



# Mercy High School

## Summer Guide for Completing College Application Action Items

### May/June:

- Attend Essay Writing Workshops in your English classes.
- Study for finals.
- Complete FERPA on SCOIR.
- Ask a Teacher for a Letter of Recommendation if you know one of your schools requires it.
- Complete Teacher Recommendation Survey on SCOIR.
- In SCOIR, add a teacher as a recommender. This is done through “Application Documents”.
- Sign up for fall ACT or SAT testing.

### June/July:

- Continue researching colleges or post-high school opportunities.
- Sign up for Scholarships on [Going Merry](#).
- Create your [Common App Account](#) if applying to Common App Schools (you are applying for Fall 2024).
- [Application Guide for First Year Students](#) (Helpful Information here!)
  - Complete Profile
  - Complete Family
  - Complete Education (minus senior courses)
  - Complete Testing section (if unsure if you will submit scores, leave blank)
  - Complete Activities section
    - [Tips](#) for Approaching the Activities Section

### August:

- Rollover Common App Account (when you log in it will ask to roll over).
- Read the [SCOIR Guide to the Common App](#) - Important information here!
- Refine your list of colleges you plan to apply to.
- Begin looking at each college’s application requirements (on their website).
- Consider attending our [Mercy Essay Writing Workshop](#) August 5th-8th. Pre-registration/pre-payment required.

- Create a [Common Black College Application Account](#) (if applicable).
- Late August - Class Meeting facilitated by Counseling to learn about requesting transcripts and other information.

**September:**

- Individual meeting with your counselor to check the status of your process.
- Make sure your SCOIR email matches your Common App Email. If necessary, update your SCOIR email.
- Complete Teacher Letter of Recommendation request process (if not completed in May).
- Complete Counselor Letter of Recommendation request process (found in Surveys).
- Complete Consent to Release Records (found in Surveys).
- Update SCOIR by [moving your college list to the "Applying" column in "My Colleges"](#).
- Once you submit your application to a college, [move the school to the "Applied" column in "My Colleges"](#).