Instructions for completing The Common Application when your high school is using Scoir

This guide shows students how to complete the **Recommenders**, **Fee Waiver**, and **Early Decision** sections of The Common Application when their high school is using Scoir to manage all application documents.
When completing your first college application, the **Recommenders and FERPA** section might require you to invite a Counselor recommender and one or more Teacher recommenders.

**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.
  - [Invite Counselor](#)

- **Teacher**
  - Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.
  - **Required:** 2  **Optional:** 0
  - [Invite Teacher](#)
Click “Invite Counselor” (if required) and complete the pop-up form. Be sure to **leave the email address field BLANK**.
You’ll then be instructed to provide various PDF forms to your counselor. **You do NOT need to provide these forms.** Your counselor will access and complete these forms within Scoir.

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- Invite Recommenders

**Counselor**

Your counselor has opted to submit paper evaluation forms instead of completing forms online. For any counselor form shown below, you will need to print and provide it to your counselor so that it can be completed on paper and mailed to each college to which you apply.

- **Mary Smith**
  - School Counselor
  - Invited on 08/05/2019

**PDF Forms**
- Fee Waiver
- School Report
- Counselor Recommendation
- Optional Report
- Mid Year Report
- Final Report

**Ignore.** Your counselor will complete these forms in Scoir.
Click “Invite Teacher” (if required) and complete the pop-up form. Be sure to leave the email address field BLANK. Depending on the number of teacher recommendations required, you might need to invite multiple teachers.
After “inviting” a teacher, you’ll still be prompted to assign specific teacher(s) to each individual application.
You’ll then be instructed to provide a Teacher Evaluation PDF form to your teachers. **You do NOT need to provide this form.** Your teachers will provide their recommendations within Scoir.

Ignore. Teachers will provide their recommendations in Scoir.
If inviting *Other Recommenders*, you can choose to either:

(a) invite them via the Common App, in which case they will receive an email prompting them to upload their recommendations to Common App, which will deliver it along with your submitted applications.

(b) ask them to provide the recommendation to your counselor, in which case your counselor will upload the document into Scoir, which will deliver it to all colleges to which you are applying (*provided they accept “other recommendations”*).
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(a) invite them via the Common App, in which case they will receive an email prompting them to upload their recommendations to Common App, which will deliver it along with your submitted applications.

(b) ask them to provide the recommendation to your counselor, in which case your counselor will upload the document into Scoir, which will deliver it to all colleges to which you are applying (provided they accept “other recommendations”).
Login to Scoir, go to **My Colleges** and be sure to add your Common App colleges to the **Applying** section.
While on the **My Colleges** page, click **Request Recommendations** and enter the name of your teacher(s) from whom you are requesting a letter of recommendation.
Early Decision Applications

If you’re applying Early Decision to a college, you will be required to acknowledge and agree to the terms of an Early Decision Agreement. This document also needs to be signed by a parent/guardian and your high school counselor. In Scoir, you can download an “ED Contract” document to sign and have a parent/guardian sign, then deliver to your counseling office so they can easily send it along with all other application-related documents.
Fee Waivers

If you’re applying to a college using a Common App Fee Waiver or a college-specific fee waiver, you must complete this section in your Common App profile so colleges know not to charge you an application fee. However, you must also request a Fee Waiver in Scoir so your counselor knows to send a copy of this document to the colleges to which you are applying.
When submitting your application, you’ll see this note informing you that no payment is required. However, **be sure to indicate in Scoir that you’re applying with a Fee Waiver.** Colleges might consider your application *incomplete* without payment or a corresponding fee waiver.
HELP, I INCLUDED EMAIL ADDRESSES WHEN ADDING MY RECOMMENDERS

If you included an email address when adding your school counselor and/or teachers as Recommenders, that’s OK. As long as they haven’t submitted their recommendations, you can still uninvite them. You can do this by going into any application on your My Colleges page and clicking “Manage Recommenders”.

![Image of Recommenders & FERPA page]

- **Counselor**
  - Mary Johnson
  - School Counselor
  - Invited on
  - Fee Waiver
  - Started
  - School Report
  - Started
  - Counselor Recommendation
  - Started
  - Optional Report
  - Not Started
  - Mid Year Report
  - Final Report

- **Teacher**
  - Jane Jones
  - Social Studies
  - Assigned on
  - Teacher Evaluation
  - Started
You’ll then see an overlay pop-up window listing all your Recommenders. Go to your counselor’s and/or teacher’s tile then click the “Delete” icon. You’ll then be prompted to confirm this action.
Now that your counselor and/or teacher is deleted from your list of Recommenders, you’ll need to again click *Invite Counselor* and/or *Invite Teacher*. This time, **leave the Email Address field <<blank>>**.
You’ll then be instructed to provide various PDF forms to your **Recommenders**. **You do NOT need to provide these forms.** Your counselor and/or teacher will access and complete these forms within Scoir.

**Ignore.** Your counselor and teachers will complete these forms in Scoir.
If your counselor and/or teachers login to Common App after you’ve uninvited them, they will see the following screen. (If they’ve been invited by other students, your name will just no longer show as one of their Students.)

**About Your Account**

This account is not yet associated with a Common App online recommender role. You will be invited to accept a recommender role as soon as the first student invites you from his/her Common App account (you will receive an email from us alerting you to this invitation).

If you are a teacher or counselor and your school uses one of our partner solutions for letters and transcripts, you will use that system instead of Common App to submit your teacher and counselor materials. You should only use this Common App account if a student invites you as an Other Recommender.

If you believe that you have reached this page in error, please contact the Solutions Center.
CONGRATULATIONS!

You’re now able to complete and submit your Common Application without causing confusion for your counselors and teachers.

Have any questions or concerns? Drop us a note and we’ll get back to you ASAP!

Scoir
support@scoir.com