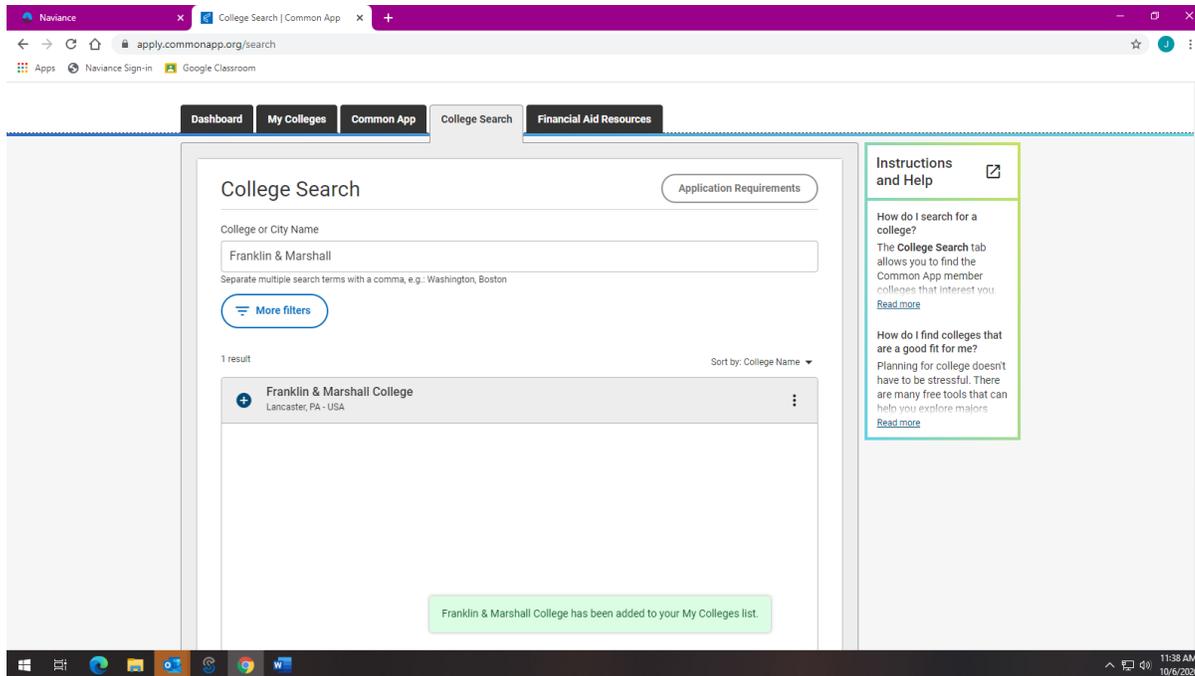
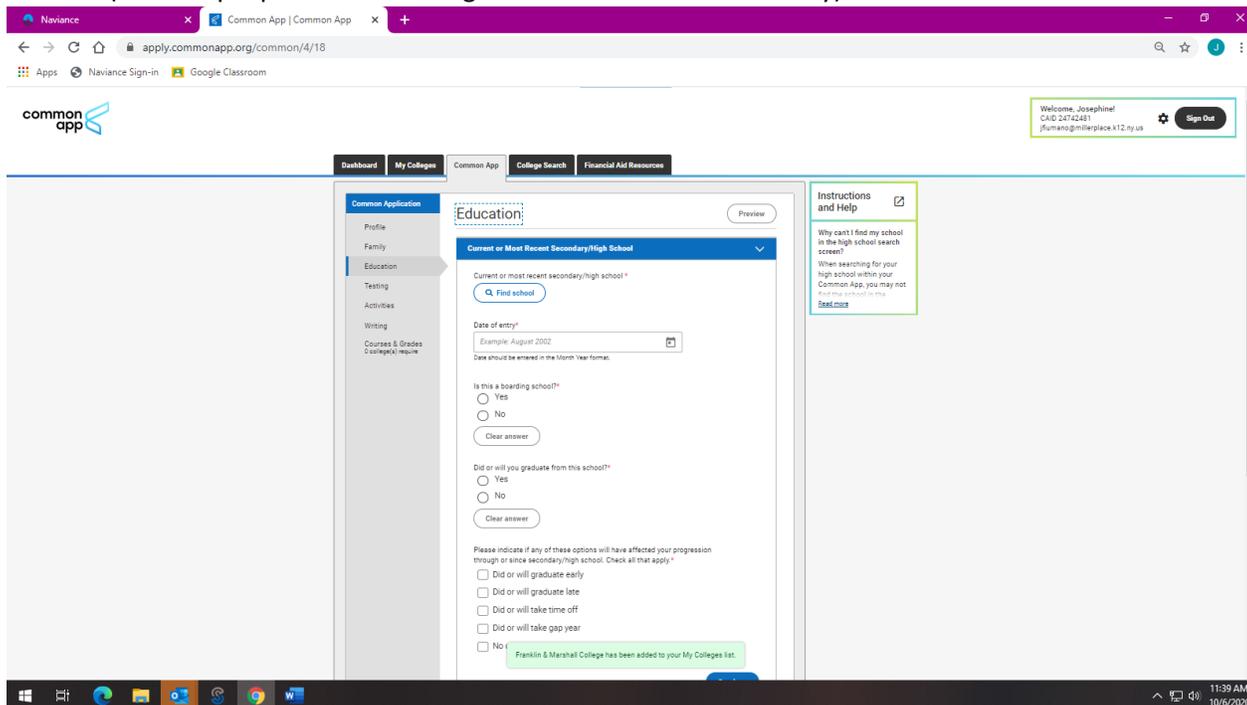


## Question: HOW DO I LINK NAVIANCE AND COMMON APP? WHERE IS THE FERPA WAIVER?

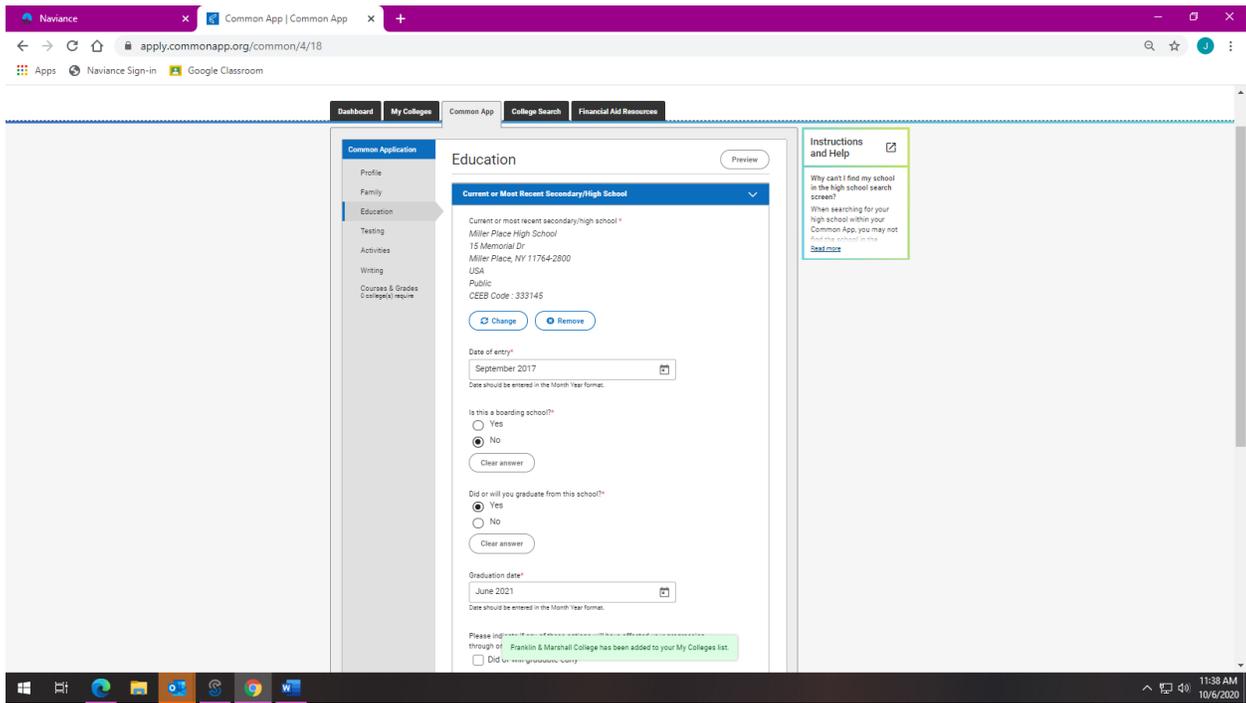
**Step 1:** After you have logged into Common App (www.commonapp.org) go to “College Search” tab and add 1 college you are sure you are going to apply to. (You can use search bar to help you with this- Be sure to click the (+) button to add).



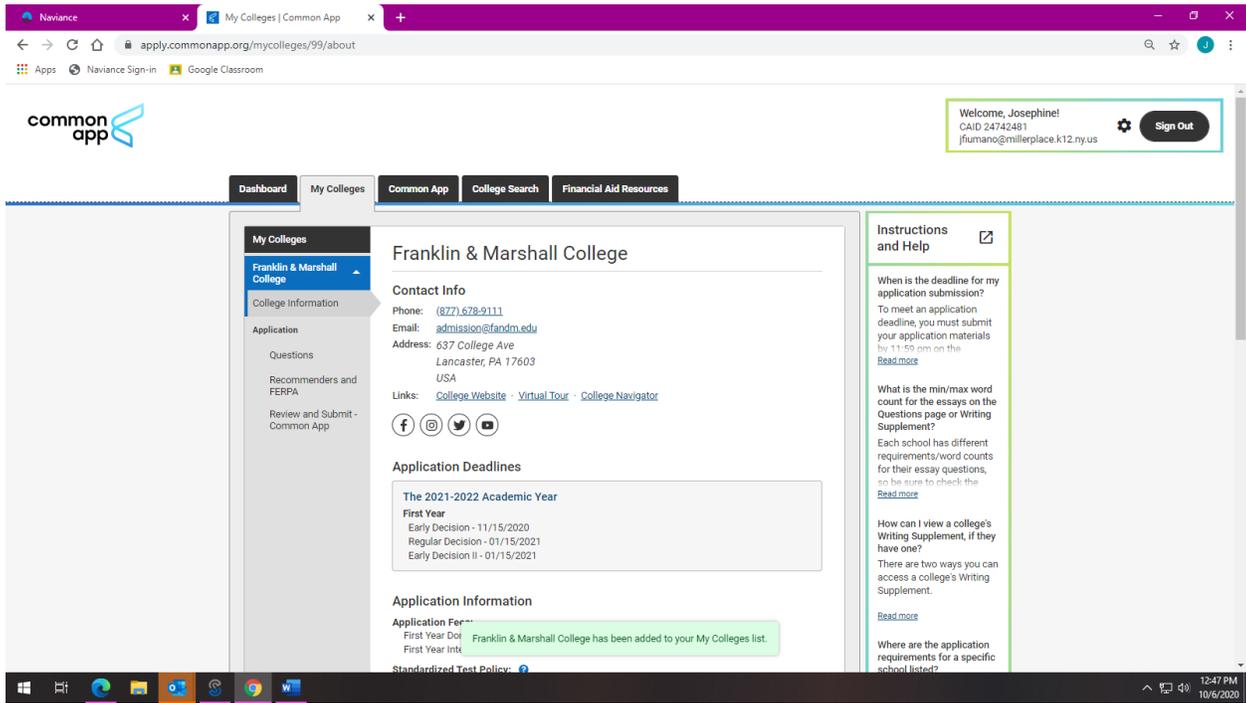
**Step 2:** Go to “Common App” tab and fill in the “Current or Most Recent Secondary/High School” under the “Education” Section. (Use sample photo to enter high school information correctly).



(Use photo below to help you fill out Education section)



**Step 3:** To sign the FERPA Waiver go to “My Colleges” tab and then “Recommenders and FERPA”. Under “FERPA Release Authorization” read release authorization and click appropriate check-boxes.



Navigation bar: Naviance | My Colleges | Common App | apply.commonapp.org/mycolleges/99/recassign | 11:35 AM 10/6/2020

Page Header: common app | Welcome, Josephine! CAID: 24742481 | f.fumano@millerplace.k12.ny.us | Sign Out

### Release Authorization

#### Instructions

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond. We encourage you to learn about FERPA by [reading our FAQ](#). We also suggest discussing FERPA with your counselor, parent, guardian, or other school official to be better informed about your rights.

- 1. How does FERPA relate to your college application?**
  - FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.
- 2. In a moment, you'll be asked if you want to waive the right to review confidential letters of recommendation. What should you know about this waiver?**
  - Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
  - Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.
- 3. Still unsure how to respond?**
  - That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).

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

[Continue](#)

Franklin & Marshall College has been added to your My Colleges list.

Instructions and Help

Naviance: How do students add and assign recommenders?  
If your school uses Naviance, you will not be able to assign counselor or teacher recommendations.  
[Read more](#)

What is an advisor?  
An advisor is a type of recommender for your Common App. If you receive support from  
[Read more](#)

What are the hours for student chat?  
You are able to chat with us Monday-Friday, 12pm-8pm Eastern Time\* (excluding holidays) from October -  
[Read more](#)

What is the FERPA Waiver?  
Since FERPA is a complex law, we want to provide some key information before you respond to this  
[Read more](#)

How do I assign my recommenders?  
Once you've added your Teacher or Other Recommender to your  
[Read more](#)

Navigation bar: Naviance | My Colleges | Common App | apply.commonapp.org/mycolleges/99/recassign | 12:49 PM 10/6/2020

Page Header: common app | Welcome, Josephine! CAID: 24742481 | f.fumano@millerplace.k12.ny.us | Sign Out

### Release Authorization

#### FERPA Form

I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may 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.

I DO NOT waive my right to review all recommendations and supporting documents.

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 and Close](#)

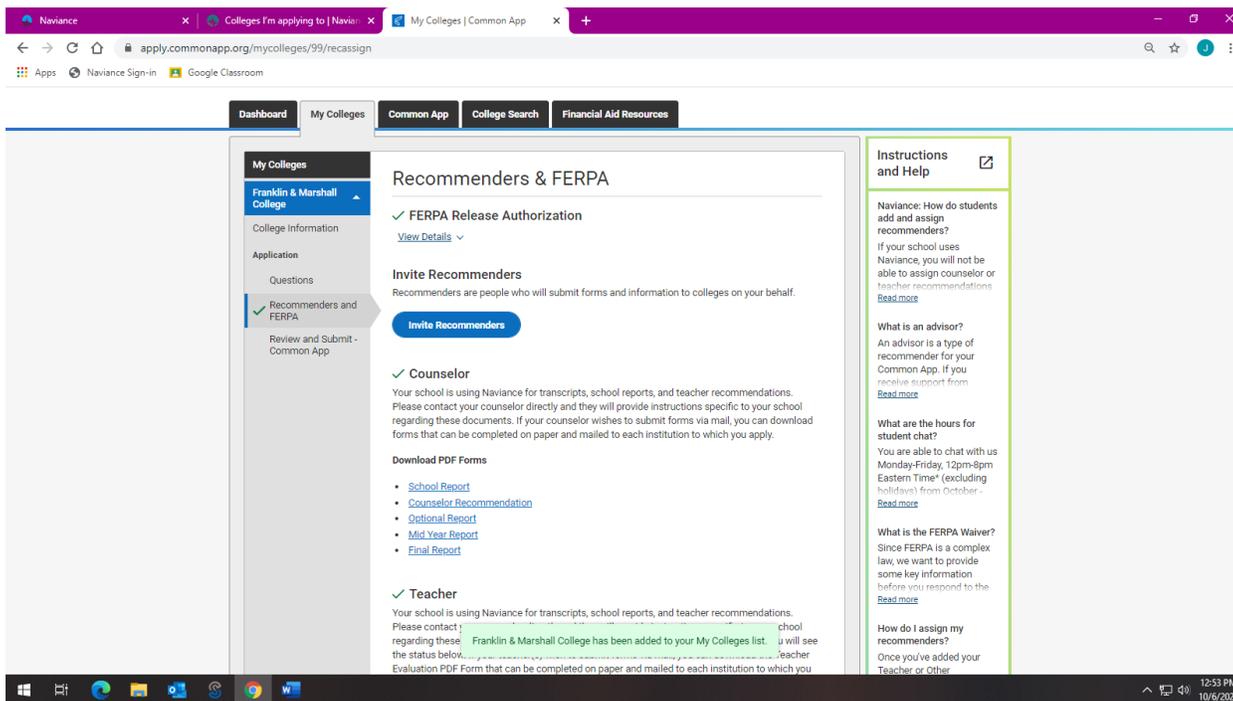
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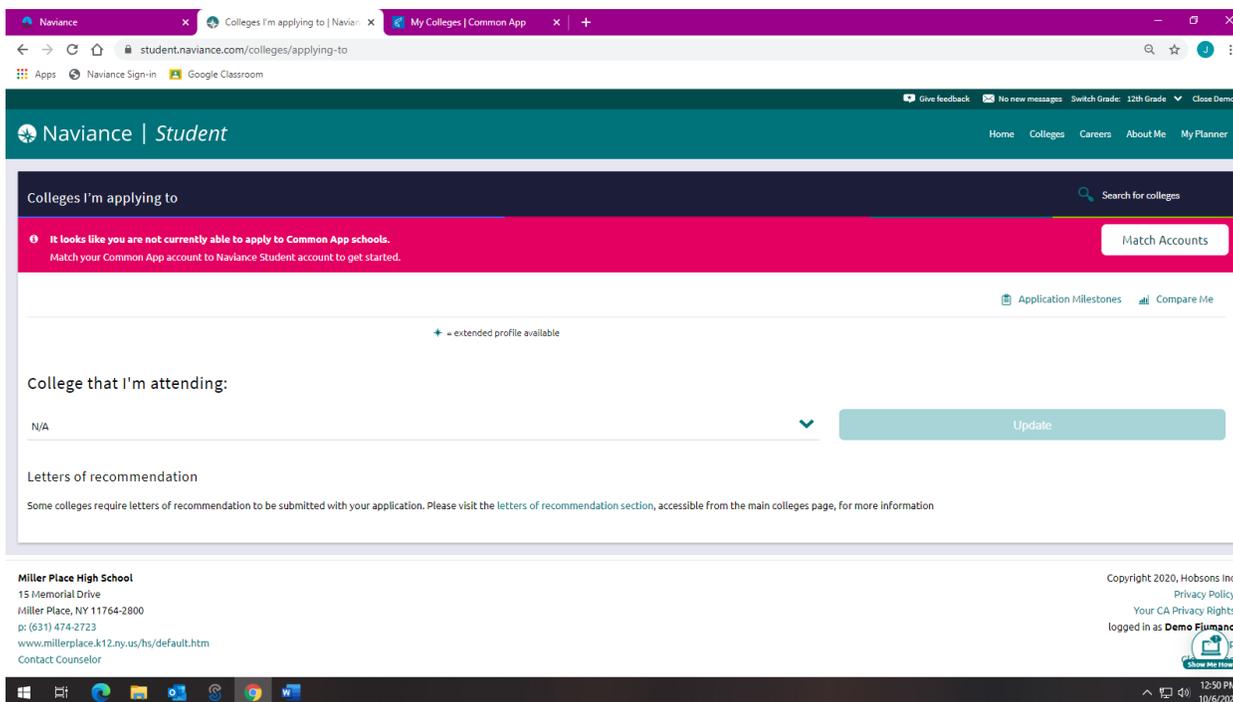
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**Step 4:** Once the FERPA Form has been signed and **you have waived your rights**, open a new tab in your browser and sign in to your Naviance account. Under the “Colleges” tab, click on “Colleges I’m Applying To”. In the top right corner of that screen, select “Match Accounts”



**Step 5:** Fill in the email address you use to sign into the Common Application and your date of birth and hit “Match Accounts”. Once you have successfully matched your count, you are all set!

The screenshot shows a web browser window with the URL <https://student.naviance.com/colleges/common-app/match>. The page header includes the Naviance logo and navigation links for Home, Colleges, Careers, About Me, and My Planner. A yellow warning banner at the top states: "Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account." Below this, a message reads: "We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched." The page is divided into two columns. The left column, titled "Get Started with Common App", lists two steps: "Create a Common App account on [Common App Online](#)" and "Sign the Common App (CA) FERPA Waiver on [Common App Online](#)". Below this is the "Match Your Accounts" section, which asks the user to provide their "Common App Email Address" and "Date of Birth" in text input fields. A "Match Accounts" button is located at the bottom of this section. The right column, titled "TIPS", provides instructions: "These tips will help you successfully match your accounts." and lists three points: "Mark sure you use the **email address** that you chose for your Common App account", "Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.", and "Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account." At the bottom right of the form area, there is a link that says "I don't need this". The Windows taskbar at the bottom shows the time as 12:52 PM on 10/16/2020.