Completing the FERPA, Matching Common Application with Naviance, Requesting Recommendations from Teachers & Requesting Transcripts

1. Complete FERPA in the Common App

1. Log in at **commonapp.org**
2. Go to **"My Colleges"** → select a college → click **"Recommenders and FERPA."**
3. Click **"Complete Release Authorization."**
4. Choose to **waive or not waive** your right to access recommendations. *(It is standard policy to waive your rights, as it can be a red flag to colleges if you don't. Additionally, teachers may not write your letter if you don't waive your right to see the letter.) If you have any questions, please feel free to speak to your counselor or to Mr. Deaner, the Director of Guidance Services.*
5. Sign, date, and submit. **You cannot change this later.**

2. Match Common Application with Naviance

1. Log in to **Naviance Student**.
2. Go to **Colleges > Colleges I'm Applying To**.
3. At the top, find the **Common App matching section**.
4. Enter your **Common App email address**.
5. Confirm you've completed the FERPA release.
6. Click **"Match."**
7. At that point, any school on your Common Application will appear on Naviance!

Your applications will now sync between Common App and Naviance.

3. Request Teacher Recommendations in Naviance

1. Go to **Colleges > Letters of Recommendation**.
2. Click **"Add Request."**
3. Select a **teacher** from the dropdown list.
4. Choose the colleges to receive the letter (specific schools or all current/future ones).
5. (Optional) Write a **thank-you note** to your teacher, indicating that your gratitude for their taking the time to write a letter for you.
6. Click **"Submit Request."**

☑ **Tip:** Ask your teacher in person or by email before submitting the request.

4. Request your transcript

1. Download the **Records Release Form** from *Senior College Documents* on the Central High School Guidance Webpage.
2. Fill it out and **list the colleges** to which you are applying on the form, which needs to be signed by parent/guardian.
3. Make an appointment and bring the signed form to **your counselor in the Guidance Office**.
4. In **Naviance**:
   a. Log in and go to **Colleges → Manage Transcripts (Select Transcripts)**.
   b. Select the **Initial Transcript** checkbox (or the equivalent "Initial Transcript(s)" option).
   c. Click **Submit** to send your transcript to the colleges you listed.
5. Make sure every college you want to receive a transcript is listed on your **Common Application**. **Add community colleges and non-common application schools directly in Naviance** before submitting a transcript request.
6. If you're unsure whether a school needs any additional steps, confirm with your counselor.