

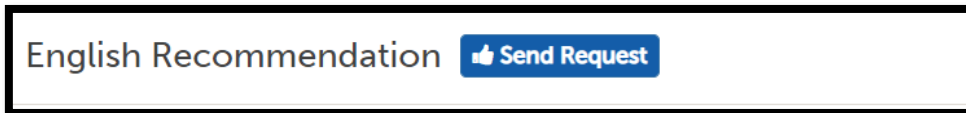
# Common Recommendation & Records Request Forms

*For Applicants to Two or More Catholic High Schools*

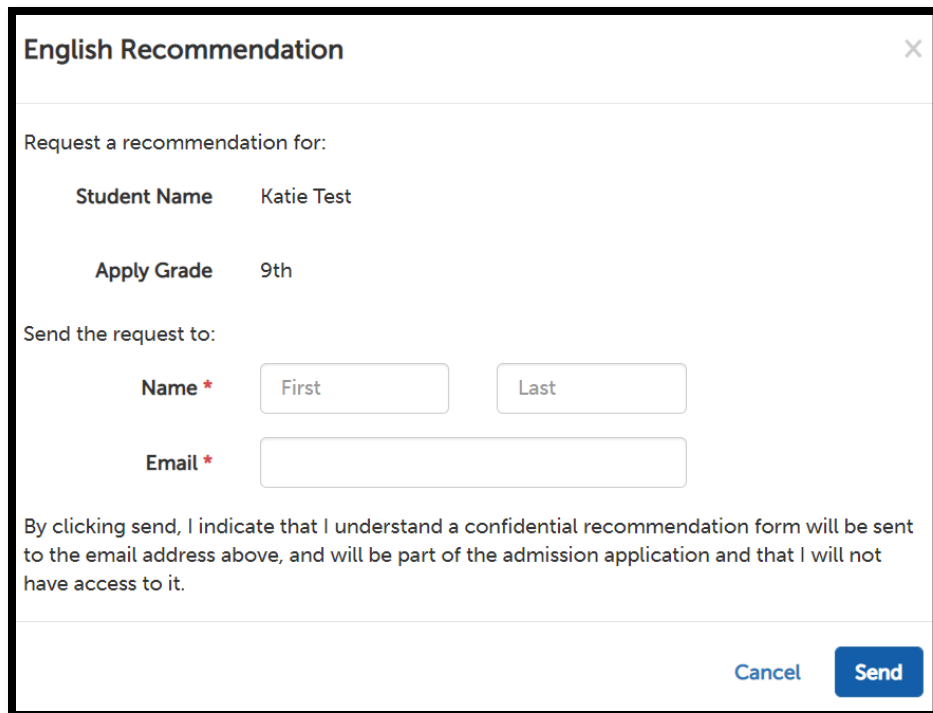
The Portland-area Catholic high schools all use SchoolAdmin to host their admissions accounts. To streamline the process for your teachers, we have coordinated a common recommendation and school records request form. To share the form amongst schools, applicant families must provide permission and link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

## School A – log into one schools’ admissions account/portal

1. Complete the Parent/Guardian Record Release form
2. Click the blue “send request” button on each checklist item 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):

A screenshot of a pop-up form titled "English Recommendation" with a close button (X) in the top right corner. The form is divided into sections. The first section is titled "Request a recommendation for:" and contains two rows of information: "Student Name" with the value "Katie Test" and "Apply Grade" with the value "9th". The second section is titled "Send the request to:" and contains two rows of input fields: "Name \*" with two sub-inputs labeled "First" and "Last", and "Email \*" with a single input field. At the bottom of the form, there is a line of text: "By clicking send, I indicate that I understand a confidential recommendation form will be sent to the email address above, and will be part of the admission application and that I will not have access to it." Below this text are two buttons: "Cancel" and "Send".

## School B - log into another schools' admissions account/portal

**\*YOU MUST USE THE SAME EMAIL ADDRESS FOR LOGIN AT EACH SCHOOL\***

1. Complete the Parent/Guardian Record 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:** 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

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