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:*

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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.