



College Application Guidelines

SCOIR is the service that the Counseling Office uses to process all college applications. All students must access and utilize their SCOIR account.

FERPA Release Authorization and Waiver of Rights	Each student must complete the FERPA Release Authorization (release of transcripts and supporting documentation) and Waiver of Rights.
Brag Sheets Deadline - October 1	Ask your parents/guardians to complete the <i>Parent Brag Sheet Survey</i> that will be available through SCOIR. Parents will receive a link via email, and can also access the survey under their notifications in the top right corner of their SCOIR account. Parents/guardians must have an active account to complete the survey. If parents/guardians did not receive their email invitation in April, have them contact Mrs. James at angel.james@chagrinschools.org .
Student Questionnaire Deadline - October 1	Students must complete the <i>Student Questionnaire</i> prior to requesting letters of recommendation.
Teacher Recommendations: Minimum of 15-School-Days Notification prior to Application Deadline	<p>Teachers may have additional forms/processes, so individual communication is essential prior to sending the request through SCOIR.</p> <p>Only ask for recommendation letters through SCOIR. Recommendation letters should not be school-specific.</p> <p>Only ask for the number of recommendations that are necessary for your college(s)</p> <p>Remember to thank teachers with a note or email.</p> <p>Teacher Recommendation Process</p>
My Colleges	<p>Use your “My Colleges” page to create a list of schools you would like to follow. Indicate your intention to apply by clicking on the three dots to the right of a specific school. You can also drag the specific school from “Applying” to “Applied.”</p> <p>From the “Applying” or “Applied” columns, indicate your application type (Early Action, Early Decision, Regular Decision, etc.) and application method (Coalition Application, Common Application, School Website, Other, etc.)</p> <p>My Colleges Help Guide / Student Application Overview</p>
Early Decision / Early Action Deadline - October 11	You must meet with your counselor no later than October 11th so that all materials are processed by each school’s published deadline.

<p>Transcript Requests: Deadline - December 1</p>	<p>Mrs. James in the Counseling Office is your liaison for processing all college applications.</p> <p>You must have a signed Records Release Form on file.</p> <p>Add your Common App ID and/or Coalition App ID to your SCOIR profile.</p> <p>Once you have submitted an application, including payment, to a particular school, you are required to mark the school as “Applied” in SCOIR. The Counseling office is only able to submit supporting documentation AFTER both of these processes are complete.</p> <p>Pay your \$2.00 transcript fee (cash or check made payable to Chagrin Falls High School). All transcript requests and payments must be received by December 1st, including applications with early January deadlines, to ensure processing before winter break.</p> <p>Requesting a Transcript Guide</p>
<p>Important School Information</p>	<p><i>School Code:</i> 360855</p> <p><i>School Address:</i> 400 East Washington St. Chagrin Falls, OH, 44022 (440) 247-2209</p>
<p>Counselor Contacts</p>	<p>Students have access to individual meetings with their School Counselor during free periods or Tiger Time. Remember that this is a process and we are here to assist you!</p> <p>Mrs. Jennifer Newton (<i>students A-F</i>) Jennifer.Newton@chagrinschools.org</p> <p>Mrs. Samantha Hamilton (<i>Students G-M</i>) Samantha.Hamilton@chagrinschools.org</p> <p>Mrs. Faith Kover (<i>Students N-Z</i>) Faith.Kover@chagrinschools.org</p>