

# Common Application Tip Sheet

Lawrence Academy's CEEB Code: 220940  
College Counseling Fax Number: 978.448.1558

Date of Graduation: 06/02/2017  
Number of Students: 110 (subject to change)

Sean Sheehan: [ssheehan@lacademy.edu](mailto:ssheehan@lacademy.edu); 978.448.1556, Director of College Counseling  
Courtney Cronin: [ccronin@lacademy.edu](mailto:ccronin@lacademy.edu); 978.448.1582, College Counselor  
Chris Margraf: [cmargraf@lacademy.edu](mailto:cmargraf@lacademy.edu); 978.448.1560, College Counselor  
Kimberly Bohlin Healy: [kbohlin@lacademy.edu](mailto:kbohlin@lacademy.edu); 978.448.1587, Associate Director of College Counseling

## ***READ THE DIRECTIONS CAREFULLY!***

### ***Profile Section***

- Make sure your first and last name match the name listed on your SAT, ACT, and TOEFL registrations. Colleges need to match test reports to applications.

### ***Education Section***

- **Grades:** Lawrence Academy does not rank nor do we provide a cumulative GPA. Leave the Secondary School Grades and Rank sections blank. You must fill in the class size.
- **Courses:** List all your courses for senior year.
- **Honors:** Examples of 'Honors' include (but are not limited to) Honor Roll, High Honor Roll, Cum Laude Society, National Latin Exam, a book award or graduation award, a community service distinction received outside of school, etc. **Note:** Honor Roll is 1 'honor', even if you have earned the distinction multiple times.

### ***Testing Section***

- Do not list your SAT, ACT, or TOEFL scores. Colleges require that you submit official score reports from the College Board.

### ***Activities Section***

- List activities in order of their interest or importance to you.

### ***Writing Section***

- Never write your essays directly on the Common Application. It is difficult to edit this way. Write it in a word-processing document and cut/paste into the appropriate space.
- Additional Information Section: Write it in a word-processing document and cut/paste into the appropriate space. If you want to use this space to accomplish two things (such as include an art resume and explain a grade from when you had a concussion sophomore year) you should create one document that includes both items.
- The Common Application Essay is not to be personalized for individual schools. This is why it is "Common." Colleges that require supplements provide additional space for you to answer the questions relevant to them.

### ***General***

- Do not complete the Secondary School Report or the Teacher Recommendation Form. We use our own forms.
- When it comes time to submit an application, you need to hit submit twice: once for the Common Application and once for the Supplement.
- Once you have clicked the submit button for a particular college, you cannot make further changes. Get it right the first time.