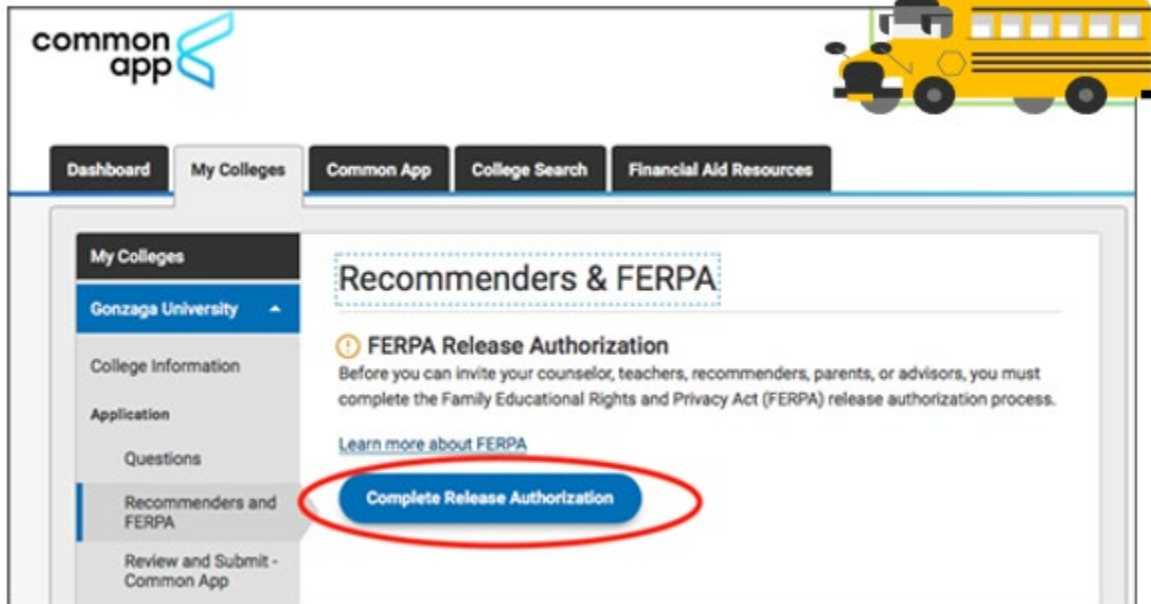


# How to complete the FERPA Waiver in the Common App and Matching it to Naviance



Note: you can only do this step after August 1 of your senior year.

In your **Common App** account,

1. Go to the **My Colleges** tab. (If you have not already added your colleges, do so.)
2. Select any of your schools, then go to the **Recommenders and FERPA** section.
3. Under **FERPA Release Authorization**, click **Complete Release Authorization**.
4. Read the text on the next screen and click the box to agree.
5. Ignore the **Recommenders** part of this Common App section. We do letters of recommendation through Naviance, **not** the Common App. If you use the Recommenders section in Naviance, you will disable the letters of recommendation function in Naviance not only for your account, but for all students requesting the same teacher.
6. In **Naviance**, go to your **Colleges I'm Applying To** list and match the accounts if you have not already. Enter the email address you used for your Common App account, your birthdate, and click the **Match** button.

**Note about FERPA:** Saying yes to the FERPA waiver means that you trust the teachers and will allow Newport HS, Naviance, and the Common App to handle materials, including letters, and send them to the schools on your behalf. You waive your right to preview the letters.