

Common Application/Naviance Linking Instructions 2024-2025

The instructions provided below are intended to help you continue to work on your Common Application and, more specifically, to:

- * help you complete the required FERPA form
- * help you link your Common Application and Naviance accounts.
- * review each section of the Common Application, as well as the Dashboard, My Colleges, and College Search tabs.

WHAT IS FERPA?

FERPA stands for the **Federal Educational Rights Privacy Act**. Under FERPA, a student's academic records are protected by federal law and no one may have access to these records without your consent and the consent of your parents, if you are under the age of 18. As such, during the college application process you must provide us with permission to submit your academic records to the colleges to which you apply. These records will include your 6 semester transcript, your counselor and teacher letters of recommendation, your mid-year grades from 12th grade, and your final transcript.

In addition to giving us permission to forward the above documents, you will be asked to either **WAIVE** or **NOT WAIVE** your right to review these documents. It is important for you to know that if you do not waive your right to review these documents, you can only request to see them once you are enrolled in college and if the college keeps them on file. (Some do and some do not)

When you get to the part of the Common Application that relates to the FERPA release, please be sure to read everything carefully. If you have any questions, please do not hesitate to ask any question(s).

LET'S GET STARTED

Step One: Log in to your account - Log on to www.commonapp.org to access your account. If you have forgotten your log in information **DO NOT CREATE A NEW ACCOUNT**. If necessary, use the "I forgot log-in" option to reset your password. The email address used to create this account will also be used to link it to your Naviance account. Your counselor will not have access to this information, so please be sure to keep it in a safe place. These accounts must be linked so counselors and teachers can send documents electronically to your college(s) of choice.

Step Two: Enter basic information to allow for the linking process - Once you have accessed your account Click on "**Common App**" and then on the "**Education**" tab. Make sure Manhasset High School has been entered under the *Current or Most Recent School*. Next, click on "**College Search**" and enter the name of one college to which you intend to apply. Add the name of the school next to the space labeled: "**College or City Name**".

Scroll to the bottom of the screen and hit the "**Search**" tab. When the name of the college appears, check the box to the left and then click on "**Add to My Colleges**". (For the purpose of linking your Common

Application and Naviance accounts, you need enter only one college). At a later time, you will have to go back and add the name of every college you are considering. Keep in mind that you can add and delete from the list at any time. Including a college does not mean you have to apply to it.

Step Three: Please be sure you have read and understand the information on FERPA included above. The FERPA Release Form - Once you have entered Manhasset High School and at least one college, click on the “**Dashboard**” tab to see those you have entered.

Click on the college you entered and on the next screen, under Application, you will see “**Recommenders and FERPA**”.

- A. Click on the “**Complete Release Authorization**” tab next to “Recommenders and FERPA”.
- B. Read the **FERPA Release Authorization** statement and click the box that reads “**Release Authorization**”.
- C. On the Release Authorization screen, read the statement and, when you are done, and if you wish to continue, check the box at the bottom of the screen and then “**Continue**”.
- D. On the second Release Authorization screen, you will be asked to authorize the release of all requested documents to colleges and authorize employees to confidentially contact your current and former schools should they have questions about the information submitted on your behalf. **Check the box.** (If you don’t, we can’t send your transcript or any other documents)

BEFORE MOVING FORWARD, PLEASE BE AWARE THAT YOUR ANSWER TO THE NEXT QUESTION CANNOT BE CHANGED ONCE YOU MAKE A CHOICE.

- E. At this time you will be asked to **Waive or Not Waive** your right to see the recommendations and/or other supporting documents forwarded by the school, your teachers, or any other person you ask to write on your behalf. We advise students to waive their right to review documents, as recommenders expect the letters they write to be confidential. Some teachers will not send letters if a student has not waived his/her rights and they will see if you have or have not done so prior to their letter being submitted. If you are sure about your decision, check the “**Waive**” or “**Do Not Waive**”, as well as the last box on the form.

Please Note: You only have to complete the FERPA Release Form one time. It will apply to every application.

If you are not sure, **PLEASE DO NOT COMPLETE THE FORM UNTIL YOU HAVE CHECKED WITH THE TEACHERS, OR OTHERS (COACH, EMPLOYER, etc.), WHO WILL BE WRITING ON YOUR BEHALF.** Again, you will not be able to change your FERPA decision once you sign this form.

Step Four: Linking your Common App with Naviance – Sign in to your Naviance Student account at: <https://student.naviance.com/manhasset> to complete the link to the Common Application. Click on “Colleges”. Find the link to “Colleges I’m Applying To”. Complete the link by entering the **EXACT** email address used to create your Common Application account and *be sure your birth date in Naviance correctly matches the birth date you entered on your Common Application*. If you forgot your Naviance password, or have trouble with the linking process, please see your counselor.

Step Five: Continue/Complete your Common Application - Once you have successfully matched your Common and Naviance accounts, return to the Common Application and continue working on each section. Once you have completed all of the required questions in each section, a green check will appear to let you know that it is complete.

The Common Application
The Seven (7) Individual Components
(Use the Tutorials for each section)

Be sure to review each of the seven (7) individual components of the Common Application and, if needed, look at the *Instructions and a Help Center link* alongside each page. While most sections ask straightforward questions, there will be a few where you might need a bit of assistance. Each component is indicated below.

Profile

Straightforward questions about you.

Family

Straightforward questions about your family.

Education

You will need the following information to complete certain sections:

Current or Most Recent School

Date of entry: 09/2021 (If you came to MHS after 9th grade, use the correct month and year)

Graduation Date: 06/2025

Counselor prefix and contact information

Mrs. Danielle Cerulli (516)267-7615	danielle_cerulli@manhassetsschools.org
Ms. Kimberly Cosenza (516) 267-7620	kcosenza@manhassetsschools.org
Mrs. Marcy Fogel (516) 267-7619	marcy_fogel@manhassetsschools.org
Mrs. Jennifer Landman (516) 267-7616	jlandman@manhassetsschools.org
Mrs. Lori Margulies (516) 267-7632	lori_margulies@manhassetsschools.org
Mrs. Kristen Ruthkowski (516) 267-7624	kristen_ruthkowski@manhassetsschools.org

Counselor’s Job title: Counselor

Colleges and Universities: College/university courses are those you would have taken, for credit, on a college campus or, on-line. AP courses do not count as college courses. If you have taken an on-line or summer course for which you received college credit on a college transcript, that course would be indicated here.

Grades:

Class Rank Reporting – indicate “NONE”

Class of 2025: 269 Students

Cumulative GPA - Indicate your weighted GPA

GPA Scale - indicate 4.0. (Our scale is somewhat higher, due to the change in our grading scale, and this information will be conveyed to the colleges on the School Report and the High School Profile, both of which will accompany your applications)

GPA Weighting - Indicate *Weighted*

Honors:

You have five (5) spaces to indicate any academic honors you have received while in high school. As such, you will have to prioritize those you wish to include. You are given a limit of 150 characters to write about each recognition so it is possible to combine a few of the Honor Societies in the same entry. Be sure, however, to highlight any leadership position you may have held in one of the societies. In September, the College Board will notify us about those students who are Commended Students or Semi-finalists in the National Merit Scholar Program. If you are selected, we will notify you.

AP Scholars: If you have not received any information from the College Board, please see your counselor to determine if you met the criteria to be named an AP Scholar, AP Scholar with Honor, AP Scholar with Distinction, or a National AP Scholar. **(Be sure to refer to the Instructions and Help Section on this screen if you have any questions about Honors)**

Testing

This section contains one question: do you or don't you want to self-report your standardized test scores? If yes, simply enter the scores you will be releasing from either the College Board or ACT, or both. **Some colleges/universities are now accepting self-reported scores in lieu of scores sent from the ACT or College Board. Check their specific web site(s).**

Activities

You are given ten (10) spaces to enter information about activities in and out of school and/or any work experience you have. Please be sure to prioritize your entries.

Writing/Disciplinary History/Additional Information

Be sure to read the first statement carefully, as it pertains to the submission of the general essay to college. You will see a list of the schools you entered and it will be clearly indicated whether the school requires you to submit the Common Application essay. If not required, you may still submit the essay but, this is up to you. **Remember: School specific supplements are separate from the Common Application essay.**

Disciplinary History

It is required that you complete these two questions.

Additional Information

At the very end of the Writing section, you will be given an opportunity to include any additional information you wish to share with the admissions office. Please do not hesitate to include information you believe is important, but has not come through anywhere else in your application. You are limited to 650 words.

Courses and Grades

This is a partial list of schools requiring you to self-report your grades.

*Arizona State University
Chapman University
Fairleigh Dickinson University
The George Washington University
The Ohio State University
Purdue University
University of Southern California
West Virginia University*

The “Other Tabs”

College Search

As you are aware, this is where you will add schools to your list. Simply add the name of a college and hit the search button of the screen. You do not need to fill in the other information unless you are trying to locate schools.

The Dashboard

The Application Dashboard displays all of your colleges and the status of your work for each major admissions component. From here, you can get a quick overview of your progress, and jump directly to the work you want to complete. If you have any questions as to how many recommendations a college will accept, click on the school on the Dashboard and then click on “**Recommenders and FERPA**”. This will bring you to the “My Colleges” section of the application. If you change your mind about applying to a school, you can delete it on the **Dashboard**.

My Colleges

The **My Colleges** page will also provide you with a list of the college you have added to the Common Application and will give you the school specific information you will need to complete each application. With regard to the writing requirements, please be aware that some colleges have embedded their required supplemental writing questions under “Questions” while, for others, there is a specific tab that says “Writing Supplement “. Other useful information on the **My Colleges** pages includes application deadlines, fees, and the first-year test policy.

Teacher/Other Recommendations

When you click on a school listed on the **My College** page, you will also be given information related to teachers and “other” recommendations. Choose a college and click on Recommenders and FERPA. The information provided on this screen will include the number of teachers and other recommendations the college will allow.

You must be very aware of the following. When submitting teacher recommendations via Naviance, **each college will only accept the total number of allowable letters indicated.** For example, if a college will allow two (2) teacher recommendations you cannot ask three (3) teachers to write for you because they will only accept two letters, via Naviance. If there is an individual who falls into the category of “Other Recommender”, you will invite that individual by clicking on the “Add Another” tab. Once you do, you will be prompted to complete the Recommender Invitation. You will need the email address of the individual you would like to invite. Once the invitation is received, the recommender can choose to send the letter electronically or download a form that can be mailed.

As noted on this page under Counselor and Teacher, we send our recommendations via Naviance.

****PLEASE DO NOT INVITE YOUR PRIMARY TEACHER RECOMMENDERS TO SUBMIT THEIR LETTERS VIA THE “ADD ANOTHER” PORTAL OR NAVIANCE. We will explain our own process to you in September.**

Good luck as you complete your applications. Please do not hesitate to call or visit the Counseling Office for further assistance.