

STEPS TO FOLLOW ONCE A COLLEGE APPLICATION HAS BEEN SUBMITTED

To mark application submitted:

1. Login to Family Connection.
2. Select Colleges.
3. Click **Colleges I'm Applying to**.
4. Under the " *My App*" column select the hyperlink "*have you applied.*"
5. Check the box "I have submitted my application" for each college you have applied to.
6. Scroll to App Type and in the drop-down menu select how you are applying: regular decision, early action, early decision etc. for each college you are applying to.
7. Scroll to bottom and click **Update Applications**.

To request a transcript:

1. Select the **Colleges** tab in Family Connection.
2. Click the **Transcripts** link, listed in the **Resources** section of the tab.
3. Click **Request transcripts for my college applications**.
4. Check the box of **add request** for each school you are requesting
5. Click **Request Transcripts** at the bottom of the page.

To request first marking period grades:

Sign the Quarter 1 Binder in Guidance. Print your name and print which colleges you want the grades sent to. If you want the grades sent to every college print "All colleges."

To request mid year grades:

Sign the Midyear Grades Binder in Guidance. All common application schools require midyear grades and will be sent automatically. Non-common application schools need to be requested.