



Submit your School Profile

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The School Profile must be completed and re-submitted to Common App at the start of each school year, typically in August. You can make changes as needed anytime during the school year.

The School Profile must only be completed by one person for the entire school. Each user does NOT need to complete a School Profile. Pathful suggests that one person in your organization complete and maintain the School Profile.

1. From the **Postsecondary** menu, select **Common App**.
2. Select **School Profile**.
3. Complete all of the required fields.
4. Select **Submit**.
5. Select **Edit School Profile** anytime you need to make changes.

