Dear Twelfth Grade Student and Parents/Guardians,

As you are aware, there have been a number of technical difficulties with the launch of the new version of the Common Application (CA4). We want to reassure you that these issues are affecting students across the country, and are being addressed. In fact, all the colleges to which students are applying are aware of these difficulties. The member colleges of the National Association for College Admissions Counseling and the Common Application have informed us that:

- Any student who has been unable to complete an application due to log-in or submission issues for the Common Application for a November 1st deadline, will be able to submit the application the following week without penalty.

- Supporting materials that were submitted in a timely fashion will be accepted. If a college is missing school materials due to technical issues, they will contact the high schools and students to inform them of the alternate means for providing documentation.

- When available, please check your application status on the college web site for the status of receipt of electronic materials.

- The Common Application member colleges have asked that schools and individuals who are using electronic means for sending application and supporting materials, to not use alternate applications, fax, e-mail or mail to re-send materials that were already sent electronically.

Students should see Mrs. Walsh or send a request to the Common Application technical support team if they are unable to log-on, complete or submit an application. Mrs. Walsh will inform colleges via email of any technical issues that have prevented a student(s) from submitting an application(s) or supporting materials prior to the initial deadline when necessary.

If you have any questions, please feel free to contact me. I may be reached at (631) 673-2101.

Sincerely,

Kitty R. Klein
District Director of Guidance, K - 12