

### ***Information to assist Lake Park students with completing the Common Application:***

**If applying to a college(s) via the Common Application**, students should request that one transcript be sent to the Common Application through Parchment. All applicable colleges the student is applying to via the Common Application will receive the transcript from the Common Application system and it is not necessary to send additional transcripts to each individual school. When submitting a transcript request for the Common Application, a student will need their Common Application ID number (labeled CAID and located between the student's name and email address in the top right corner of the Common Application screen) and they also need to have already invited their counselor on the **"Recommenders and FERPA"** tab for one of the colleges listed on their **"My Colleges"** tab.

**Reminder about completing the Common Application** - In order to complete the Common Application for any colleges, a student must complete two sections of the application - the **"Common App"** tab which includes general information applicable to all colleges and also college-specific items and questions in the **"My Colleges"** tab...Once both sections are complete, the application can be submitted by accessing the **"Review and Submit - Common App"** tab that is available for any colleges in the **"My Colleges"** section.

The **"College Search"** tab can be used to search for/identify colleges for a student to consider applying to, if a student wishes to consider and/or apply to a specific college, they would select **"Add to My Colleges"**.

In the **"My Colleges"** tab, applicable colleges are listed and for each college there is **"College Information"** which provides details such as application deadlines and requirements, **"Questions"** which are specifically required for that college in addition to the general Common Application items, **"Recommenders and FERPA"** which includes the FERPA Release Authorization and information about if and how many recommendations are required for the application (the student's counselor must always be invited to complete the School Report but the need for recommendations from counselors, teachers, or other recommenders may vary by college), and the **"Review and Submit - Common App"** tab which is the final step in submitting an application to that college.

When students are asked the question about waiving their right to view recommendations and supporting documents that are being submitted on their behalf, they are welcome to choose whichever option they wish. It is recommended that students waive the right to review applicable documents so that the person composing the document and the college staff reviewing it know the document was created and submitted confidentially.

**Fee Waivers** - If the college application fee(s) presents a financial hardship/barrier for a student, they can request an application fee waiver on the **"Common App"** tab, in the **"Profile"** section, in the area labeled **"Common App Fee Waiver"**.

### ***Additional information that is included in the Common Application:***

**Current or Most Recent Secondary School:** Lake Park High School - District 108, school code is 142852

**Date of Entry** - For students who began high school at Lake Park and are in their 4th year, this would be 08/2016

**Is this a boarding school** - No

**Graduation Date** - May 2020

**Counselor's contact information** - Information can be accessed by using the [Counseling Directory](#) from the Lake Park H.S. website

**Graduating class size** - 578

**Class rank reporting** - None, Lake Park High School does not report class rank of any kind

**Cumulative GPA** - GPA information can be accessed on the bottom of student transcripts in the Home Access Center. Student transcripts can be accessed/viewed via the Home Access Center by logging in and selecting the "**Grades**" icon and then the "**Transcript**" tab.

**GPA Scale Reporting** - 5.0

**GPA weighting** - Weighted (list your weighted GPA from your transcript)

**Scheduling system** - Semesters

**Course title and level** - List course titles and levels exactly how they are presented on your transcript

***If completing the Courses & Grades section:***

**Grading scale** is A-F

**Schedule** is Semesters

**For classes completed at Lake Park**, list semester grades and credits for semester 1 (i.e., S1) and semester 2 (i.e., S2) as applicable and nothing should be listed for the "Final" section...semester classes award .5 credit

**Transcript information** can be viewed in the Home Access Center (classes completed, classes currently enrolled in, semester grades earned to date, weighted and unweighted GPA). Once a student or parent/guardian logs into Home Access, select "**Grades**", and then select the "**Transcript**" tab. Please note that Lake Park High School does not report class rank of any kind.

***In order to add counselors, teachers, and other recommenders:***

Go to the "**My Colleges**" tab, select one of your colleges, select "**Recommenders and FERPA**", select "**Invite Recommenders**", enter the applicable title and contact information for the recommender(s) (contact information for Lake Park staff members can be accessed by using the [Directory](#) from the Lake Park H.S. website), refer to the **Counselor**, **Teacher**, **Other Recommender**, and **Advisor** sections to add any applicable recommenders/advisors.

Please note that students and any individuals submitting documents on their behalf in Common Application can all work independently of each other. It is critical that a student invite any of these individuals in Common Application so that they can access applicable forms - however, after the student has invited these individuals, they can finalize and submit their application whenever they are ready to do so and they do not need to wait for the other individuals to submit their items. In the "**Recommenders and FERPA**" section, students can monitor the progress of the documents being submitted on their behalf by Counselors, Teachers, and Other Recommenders.