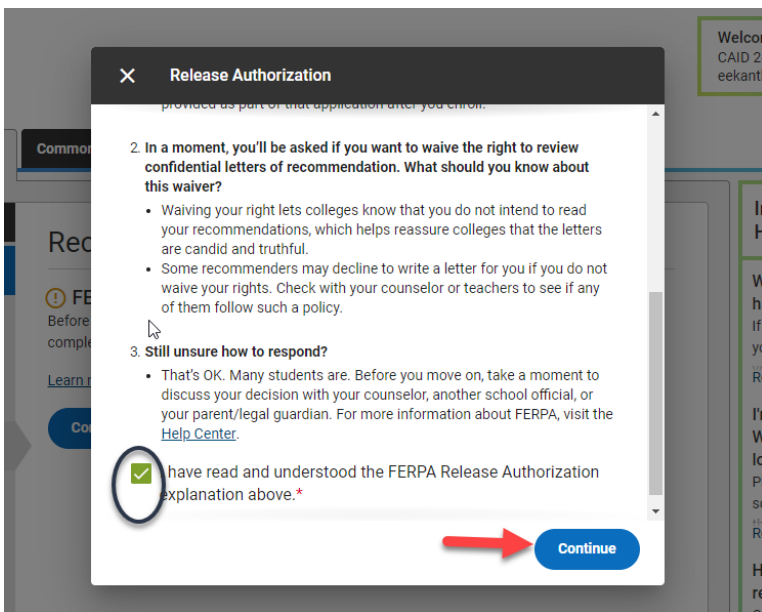
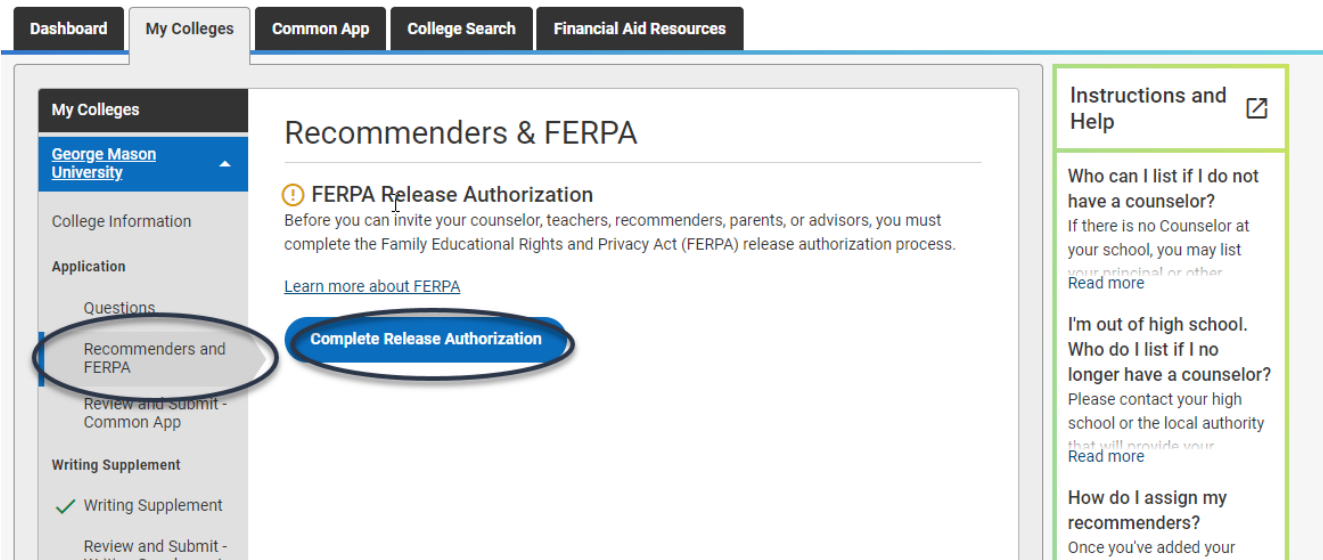


# Inviting your Counselor on the Common Application

## Required Step!

In order for your counselor to send your transcript, JMHS school report and recommendation, you must invite your counselor as a recommender. Even if you do not need a recommendation letter from your counselor, your counselor will not be able to send your transcript to the college if you don't add him/her, and your application will show as incomplete.

### Step 1: FERPA



## Inviting Recommenders, p. 2

**Release Authorization**

### FERPA Form

I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may 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.

I DO NOT waive my right to review all recommendations and supporting documents.

**Release Authorization**

Please select one: \*

I waive my right to review all recommendations and supporting documents.

I DO NOT waive my right to review all recommendations and supporting documents.

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.\*

Signature \*  Date \*

## Step 2: Invite Counselor

**Dashboard** | **My Colleges** | **Common App** | **College Search** | **Financial Aid Resources**

### My Colleges

George Mason University

College Information

Application

Questions

**Recommenders and FERPA**

Review and Submit - Common App

Writing Supplement

Writing Supplement

Review and Submit - Writing Supplement

## Recommenders & FERPA

✓ FERPA Release Authorization [View Details](#)

### Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

### ⚠ Counselor

You must invite a school Counselor who will complete the School Report and other forms for you.

### Instructions and Help

**Who can I list if I do not have a counselor?**  
If there is no Counselor at your school, you may list your principal or other [Read more](#)

**I'm out of high school. Who do I list if I no longer have a counselor?**  
Please contact your high school or the local authority that will provide your [Read more](#)

**How do I assign my recommenders?**  
Once you've added your Teacher or Other Recommender to your [Invite](#) [Read more](#)

Input the counselor first name, last name and email address (use 'fcps.edu' addresses!)

**Invite Counselor**

Title  
Choose an option

First Name \*  
Your Counselor's First Name

Last Name \*  
Your Counselor's Last Name

Email Address  
YourCounselor@FCPS.edu

Cancel Invite

When you see this in your application, you will know you've successfully added your counselor.

## ✓ Counselor

Your Counselor's Name	
School Counselor	
Invited on 08/25/2019	
School Report	<b>Not Started</b>
Counselor Recommendation	<b>Not Started</b>
Optional Report	
Mid Year Report	
Final Report	

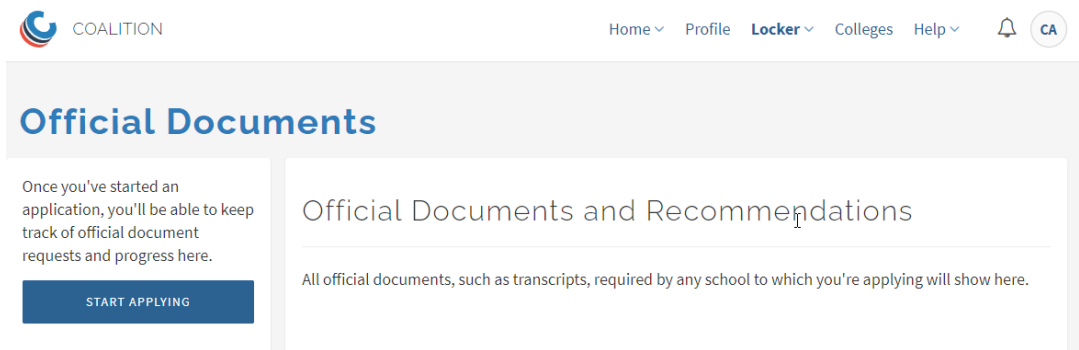
# Requesting Recommendations for the Coalition Application

*In the Coalition Application, you can request letters of recommendation, which are submitted and stored in your locker. When you apply to a college, you'll be able to attach the appropriate recommendations from your locker.*

*Important – regarding your JMHS counselor recommendation, that will be submitted in a different process. Therefore, YOU DO NOT need to invite your counselor to the Coalition Application.*

## To request a teacher (or other) recommendation on the Coalition App:

### Step 1: Go to Locker > Official Documents.



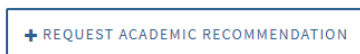
### Step 2: Invite Recommender

Select Request Recommendation under either Academic or General (depending on which type of recommendation). The button text varies depending on whether this is your first request of that type of recommendation, or you're requesting another one.



#### Academic Recommendations (up to 4)

Use the "Request Academic Recommendation" button to get started

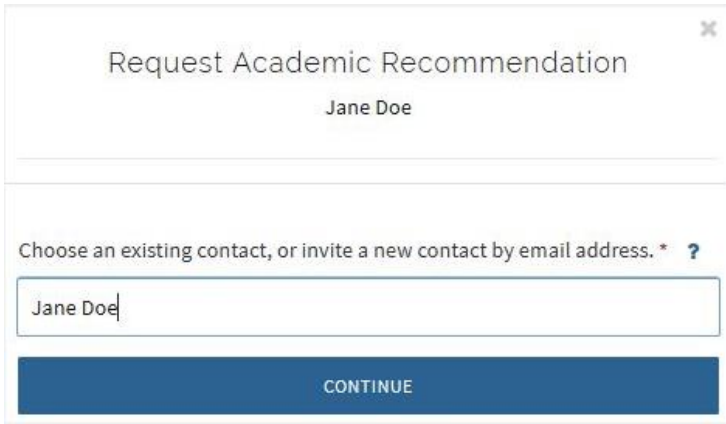


#### General Recommendations (up to 8)

First Year applicants can use General Recommendations for any additional recommendations.

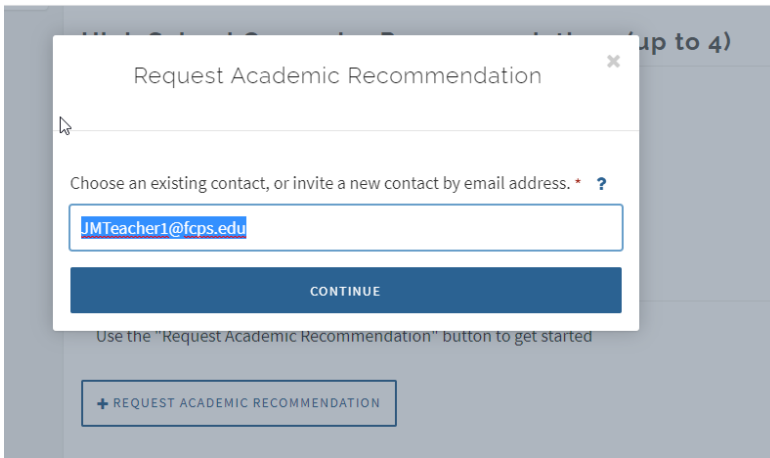
**In the field provided, type the name or email address of the recommender.** Depending on whether the recommender is already a contact, the process varies:

If the recommender is already one of your contacts in the Coalition system, select their contact name.

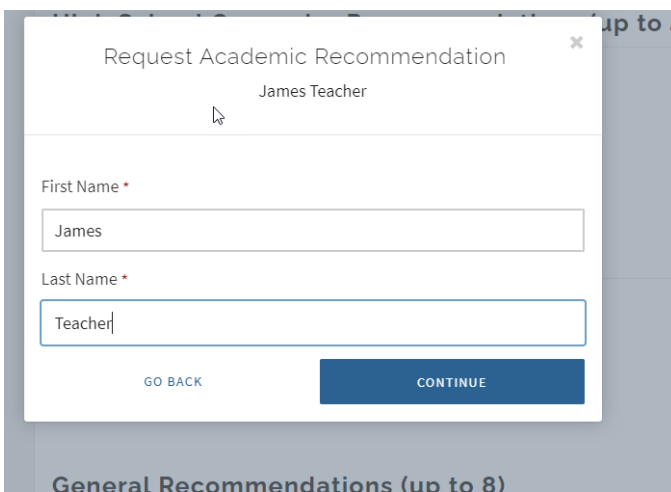


The screenshot shows a dialog box titled "Request Academic Recommendation" with a close button (X) in the top right corner. Below the title, the name "Jane Doe" is displayed. A horizontal line separates the title area from the main content. Below the line, the text "Choose an existing contact, or invite a new contact by email address. \* ?" is shown. A text input field contains the name "Jane Doe". At the bottom of the dialog is a blue button labeled "CONTINUE".

If the recommender is not already one of your contacts, enter their email address, and click or tap Continue to enter their first and last name.



The screenshot shows the "Request Academic Recommendation" dialog box with an email address input field. The text "Choose an existing contact, or invite a new contact by email address. \* ?" is visible. The input field contains the email address "JMTeacher1@fcps.edu". A blue "CONTINUE" button is at the bottom. Below the dialog, a button labeled "+ REQUEST ACADEMIC RECOMMENDATION" is visible on the background page.

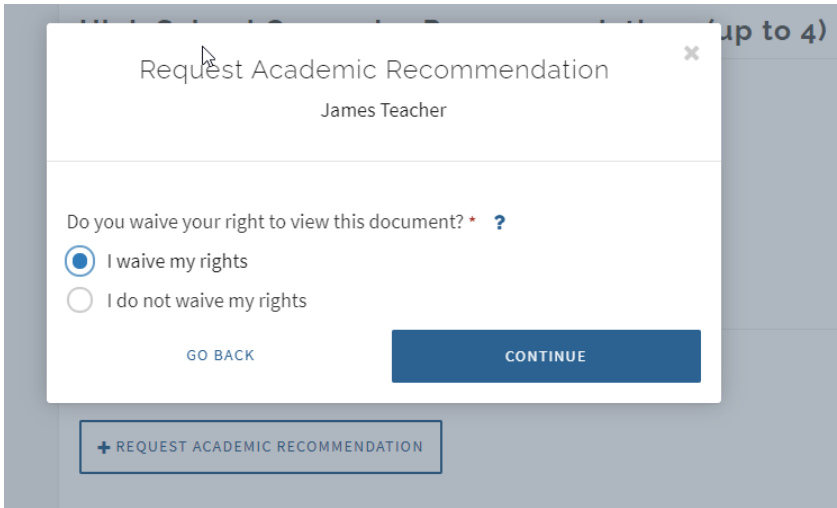


The screenshot shows the "Request Academic Recommendation" dialog box with name input fields. The name "James Teacher" is displayed at the top. Below it, there are two input fields: "First Name" with "James" entered, and "Last Name" with "Teacher" entered. At the bottom, there are two buttons: "GO BACK" and "CONTINUE".

Select Continue.

### Step 3: Select if you do or do not waive your rights.

Select whether you do or do not waive your rights to view the document. You must select an answer.

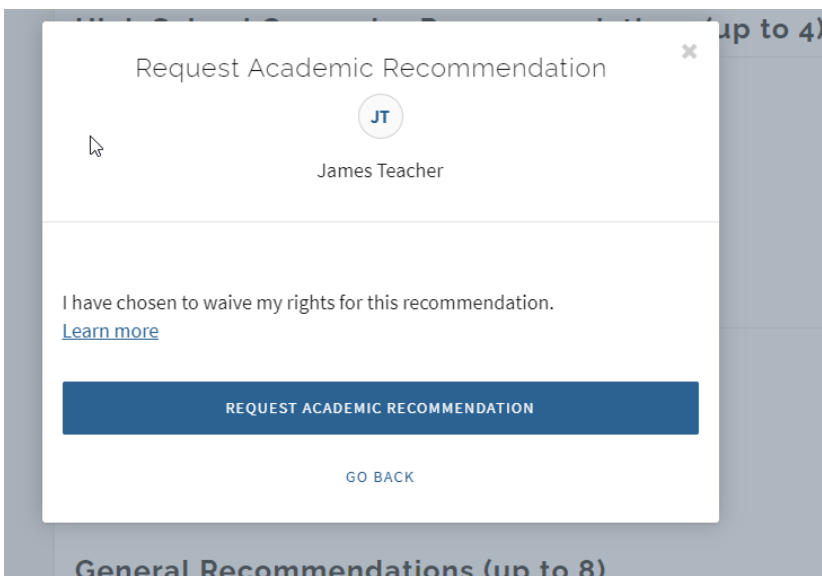


The screenshot shows a modal window titled "Request Academic Recommendation" for James Teacher. The question is "Do you waive your right to view this document? \* ?". There are two radio button options: "I waive my rights" (which is selected) and "I do not waive my rights". Below the options are two buttons: "GO BACK" and "CONTINUE". At the bottom of the modal, there is a button labeled "+ REQUEST ACADEMIC RECOMMENDATION".

*Why JMHS counselors recommend you DO waive your rights:*

*Waiving your rights lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful. Some recommenders may decline to write a letter for you if you do not waive your rights. Not sure how to respond? Before you proceed, discuss your decision with your counselor, another school official, or your parent/legal guardian.*

Select Continue.



The screenshot shows the same modal window after the user has selected "I waive my rights". The text now reads "I have chosen to waive my rights for this recommendation." with a blue link labeled "Learn more" below it. The "CONTINUE" button from the previous step is now a large blue button labeled "REQUEST ACADEMIC RECOMMENDATION". A "GO BACK" button is located at the bottom of the modal. The background shows "General Recommendations (up to 8)".

## **Step 4: Complete the Request and Notify Recommender**

To complete the request and send a notification to the recommender, select Request Recommendation:

REQUEST ACADEMIC RECOMMENDATION

The button text varies depending on what type it is. At any time, to leave the process and return to your Documents page, select Go Back.

A confirmation will be displayed (recommender's name, date, and status). Click or tap Close.

If the email address you enter doesn't already have an account on the system, an invitation will be sent to the person to join the Coalition system. After signing up for a Coalition account, they can accept and complete your recommendation.