The Common Application – College Report Procedure

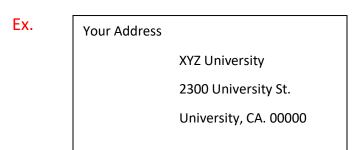
- 1. Student fills out first part of the form including FERPA waiver; determine how the form should be sent to the requesting institution (mail or electronic); makes an appointment/or drop-in with Counseling.
- 2. **Counselor fills out College Official information** and GPA section and recommendation 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.
- 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 <u>each</u> college/university to the counselor:



• Processing time from submission to counselor to mail is 3-5 days.