What do **Counselors** Need to do to Complete Common App Materials in Naviance Family Connection?

What is the Common App?

The Common Application (Common App) is a standardized undergraduate college admission application for any member college institution. Some colleges are exclusive and will only accept the Common App for full-time, first-year, degree-seeking admission. Other non-exclusive colleges will accept the Common App or other application format.

Student	Counselor	Teacher
☐ Create a Common App Account ☐ Sign the Common App FERPA Waiver & Authorization ☐ Complete Common App Account Matching ☐ Notify your counselor of any applications to schools using Common App ☐ Work with counselor to complete the Common App materials ☐ Request transcripts through Naviance ☐ Personally ask teachers to complete recommendations ☐ Tell teachers the specific school you want them to submit your recommendation for ☐ Personally ask your counselor to complete their written evaluation. ☐ Give teachers instructions for completing Common App recommendation through Naviance found on the High School and Beyond Plan website ☐ Check Common App application status through Naviance ☐ Follow up with teachers personally confirming Common App recommendations are submitted ☐ Follow up with counselor confirming Common App materials are complete and submitted	☐ Connect with students planning to apply to Common App schools ☐ Students will need to contact each teacher to request specific teacher recommendations to be completed through Naviance Family Connection ☐ Students will provide teachers with instructions for uploading teacher recommendations in Naviance Family Connection found on the High School and Beyond Plan website ☐ Complete all application details for each Common App school per student ☐ Complete student written evaluations for each Common App school for each student application ☐ Send/submit final counselor Common App package of materials for students ☐ Teachers will be responsible for sending their own letter of recommendation and Common App Teacher Evaluation	☐ Check with student confirming request(s) for teacher recommendation(s) are for Common App ☐ Confirm with student set up of Common App account and completed account matching process ☐ Ask student if your recommendation is for a designated school or all of their Common App applications ☐ Complete the Common App teacher recommendation for each student ☐ Upload the Common App teacher recommendation file to Naviance ☐ Prepare the Common App Teacher Evaluation form to accompany the teacher recommendation ☐ Send Common App teacher recommendation and Common App Teacher Evaluation ☐ Change teacher recommendation status from *In Progress* to *Completed*

Counselors

1. Students may want to connect with you when applying to Common App Schools.	

2. **Students** will need to **personally** contact each teacher informing them that they are applying to a Common App school and that the teacher recommendation will need to be submitted through Naviance Family Connection.

3. It is strongly suggested that **students** complete a school-specific recommendation information form or
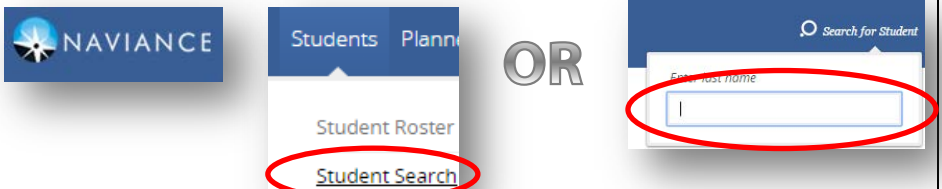
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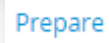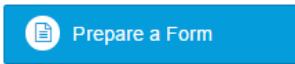|	
	the **Everett Public Schools Student Brag Sheet Survey** (found in Naviance Family Connection) for each teacher writing a letter of recommendation. This provides specific information to you and the teachers that can be helpful when completing your written evaluation.
4.	**Students** will need to pass out or show teachers where to locate the instructions for uploading their recommendation through Naviance Family Connection.
5.	**Log in** to Naviance and locate the student profile that is applying to a school(s) through Common App.	NAVIANCE Students Planne OR Student Roster Student Search Search for Student Enter last name
6.	**Upload** Common App Counselor recommendation file called the **Written Evaluation** to Naviance based on student requests.	**Click** on the student name. **Click** the **eDocs** tab. eDocs **Click** the **Prepare** tab. Prepare **Click** the **Add** button to add a document to your Counselor Documents + Add In the pop-up window, **click Upload a File** Upload a File **Choose Application** from drop-down menus. Application: * Please Choose Then **choose Type** from drop-down menus. Type: * Please Choose Please Choose Other School Report Written Evaluation Leaving Exam Results Current Courses ------------------ OR Explanation of Change Other Optional Report Grade Report/Report Card MR Explanation of Change Other Mid-year Report ------------------ Other Final Report FR Explanation of Change **Click** the **Browse** button to locate your file. Browse **Click Upload a File** button. Upload File
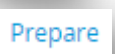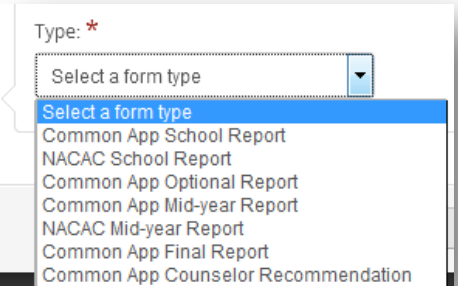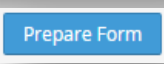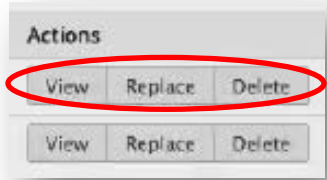
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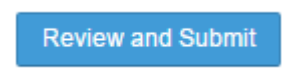|		
7.	**Prepare** the Common App **forms** in Naviance: **Common App School Report, Common App Mid-Year Report, Common App Counselor Recommendation**	**Click** on the student name. **Click** the **eDocs** tab. eDocs **Click** the **Prepare** tab. Prepare **Click** the **Add** button to add a document to your Counselor Documents + Add **Click** the **Prepare a Form** button. Prepare a Form **Select** the **form** type from the drop-down list. Type: * Select a form type Select a form type Common App School Report NACAC School Report Common App Optional Report Common App Mid-year Report NACAC Mid-year Report Common App Final Report Common App Counselor Recommendation Prepare Form **Complete** the form, then click **Prepare Form**
8. 9.	After preparing documents, they will appear in your Counselor Documents section. If you need to **view, replace,** or **delete** a document, click the corresponding button under **Actions.**	Actions View Replace Delete View Replace Delete
10.	Once all materials are prepared, you can now send the entire Common App package. *(*Note: teachers will be sending their own Common App letters of recommendation through Naviance.)*	Make sure you are in the student profile **Click** the **eDocs** tab eDocs **Click** the **Prepare** tab. Send **Click** the box next to the **Common App** you want to send CA **Click** the link to show the **Full details** of all materials Full details Check to see that all materials are ready **Click Review and Submit** to send Review and Submit

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11. You may find it helpful to also send a message through Naviance Family Connection to notify student that the recommendation(s) are complete.	In the student profile, click **send a message** found under the **Quick Links** on the left-hand side of the screen. Quick Links ➔ :: send a message This allows you to send a message to the student that will only be accessed and viewed through Naviance Family Connection.
12. Both you and the student(s) will be able to view submission status of Common App materials within Naviance	