

# Class of 2024 - Fall Senior Sessions

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**FERPA, RECOMMENDATIONS, COMMON APP, AND MORE!**



# Today's To-Do List

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1. Common App
  - Ensure Profile & Education sections are ready to complete FERPA
  - Review what FERPA means and why it's important
  - Complete FERPA
2. Naviance
  - Account Matching
  - Add **all colleges** to your "Colleges I'm Applying to List"
  - Fix due dates and application types
  - Add Teacher Recommendations
3. Other Action Items
  - What to do with "Other" Recommenders
  - Sending SAT/ACT scores

# Common App: Log In

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- Go to [www.commonapp.org](http://www.commonapp.org)
- Everyone should be registered, we did this last Spring.  
**Do NOT make a second account.** If you cannot remember your log in, click forgot password. A counselor can help you troubleshoot.
- Write your log-in information down somewhere safe as you will be using this a LOT this year. Do not rely on your computer to save your username and password.

# Common App: Profile & Education

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- Click the “Common App tab” at the top, and ensure the **Profile** section is fully completed. (You will see a green check mark if it is. If not, review as something is missing.)
- Then, ensure Newburyport High School is added into the first question of the **Education** section.
- Once that is done, click the “My Colleges” tab. Ensure you have at least one school added to this section. If not, add one now.


# Common App: FERPA

- Click on the “My Colleges” tab
- Click on the first college on the left hand side (it doesn’t matter which school you click)
- Click on “Recommenders and FERPA”
- Click on “Complete Release Authorization”

The screenshot displays the Common App user interface. At the top, there is a navigation bar with five tabs: 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid'. The 'My Colleges' tab is active, and a dropdown menu is open, showing a list of colleges. The first college, 'University of Massachusetts Amherst', is selected. Below the college name, there are several menu items: 'College Information', 'Application', 'Questions', 'Recommenders and FERPA' (which is highlighted with a blue bar and a right-pointing arrow), and 'Review and Submit - Common App'. The main content area is titled 'Recommenders and FERPA' and contains the following text: 'Recommenders are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.' Below this text is a warning icon (a yellow circle with an exclamation mark) followed by the heading 'FERPA Release Authorization'. The text below the heading reads: 'Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.' There is a blue link that says 'Learn more about FERPA'. At the bottom of the main content area, there is a blue button that says 'Complete Release Authorization'. In the bottom right corner of the interface, there is a blue button that says 'Continue'.

# Common App: FERPA

- A pop up will appear that looks like this screen on the right.
- The counselors will explain FERPA to you now.
- Read through the instructions.
- Scroll to the bottom and click the check box
- Then click “Continue”



## Release authorization

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### Instructions

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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.

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[Continue](#)

# Common App: FERPA

- This is EXACTLY how your FERPA should look once completed.
- Check off the first box.
- Scroll down, and click the box next to “I waive my right to review all recommendations and supporting documents”
- Check the box next to “I understand that my waiver...”
- Sign your name at the bottom and add the date.
- Click “Save and Close”

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 \*

Sara Phelps

Date \*

September 15, 2023



Back

Save and Close

# Naviance: Log In

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- Go to <https://student.naviance.com/newburyport>
- Everyone should be registered, we did this last Spring.
- Your username is a **full email address**. If you cannot remember your log in, click forgot password. A counselor can help you troubleshoot.
- Write your log-in information down somewhere safe as you will be using this a LOT this year. Do not rely on your computer to save your username and password.



# Naviance: Account Matching

- Click “Colleges” at the top of the screen.
- Click “Colleges I’m Applying to”

The screenshot displays the Naviance website interface. At the top left is the Naviance logo. The navigation bar includes links for Home, Self-Discovery, Careers, Colleges (highlighted with a blue box), and Planner. On the right side of the navigation bar are icons for a heart, a dropdown arrow, an envelope, and a question mark. Below the navigation bar, the main content area is divided into four columns. The first column, 'Find Your fit', includes links for College Home, SuperMatch College Search, College Match, College Events, Scattergrams, Advanced College Search, and College Lookup. The second column, 'Research Colleges', includes links for Colleges I'm Thinking About, College Visits, College Compare, College Resources, Acceptance History, Enrichment Programs, and College Maps. The third column, 'Apply to College', includes links for Colleges I'm Applying to (highlighted with a light blue background), Manage Transcripts, Letters of Recommendation, and Test Scores. The fourth column, 'Scholarships & Money', includes links for College-Specific Scholarships, National Scholarship Search, Scholarship Search, and Favorite Scholarships.

**Naviance**

Home Self-Discovery Careers **Colleges** Planner

College Home

**Find Your fit**

SuperMatch College Search

College Match

College Events

Scattergrams

Advanced College Search

College Lookup

**Research Colleges**

Colleges I'm Thinking About

College Visits

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

**Apply to College**

Colleges I'm Applying to

Manage Transcripts

Letters of Recommendation

Test Scores

**Scholarships & Money**

College-Specific Scholarships

National Scholarship Search

Scholarship Search

Favorite Scholarships


# Naviance: Account Matching

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- At the top of the screen, you most likely will see a red rectangle that looks like the picture below. If yes, click “Match Accounts”

## Colleges I'm Applying To



 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](#)

- Common App will pop back open automatically and have you sign in.
- You will then fill out some info to match your accounts. It will bring you back to Naviance *automatically* when finished.
- You will know you completed this correctly when the rectangle turns green and says your accounts are matched.

# Naviance: Colleges I'm Applying To

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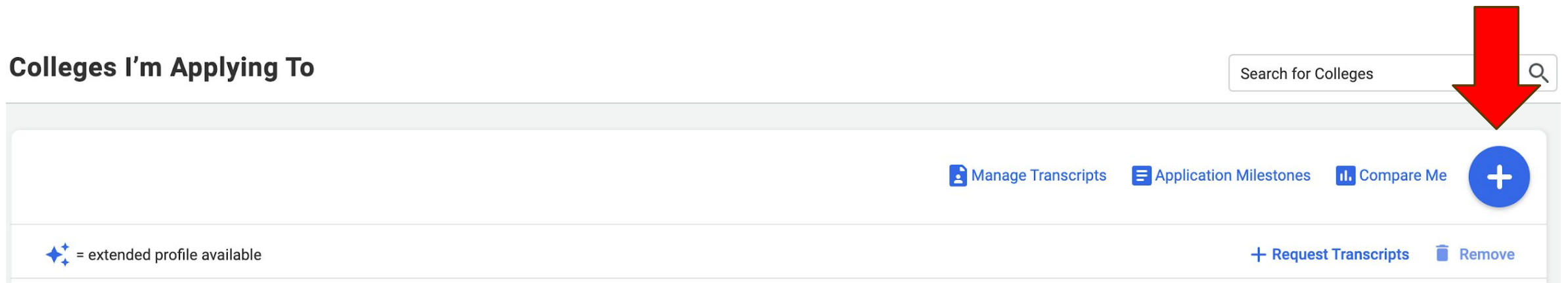
- Once Account Matching is done, head back to your “Colleges I’m Applying To” section
- Every single college you are applying to **MUST** be added to this page. It does not matter *how* you are applying; (common app, directly on their website, Coalition app, paper application).
- If the college is not listed here then your counselor has NO IDEA you are applying to that school.
- You may add or delete colleges on this list at any time

# Naviance: Colleges I'm Applying To

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- Take the next few minutes to add your entire college list to this section. Be sure that all schools (Common App or not) are listed here.
- To add a school, click the big blue plus sign on the right hand sign

## Colleges I'm Applying To



Search for Colleges

Manage Transcripts Application Milestones Compare Me

+ Request Transcripts Remove

✦ = extended profile available

# Naviance: Colleges I'm Applying To

- This screen on the right will pop up
- Type the college name in the first box
- Click the CORRECT application type for that school (EA, ED, RD, Rolling, etc.)
- Click “Add Application” at the bottom.
- You do not need to request transcripts. We send those *automatically*
- Repeat to add all schools on your list.

STEP 1 — STEP 2  
Add Application — Request Transcript

**Which college are you applying to?**

University of Massachusetts-Amherst, Amherst, MA ✕

Colleges already in your application list would be unavailable for selection.

**App Type**

Early Action - Fall term - Deadline Nov 5 ▾

**I'll submit my application**

Via Common App ✓

**Are you planning to submit your SAT or ACT scores to be considered during the admission review process?** ⓘ ✓

Choose an option

I've submitted my application

[Add Application](#) [ADD AND REQUEST TRANSCRIPT](#)

# Naviance: Colleges I'm Applying To

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- Once you have added your entire college list to this section, take a few minutes to review that all of the information is correct for each college.
- Check the application type and due dates to ensure accuracy
- If you need to make any corrections to these, click the “edit” pencil
- **This information MUST be correct.** The listed deadlines are what your counselor uses when submitting your school-based documents. If you have the wrong deadline selected, your colleges will receive your documents *late*.

# Naviance: Colleges I'm Applying To

- Click "edit" next to the pencil on the right of each school to make any needed corrections

College	App Type 	Deadline	Expected Difficulty*	Transcripts	Office Materials	Submission Type 	Application 	 EDIT	
<input type="checkbox"/> <a href="#">Fairfield University</a>	Regular Decision - Fall 2024	Jan 15	N/A	No request	Pending		Unknown	 EDIT	
<input type="checkbox"/>  <a href="#">Gettysburg College</a>	Regular Decision - Fall 2024	Jan 15	N/A	No request	Pending		Unknown	 EDIT	
<input type="checkbox"/>  <a href="#">Marist College</a>	Regular Decision - Fall 2024	Feb 15	N/A	No request	Pending		Unknown	 EDIT	
<input type="checkbox"/>  <a href="#">University of Massachusetts-Amherst</a>	Regular Decision - Spring - Spring	Oct 15	N/A	No request	Pending		Unknown	 EDIT	



# Naviance: Teacher Recommendations

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- Here are a few important things to remember when it comes to recommendations
- Do NOT complete this next step if you have not asked the teacher yet. They will immediately receive an email request for a recommendation. You must ask them *in person* before you complete this step.
- You must provide teachers (and counselors) with at least a three week notice. This means you cannot add a college with a due date of Nov 5<sup>th</sup> on Halloween night and expect that letter to be finished on time.



# Naviance: Teacher Recommendations

- Click on the “Colleges” tab at the top
- Click on “Letters of Recommendation”

The screenshot shows the Naviance website navigation menu. The 'Colleges' tab is selected and highlighted with a blue underline. Below the navigation menu, there are four main sections: 'College Home', 'Research Colleges', 'Apply to College', and 'Scholarships & Money'. The 'Letters of Recommendation' link is highlighted with a light blue background.

Home	Self-Discovery	Careers	Colleges	Planner	Heart	Envelope	Question
<a href="#">College Home</a>			<b>Research Colleges</b>	<b>Apply to College</b>	<b>Scholarships &amp; Money</b>		
<b>Find Your fit</b>			Colleges I'm Thinking About	Colleges I'm Applying to	College-Specific Scholarships		
SuperMatch College Search			College Visits	Manage Transcripts	National Scholarship Search		
College Match			College Compare	<u>Letters of Recommendation</u>	Scholarship Search		
College Events			College Resources	Test Scores	Favorite Scholarships		
Scattergrams			Acceptance History				
Advanced College Search			Enrichment Programs				

# Naviance: Teacher Recommendations

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- Click either of the teal “Add Request” buttons that are shown
- A new page will pop up

Letters of recommendation

## Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
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Your recommendation requests will show up here.

Add Request

Add Request



# Naviance: Teacher Recommendations

- In #1, find the first teacher
- In #2, check off all schools you want this recommendation to be submitted to
- In #3, write a very nice thank you note to your teacher.
- Click “Submit Request”
- Repeat for each teacher

## Add new request

Here you can ask a teacher to write you a letter of recommendation. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

1. Who would you like to write this recommendation?\*

Select A Teacher

2. Select the recommendation request type:\*

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	University of Massachusetts-Amherst 0 required / 3 allowed / 0 requested	Oct 15 2022
<input type="checkbox"/>	University of South Alabama 0 required / 0 allowed / 0 requested <i>This college does not accept Letters of Recommendation</i>	Jul 15 2022

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

# Naviance: Teacher Recommendations

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- After today, if you add any additional colleges to your list you **MUST** repeat this process. Naviance does not automatically assign teacher recommendations to your colleges. This is 100% on you to ensure it is correct.
- Your teacher will write the recommendation and upload it directly to Naviance
- Your teacher does not need to submit their recommendation in order for you to submit your application. Their letter goes *separately*. Your teacher will have your letter submitted by the due date listed in Naviance.

# Other Recommenders & Sending Scores

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- As we have mentioned, you are responsible for sending any SAT or ACT scores over to your colleges. We strongly encourage you to do this ASAP. It's okay if they receive your scores long before your application. Get this piece off of your plate.
- If you have an additional recommendation from a non-school staff member (a coach, a mentor, etc.) please speak with your counselor to ensure these are added to your application correctly. This is not completed the same way as teacher recommendations.
- Do not add teachers or your counselor into your Common App account as a recommender. This actually messes up the submission of your materials. We submit all school-based documents through Naviance.