



The Common App

Adding Colleges, FERPA Release, Pink Form, and Linking
Common App and Naviance

FRIENDLY REMINDERS...



- ❑ Set aside some time at home to work on your Common App. This won't be something you complete during AT
- ❑ You will have to Fill out all the sections of the Common Application. We'll do some more bits today and you can take it from there.
- ❑ If you are having trouble with your essay, make sure to meet with an English teacher for help and editing (you can do this through the Writer's Workshop as well).

More Learning Targets (and cowbell)

- ▶ I can complete and sign the FERPA Release in Common App.
- ▶ I can link my Common App and Naviance accounts.
- ▶ I can successfully add colleges I am interested in to “colleges I’m applying to” in my Naviance account.
- ▶ I can identify on Naviance HOW I am applying i.e Common App or Direct to Institution.



University of Vermont

- Application (1 of 3 Completed)
- Questions
- Recommenders and FERPA
- Review and Submit - Common App

Manage Recommenders
Note: All dates are Eastern Time

1. Go to my colleges tab
2. Click on one of the colleges you added
3. Click on Recommenders and FERPA

FERPA Release

Counselor
Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your school wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

- Offline Forms
- [Fee Waiver](#)
 - [School Report](#)
 - [Optional Report](#)
 - [Mid Year Report](#)
 - [Final Report](#)

Teacher
Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply. [offline form](#)

Required: 1 Allowed: 3

Other Recommender
Recommender types accepted: Arts Teacher, Arts Teacher, Arts Teacher, Clergy, Clergy, Clergy, Coach, Coach, Coach, College Access Counselor, College Access Counselor, College Access Counselor, Employer, Employer, Employer, Family Member, Family Member, Family Member, Peer, Peer, Peer, Other, Other, Other

Required: 0 Allowed: 3

[Add Another](#)

Instructions & Help Center

Recommender Information does not change

FERPA Waiver
All applicants complete the FERPA waiver from within their Common App accounts by clicking the A... [+]
[more]

Adding and assigning recommenders for Naviance schools
If your school uses Naviance, you will not be able to assign Counselor or Teacher recommendation ... [+]
[more]

Don't forget to assign your teacher recommendation!
If you see the "assign" button beside the name of your teacher, this means you need to assign this ... [+]
[more]

Other Evaluations
All required

Release Authorization

1 Instructions > 2 Form

The questions you will see on the next screen relate to your educational records. The first pertains to the transmission of your educational records from your secondary school(s) to the colleges to which you are applying. The second concerns your right of access to confidential letters of recommendation. Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review recommendations and accompanying forms if you are age 18 or older or upon enrollment at a postsecondary institution provided that institution saves the documents. You may, however, waive this right of access altogether. In a moment, you'll be asked if you wish to waive this right.

Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.

After you make your selection about whether you want to waive your right of access, you will not be able to change your waiver selection. To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.

I have fully read and understood the FERPA Release Authorization explanation above.

Cancel Continue

Required: 0 Allowed: 3
[Add Another](#)

recommendation!
If you see the "assign" button beside the name of your teacher, this means you need to assign this ... [+]
[more]

Other Evaluations
All required



Release Authorization

1 ✓ Instructions > 2 Form

I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

[Back](#) [Save](#)

Required: 0 Allowed: 3

[Add Another](#)

recommendation!
If you see the "assign" button beside the name of your teacher, this means you need to assign this ... [+]
[more] →

Other Evaluations
All required

Just type in your name for signature

Release Authorization

1 Instructions > 2 Form

I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

Please select one:

- I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.**

Signature

Date

[Back](#)

Counselor, College Access Counselor, Employer, Employer, Employer, Family Member, Family Member, Family Member, Peer, Peer, Peer, Other, Other, Other

Required: 0 Allowed: 3

recommendation!
 If you see the "assign" button beside the name of your teacher, this means you need to assign this ... [+]
 [more]

Other Evaluations
All required



Release Authorization

1 ✓ Instructions > 2 Form

I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

Please select one:

- I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I have chosen not to waive my right to review my recommendations and supporting documents. I understand that my decision may lead my counselors or teachers to decline to write recommendations on my behalf. I also understand that my decision may lead colleges to disregard any recommendations submitted on my behalf.
- I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.**

Signature

Date

[Back](#)

[Save](#)

Required: 0

Allowed: 3

teacher, this means you need to assign this ... [+]
[more] →

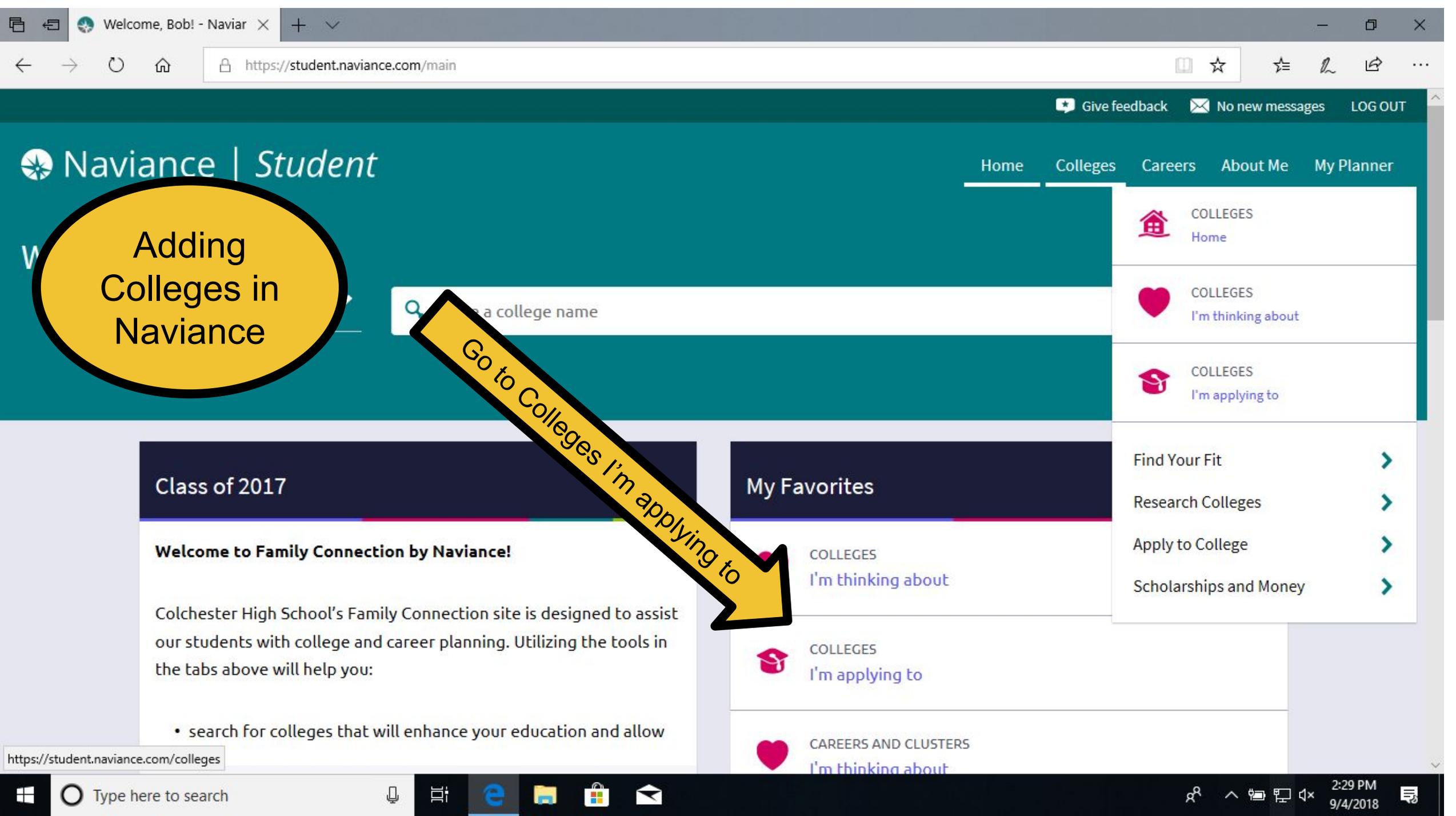
While we are on the topic of releases and waivers, here's a reminder about the Pink Form

- ❑ You MUST hand your pink form (transcript release form) in to Mrs. Ward in Guidance ASAP to permit school records to be sent to colleges. This needs to be done **AT LEAST 3 WEEKS** before application deadline
- ❑ You'll need a parent's signature, even if you are 18.
- ❑ **Nothing will be sent to schools until this form is signed and given to Mrs. Ward.**

Adding Colleges in Naviance

Sign on to Naviance then
follow my lead





Adding Colleges in Naviance

Go to Colleges I'm applying to

Class of 2017

Welcome to Family Connection by Naviance!

Colchester High School's Family Connection site is designed to assist our students with college and career planning. Utilizing the tools in the tabs above will help you:

- search for colleges that will enhance your education and allow

My Favorites

COLLEGES
I'm thinking about

COLLEGES
I'm applying to

CAREERS AND CLUSTERS
I'm thinking about

COLLEGES
Home

COLLEGES
I'm thinking about

COLLEGES
I'm applying to

Find Your Fit >

Research Colleges >

Apply to College >

Scholarships and Money >

https://student.naviance.com/colleges

Type here to search

2:29 PM 9/4/2018

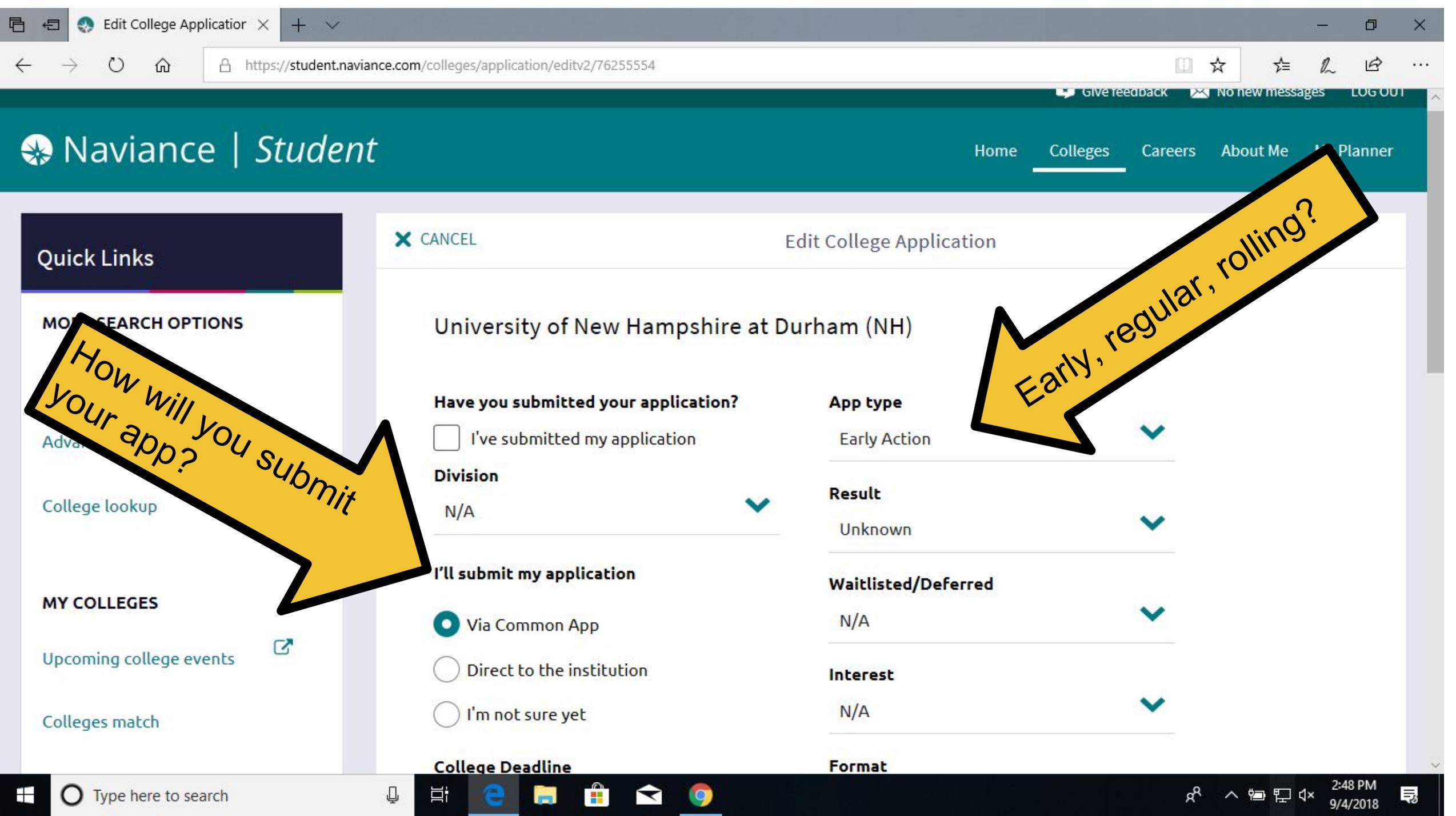
1. Use plus sign to add colleges

If you are applying via an "Unconventional application" or "Standout application, etc.." (examples we have seen are Clarkson, St. Mikes, Champlain) **mark direct to institution**

2. Mark how you are applying. Don't leave unknown! Click on "Common App" to specify how you are applying.

College	Type	Deadline	Transcripts	Office materials	Submission	Application
<input type="checkbox"/> University of New Hampshire at Durham	EA	Early Action November 15			Unknown	EDIT MORE
<input type="checkbox"/> University of Vermont	EA	Early Action November 1	no request		How are you applying? Results:	EDIT MORE

College that I'm attending:



Quick Links

MO... SEARCH OPTIONS

How will you submit your app?

- Adv...
- College lookup
- MY COLLEGES
- Upcoming college events
- Colleges match

CANCEL

Edit College Application

University of New Hampshire at Durham (NH)

Have you submitted your application?

I've submitted my application

Division

N/A

I'll submit my application

- Via Common App
- Direct to the institution
- I'm not sure yet

College Deadline

App type

Early Action

Result

Unknown

Waitlisted/Deferred

N/A

Interest

N/A

Format

Early, regular, rolling?

Linking Common App and Naviance

Keep Naviance open



Colleges I'm applying to

Search for colleges

It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started.

[Match Accounts](#)

Your parent/guardian must give you consent for you to request transcripts. Contact your counseling office if you think this is a mistake

[Manage Transcripts](#) [Application Milestones](#) [Compare Me](#)

College that I'm attending:

N/A

1. Go back to “colleges I’m applying to”
2. Click “match accounts” on pink banner
3. Scroll down and enter the email you used to sign up for Common App and make sure your birthday is accurate



IMPORTANT SIDE NOTES:

- ★ If you are looking to play on a D1 or D2 Sports team you must register with NCAA clearinghouse and add NCAA to your application list on Naviance to have your transcript sent.
- ★ Schools you are applying to need to be listed in BOTH Naviance and the Common App.
 - Yes, these two systems are linked, but you still need to enter all your schools in BOTH places.



**Important
Notice**

General Reminders

- Senior College Night Thursday the 20th in Theater @ 6:30pm
- Make individual appointments with your counselor as needed.
- Women Can Do Conference
- VSAC Financial Aid Night -- Thursday, October 4th
- NEACAC College Fair at St. Mike's- Wednesday, September 12th



A photograph of a theater interior, showing rows of red seats and a central aisle leading to a stage. The text is overlaid on a light blue box with a green border.

Coming soon to an AT near you...

- ▶ **Requesting Transcripts**
- ▶ **Teacher and Counselor Recs**