

CHEAT SHEET

Common App Cheat Sheet

Current High School: select Mansfield High School (sometimes you have to enter zip code - 02048)

Date of Entry: Sept 2020

MHS is not a boarding school!

Graduation Date: 6/2024

Counselor's Job Title: School Counselor (*see bottom of sheet for counselor names/emails)

Other Secondary Schools: only fill this section out if you transferred to MHS from another high school

Colleges/Universities: only fill this out if you have received college credit (AP does not count)

Graduating class size (approx.): 280

Class rank reporting: we do not calculate rank

Cumulative GPA: the GPA listed on your transcript (use the weighted GPA)

GPA scale: 4

GPA weighting: Weighted (Both weighted and unweighted will show on your transcript, but for application purposes you should use your weighted calculation!!)

Current Year Courses: MHS is a semester based system; enter as many of your scheduled classes as you can in this section - College Prep is the default level...only change that drop-down menu if you are taking an Honors/AP/etc. level course

Honors: list any awards/distinctions that you have achieved while in high school

Community Based Organizations: for most students this will be 0 organizations involved
**If you have special circumstances, this may differ

Future Plans: enter your goals and interests

In the College Search tab, you can enter a college of interest and "add" that to your list of colleges in the "My Colleges" tab

In the "My Colleges" tab, you will find information about the FERPA waiver (required to be completed), general questions/information, and how to submit the application

**We recommend that you waive your rights to access LORs written on your behalf (colleges recommend this option to ensure an honest/unbiased recommendation)...please see your counselor if you have questions or concerns

Counselor Names and Emails:

- Alyssa McDuffie- alyssa.mcduffie@mansfieldschools.com
- Amy Frias- amy.frias@mansfieldschools.com
- Elizabeth Arcese - elizabeth.arcese@mansfieldschools.com
- Tina Karidoyanes- tina.karidoyanes@mansfieldschools.com
- Laura Whitaker- laura.whitaker@mansfieldschools.com
- Tricia Donahue - tricia.donahue@mansfieldschools.com

Letters of Recommendation:

- In person, ask 1-2 core content teachers (English, Math, Science, History, World Language), by the end of your Junior year
 - In Sept, students will formally request LORs through Common App and Scoir
 - LOR requests for Common App schools will be done via Common App
 - LOR requests for all Non-Common App schools will be done via Scoir
 - Teachers may require additional information (like resume/activities sheet, etc)