

Coalition FAQs For Counselors

coalitionforcollege.org

A quick reference guide to help you get your students on a path to college success.

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mycoalition.org

1. Where can I complete a recommendation, transcript, or official document request?

The **Documents > Home** page contains any requests from students to submit items (such as transcripts or recommendations) on their behalf.

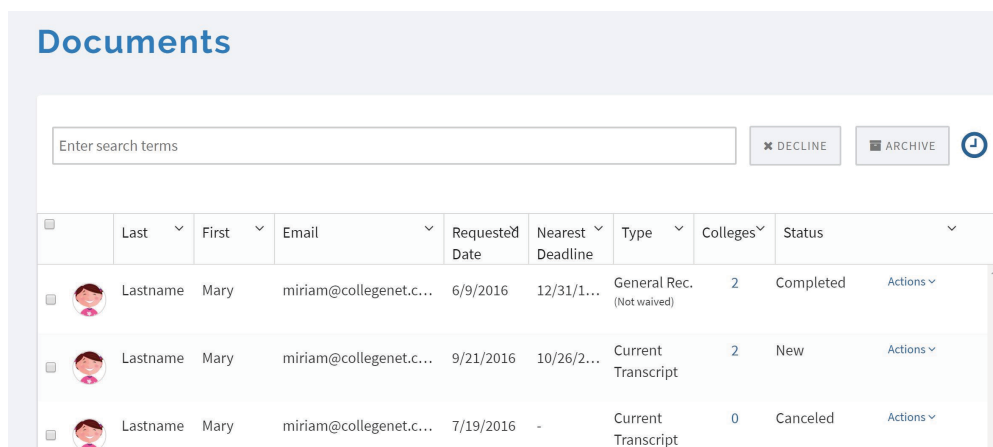
Key Concept

If a student is your contact, but has not yet requested items from you, you won't see that student on your Documents page. It only lists students after they've requested documents from you.

Each row shows the student name, the request date, what item was requested, and more information about the item. Use the Actions menu at the end of each row to see the available actions you can take on that document. The options change depending on the status of the document. For example, if the document is not yet started, your only option is to start. If the document is completed, your options are to view it or update it with a newer version.

The Nearest Deadline column is blank until the student has started a college application that requires this item and attached a recommendation request. At that point, the application deadline is shown (and if there are multiple college applications, the nearest deadline is shown).

The Colleges column is 0 until the student has started an application at a college that requires that item and attached a recommendation request. The number reflects the number of in-progress or submitted applications that the student has attached the item to.



The screenshot shows the 'Documents' page with a search bar and buttons for 'DECLINE', 'ARCHIVE', and a refresh icon. Below is a table with columns: Last, First, Email, Requested Date, Nearest Deadline, Type, Colleges, Status, and Actions. Three rows are visible, all for a student named Mary with email miriam@collegenet.c... The first row is 'General Rec. (Not waived)' with a deadline of 12/31/1... and 2 colleges, status 'Completed'. The second row is 'Current Transcript' with a deadline of 10/26/2... and 2 colleges, status 'New'. The third row is 'Current Transcript' with no deadline and 0 colleges, status 'Canceled'.

	Last	First	Email	Requested Date	Nearest Deadline	Type	Colleges	Status	Actions
<input type="checkbox"/>	Lastname	Mary	miriam@collegenet.c...	6/9/2016	12/31/1...	General Rec. (Not waived)	2	Completed	Actions
<input type="checkbox"/>	Lastname	Mary	miriam@collegenet.c...	9/21/2016	10/26/2...	Current Transcript	2	New	Actions
<input type="checkbox"/>	Lastname	Mary	miriam@collegenet.c...	7/19/2016	-	Current Transcript	0	Canceled	Actions

Key Concept

A zero in the "Colleges" column does not reflect how many colleges the student is applying to; it only reflects the number of colleges receiving that particular document of yours. If a student is applying to a college that does not require that document (for example, if a college does not ask for a Counselor recommendation), the Colleges column for that document will show 0.



2. How can I offer a recommendation, transcript, or official document to a student?

You can offer an official document (such as a transcript or grade report) to one of your student contacts at any time, even before they have requested it. The student then receives a notification of the document offer, and can choose to either accept or decline it.

Key Concept

When selecting a document on the New Official Document modal, you can only choose document types that the student has not yet requested or received from another MyCoalition user.

1. Navigate to your Documents > Home page.
2. Click or tap Start New Official Document.
3. Select the student contact to whom you want to offer the document, and then the type of document (such as mid-year grades).
4. Click or tap Continue.
5. When asked to confirm, click or tap Continue.
NOTE: For a recommendation, because you are offering it rather than waiting until it is requested from you, the student does not have a chance to agree to waive FERPA rights. Therefore any recommendation you offer using this method does not have the student's right to view it waived.
6. Search for the student's high school, and select the correct school. If the high school doesn't come up in your search results, select Other and enter it manually.
7. Select Upload and upload the appropriate file from your hard drive. Or, if you have already uploaded it to your MyCoalition Uploads page, you can select it from the list. See this article for more about your Uploads page.
8. Click or tap Attach File.
9. Click or tap Preview Submission, which opens a preview pane so you can see the document you uploaded.
10. If all looks correct, click or tap Submit. Otherwise, select Edit to return to the previous page and choose a different file.
11. Once you've completed the steps above, the student will receive a notification and the offered document will be in their locker. At that point, they can choose to accept or decline your offered document. See this article for more about the student's experience with an offered document.

New Official Document

Search for and select an existing student contact. * ?

Mary Lastname

Select Document Type

- First Quarter Grades
- Current Transcript
- Final Transcript
- Academic Recommendation
- Counselor Recommendation
- General Recommendation

The following document has been:

- Provided for the student or started by you or another Coalition user, or
- Requested by the student from someone else

Mid-Year Grades

If you would like to provide this document, the student must first cancel or delete the existing document or document request.

If you would like to update an existing document you've already started or submitted, go to your Documents Dashboard.

CANCEL CONTINUE

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3. How do I know if a student received my recommendation and submitted it?

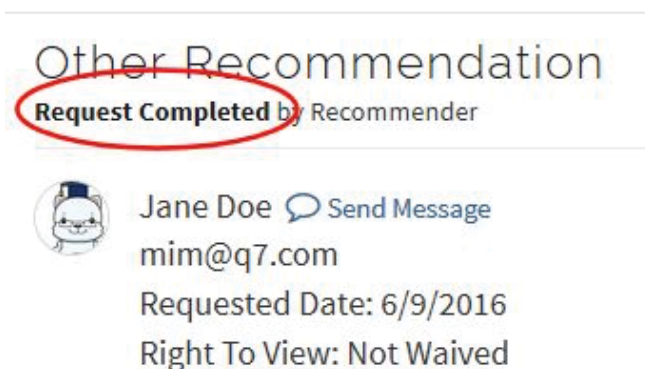
When you upload a document (such as a transcript) or recommendation letter, its status immediately changes in the student's locker to show it as Complete. Note that the student can't actually see the document, but can choose to attach it to an application.

Key Concept

A student can't read a recommendation letter or view a transcript from within their locker.

Did the student receive my recommendation or document?

If you want to confirm the student has the document available for use with an application, ask the student to check their locker. If you have completed it, the document should be marked as "Request Completed" in the student's locker:



Was this recommendation or document submitted with a college application?

If you want to see if your recommendation (or other document) was attached to one or more college applications by a student:

1. Log into your Coalition account.
2. Go to Documents > Home.
3. The number in the Colleges column shows how many applications the student attached it to.

Tip

There's a number in the Colleges column. If the number is 0, the document hasn't been used yet to submit to a college. If the number is greater than 0, click the icon to see which colleges it was sent to.



4. How do I know which recommendation, transcript, or official document is required by each school?

We provide a list of the required official documents, transcripts, and letter of recommendations for each Coalition college and university. This PDF also includes a list of each school's application fees, whether or not a school accepts the fee waiver, and if they require the Coalition Essay.



College/University	App Fee	Accepts Coalition Waiver	Accepts Armed Forces Waiver	Coalition Essay	Required Academic Recs	Required Counselor Recs	Required Gen Recs	Required Current Transcript	Required First Quarter	Required Mid Year Grades	Final Transcript
Adelphi University	\$40	x	x		0	0	0	x			x
Allegheny College	\$0	x			1	1	0	x			x
American University	\$70	x		x	1	1	0	x			x
Amherst College	\$65	x	x	x	2	1	0	x	x	x	x
Bates College	\$60	x	x	x	2	1	0	x	x	x	x
Beloit College	\$0	x	x		1	1	0	x			x
Bowdoin College	\$65	x	x	x	2	1	0	x	x	x	x
Bryn Mawr	\$0	x			2	1	0	x	x	x	x
Caltech	\$75	x		x	2	0	0	x			x
Carleton College	\$0	x	x	x	2	1	0	x			x
Carroll University	\$0	x	x		0	0	0				x
Case Western Reserve University	\$70	x	x	x	2	1	0	x		x	x
Claremont McKenna	\$70	x	x	x	2	1	0	x			x
Clemson University	\$70	x	x		0	0	0	x			x
Colby College	\$0	x			2	1	0	x			x
Colgate University	\$60	x			2	1	0	x		x	x
College of Holy Cross	\$60	x	x	x	1	1	0	x	x		x
College of William and Mary	\$75	x	x	x	0	1	0	x		x	x
College of Wooster	\$0	x		x	1	1	0	x			x
Colorado College	\$60	x		x	2	1	0	x		x	x
Columbia University	\$85	x	x	x	2	1	0	x		x	x
Dartmouth College	\$80	x	x		2	1	0	x	x	x	x
Davidson College	\$50	x	x	x	2	1	0	x			x
Denison University	\$0	x		x	1	1	0	x			x
DePauw University	\$0	x			0	0	1	x			x
Drew University	\$40	x	x	x	1	1	0	x			x
Duke University	\$85	x	x	x	2	1	0	x	x	x	x
Elon University	\$50	x			0	1	0	x			x
Emory University	\$75	x	x		2	1	0	x			x
Florida Southern College	\$0	x			0	0	0				x
Florida State University	\$35	x		x	0	0	0				
Franklin & Marshall College	\$60	x	x		2	1	0	x		x	x
Georgia Institute of Technology	\$75	x	x	x	0	0	0	x			x
Hamilton College	\$60	x		x	1	1	0	x	x	x	x
Harvard University	\$75	x	x	x	2	1	0	x		x	x
Harvey Mudd College	\$70	x	x	x	2	1	0	x		x	x
Haverford College	\$65	x		x	2	1	0	x	x	x	x
Indiana University	\$65	x	x		0	0	0	x			x
James Madison University	\$70	x	x		0	0	0				
Johns Hopkins University	\$70	x	x	x	2	1	0	x			x
Juniata College	\$0	x			1	1	0	x			x

Complete list available at: <https://coalitionlocker.zendesk.com/hc/en-us/articles/360011135474-Transcripts-and-Letters-of-Recommendation-required-by-each-college-and-university>



5. Can I submit a student recommendation, transcript, or official document without using the Coalition system?

If you receive a student's recommendation request from the Coalition site, you can either submit the recommendation via the Coalition site or through another means (such as paper mail, or Naviance).

- If you don't plan to submit via the Coalition site, contact the student who requested your recommendation, inform them that you will be submitting through separate means. The student should be able to give you the correct mailing address, and/or any other information you need. Generally, colleges require both a **Letter of Recommendation** and a **School Report** (such as a NACAC school report).
- If you have a Coalition account, log in and select Technical Support for help articles on submitting recommendations via the site.

Tip

If you have questions about what to submit and you don't have a Coalition account, ask the student who made the request for more information. Students have access to a full list of help articles, which may offer more guidance.

