

Applying to Colleges is Even Easier!

FRHS is integrating Xello with Common App. This means YOU can link your Common App account with your Xello to begin requesting forms from your counselor and recommendations from your teacher. Read on for more information on how to get started.

Before Linking Common App with Xello

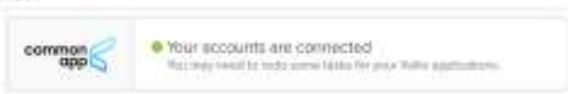
Before you can begin working with Common App in Xello, you'll need to do the following:

- 1 Sign in to Common App.
- 2 In the **My Colleges** tab, add the colleges you plan to apply to.
- 3 Complete the **Questions** asking your **preferred start term** and **admission plan**.
- 4 Go to the **Recommenders and FERPA** section in any of your selected colleges.
- 5 Sign the **FERPA Authorization Release**.

Make sure you follow the **FERPA Authorization Release** steps below before you begin linking your accounts. If you started working in Common App in your junior year, some of your data may delete over the summer.

To link your Common App account with Xello:

- 1 Log in to Xello.
- 2 From Student Dashboard, under **Goals & Plans**, click **College Planning**.
- 3 Click **View My Applications** to see your full list of colleges you're tracking.
- 4 At the top of the page, in the banner with the Common App logo, click **Connect** to open the Common App login page.
 - A pop-up will first let you know you may need to redo tasks you've already completed. This could include assigning a counselor or requesting a Teacher Evaluation. This will only apply to colleges associated with Common App.
- 5 Sign in to Common App.
 - Once you've logged into Common App, you'll immediately be popped back into the page you left in Xello.
 - The banner at the top of the page now states the accounts are connected.



Once the accounts are connected, the colleges in your **My Colleges** list in Common App will have been added to your **Application Tracker** in Xello. You can easily identify which colleges are linked to Common App by the badge next to the college name.



Assign a Counselor to Send Forms

Next, you'll need to assign a counselor at your school to send the necessary forms for your application to Common App colleges.

To assign a counselor to send your forms to Common App colleges:

- 1 Click on a college with the Common App logo to open a brief profile of that college.
- 2 Next to **Counselor Forms**, click **Assign Counselor** to open the list of counselors at your school.
 - You'll only need to assign a counselor once. This request will ensure the assigned counselor sends the necessary forms to all schools saved your **My Colleges** list in Common App.
- 3 Choose the counselor at your school in charge of your transcript and Common App forms. Click **Select**.
- 4 Click **Next** to return to the college page.
 - A banner at the top of the page indicates success.



Request Teacher Evaluations for Common App Colleges

You'll use Xello to request a teacher write and send a Teacher Evaluation on your behalf to colleges that you've specified.

To request a Teacher Evaluation be completed and sent to Common App colleges:

- 1 Click on a college with the Common App logo to open a brief profile of that college.
- 2 Next to **Teacher Evaluations**, click **Request** to open the list of teacher recommenders available at your school in Xello.
 - If you want to request an educator outside of the list in Xello, you can request other recommenders from your account in Common App.
- 3 Choose the referrer you'd like and click **Select**.
- 4 Click **Send** to be returned to the college page.
 - A banner at the top of the page indicates success.



Counselor Contact

Melissa Vasa A-B

Chris Savage C-FI

Matt Murphy Fo-Ha & ILS Integrated Services

Sarah Switala He-Ka & ILS Integrated Services

Kelli McPhee Ke-Mc

Jen Smela Me-Q

Nicole Alvarado R-Sr

Carolyn Fries St-Z & IS Caseload of Kim Eberhart

***Do You Know Who
Your Counselor Is...***