from submission to counselor to mail is 3-5 days.