

Requesting College Materials

Transcripts

- Submit your request via **MyPaymentsPlus** (MPP) and pay the transcript fee (\$2 per official college/scholarship transcript)
- Your final transcript at the end of the year will be sent at no charge, and will have a separate form instead of MyPaymentsPlus
- Add colleges to SchoolLinks:
 - If you are using Common App, connect your Common App account to SchoolLinks and it will transfer your colleges to SchoolLinks (may need to refresh page)
 - If you are not applying through Common App, you will need to add your colleges manually through SchoolLinks. (see page 2)

Letters of Recommendation (LOR)

- You must fill out the Student Profile Sheet and send it to the teacher(s) and/or counselor writing your LOR
- You must request your LOR **a minimum of 3-4 school weeks in advance for teachers, and a minimum of 2 school weeks in advance for school counselors** (If you fail to ask this far in advance, your teacher(s) or counselor may decline your request)
- **Counselor LOR and/or Common App School Report:**
 - You will request it from your counselor when you fill out the transcript request in MPP
 - Provide your counselor with your Student Profile Sheet
- **Teacher LOR:**
 - Always ask the teacher before you add their email to any portal!
 - Check with teacher(s) regarding their request process, deadline, and if they will write a rec. Provide them with your Student Profile Sheet and any other requested information.
 - For college LOR: once you have added your college in SchoolLinks, you can add your teacher request for LOR by selecting each college and clicking “Add Recommender” in the “Teacher Recommendation” section
 - Follow up with teacher to ensure they received the request to complete your LOR

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SchoolLinks

- Login through Clever
- Click on the “College” then “College Application”
- Fill out the personal info, fee waiver eligibility, and the FERPA Waiver
- Link your Common App (if you are using Common App), and refresh the page to see your Common App colleges in SchoolLinks
- If you aren’t using Common App, Add Applications through the “Add application from list” or the “+ Add application”
- Update the application details for each college and save the application
- Click each college to view the application requirements
- Add teacher recommenders under the “Teacher Recommendations” section
- **Complete** the Student Profile Sheet on the KMHS Counseling website or the Brag Sheet on SchoolLinks

