Common Recommendation & Records Request Forms

For Applicants to Two or More Catholic High Schools

The Portland-area Catholic high schools all use SchoolAdmin to host their admissions accounts. To streamline the process for your teachers, we have coordinated a common recommendation and school records request form. Applicant families must provide permission and link the forms between admissions accounts for this to happen. This action will allow your teacher to complete ONE form and fulfill the requirement at any of the Catholic high schools.

Linking your common forms is available only if you use the same email address as your login for EACH school. If you did not use the SAME email address to create your account, please contact one of your schools for tech support.

School A – Log into the admissions account/portal for School A.

1. Complete the Parent/Guardian Release form to open up the School Records request form.
2. Click the blue "send request" button on each checklist item for teacher recommendations and records request and complete the pop-up form.

Once clicked, you will need to provide the name and email address for your teacher or school administrator (principal/counselor rec and the record release):

School B - Log into the admissions account/portal for School B

*YOU MUST USE THE SAME EMAIL ADDRESS FOR LOGIN. If your email logins do not match, you will not see the "Link Common Form" button. Please contact one school for tech support.

1. Complete the Parent/Guardian Release form
2. Click the "Link to Common Form" button on each checklist item and complete the pop-up form.

English Recommendation 🔗 **Link Common Form** or Send Request

Once clicked, the pop-up window will prompt you to select the checklist item you wish to link. Be sure to select the same form in the drop-down menu.

Example below: The current checklist item is the English Recommendation form for La Salle. The applicant is linking the common English Recommendation form that was requested through the St. Mary's portal.

Link Common Form

The dropdown below shows all common forms that you have previously submitted or requested at other schools that are eligible to be linked to this checklist item. Choose the appropriate form and click "Next" to proceed. Once the form is linked, it will automatically be sent to the school and the checklist item will be completed.

Current Checklist Item Details

Sma Test, La Salle Prep, English Recommendation, 2023-2024

Linked Checklist Item Details

SMA Test, St. Mary's Academy, English Recommendation, 2023-2024

Close   Next