



What do Teachers Need to do to Complete Common App Teacher Recommendations 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.

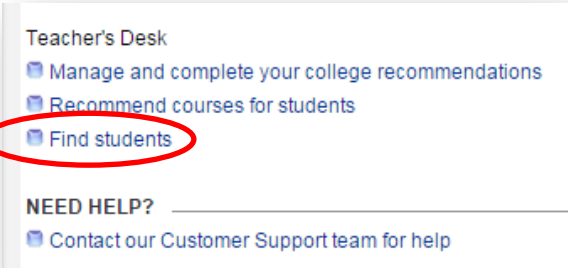
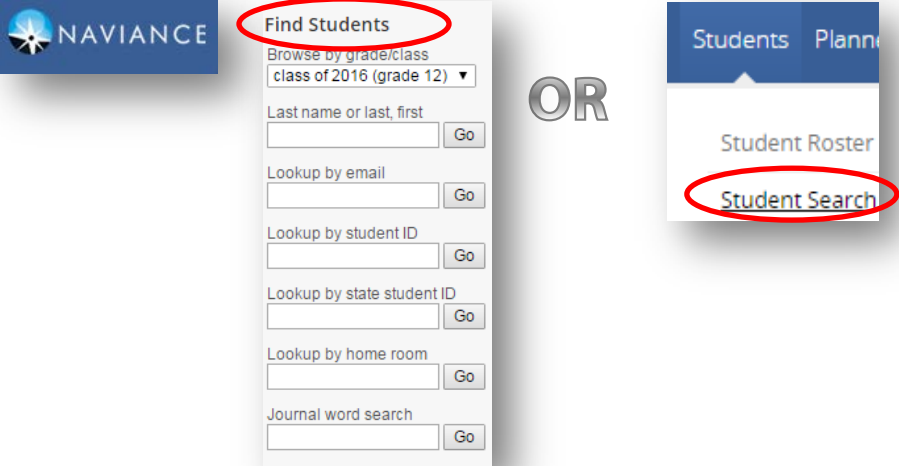

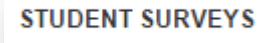


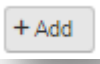
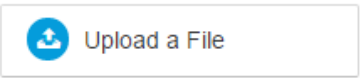
Student	Counselor	Teacher
<ul style="list-style-type: none"> <input type="checkbox"/> Create a Common App Account <input type="checkbox"/> Sign the Common App FERPA Waiver & Authorization <input type="checkbox"/> Complete Common App Account Matching <input type="checkbox"/> Notify your counselor of any applications to schools using Common App <input type="checkbox"/> Work with counselor to complete the Common App materials <input type="checkbox"/> Request transcripts through Naviance <input type="checkbox"/> Personally ask teachers to complete recommendations <input type="checkbox"/> Tell teachers the specific school you want them to submit your recommendation for <input type="checkbox"/> Personally ask your counselor to complete their written evaluation. <input type="checkbox"/> Give teachers instructions for completing Common App recommendation through Naviance found on the High School and Beyond Plan website <input type="checkbox"/> Check Common App application status through Naviance <input type="checkbox"/> Follow up with teachers personally confirming Common App recommendations are submitted <input type="checkbox"/> Follow up with counselor confirming Common App materials are complete and submitted 	<ul style="list-style-type: none"> <input type="checkbox"/> Connect with students planning to apply to Common App schools <input type="checkbox"/> Students will need to contact each teacher to request specific teacher recommendations to be completed through Naviance Family Connection <input type="checkbox"/> Students will provide teachers with instructions for uploading teacher recommendations in Naviance Family Connection found on the High School and Beyond Plan website <input type="checkbox"/> Complete all application details for each Common App school per student <input type="checkbox"/> Complete student written evaluations for each Common App school for each student application <input type="checkbox"/> Send/submit final counselor Common App package of materials for students <input type="checkbox"/> Teachers will be responsible for sending their own letter of recommendation and Common App Teacher Evaluation 	<ul style="list-style-type: none"> <input type="checkbox"/> Check with student confirming request(s) for teacher recommendation(s) are for Common App <input type="checkbox"/> Confirm with student set up of Common App account and completed account matching process <input type="checkbox"/> Ask student if your recommendation is for a designated school or all of their Common App applications <input type="checkbox"/> Complete the Common App teacher recommendation for each student <input type="checkbox"/> Upload the Common App teacher recommendation file to Naviance <input type="checkbox"/> Prepare the Common App Teacher Evaluation form to accompany the teacher recommendation <input type="checkbox"/> Send Common App teacher recommendation and Common App Teacher Evaluation

Teachers

1. When students ask about letters of recommendation in Naviance, confirm with them that it is for a Common App school	
2. Check with each student that he/she has already set up a Common App account online and completed Common App account matching process through Naviance	
3. Ask if student has completed a school-specific recommendation information form or the Everett Public Schools Student Brag Sheet Survey (found in Naviance Family Connection) for each teacher writing a	

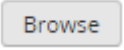


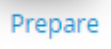

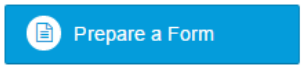



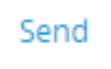
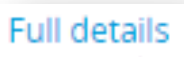


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<p>letter of recommendation. This provides specific information to teachers and is very helpful when writing the most complete letter of recommendation.</p>	
<p>4. Clarify with student, which Common App school you will be writing the letter of recommendation for</p>	
<p>5. Log in to your staff Naviance account and click the link to Find students.</p>	
<p>6. This will allow you to search and locate the profile for the student requesting the recommendation.</p>	
<p>7. To find out if a student filled out an Everett Public Schools Student Brag Sheet Survey (optional)</p>	<p>Click on the student name</p> <p>Click the Plan tab </p> <p>If student has filled out the survey, a link to their responses will be accessible under Student Surveys. </p>
<p>8. Upload Common App teacher recommendation file to Naviance for each student using this process.</p>	<p>Click on the student name</p> <p>Click the eDocs tab </p> <p>Click the Prepare tab </p> <p>Click the Add button to add a document to your Teacher Documents </p> <p>In the pop-up window, click Upload a File </p>



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	<p>Choose Application and Type from drop-down menus</p> <p>Application: * Please Choose ▼</p> <p>Type: * Please Choose ▼</p> <p>Click the Browse button to locate your file </p> <p>Click Upload a File button </p>
9. Prepare the Common App Teacher Evaluation form in Naviance to accompany the letter of recommendation	<p>Click on the student name</p> <p>Click the eDocs tab </p> <p>Click the Prepare tab </p> <p>Click the Add button to add a document to your Teacher Documents </p> <p>Click the Prepare a Form button </p> <p>Select the Common App Teacher Evaluation form type from the drop-down list</p> <p>Type: * Select a form type ▼</p> <p>Complete the form, and then click Prepare Form </p>
10. After preparing documents, they will appear in your Teacher Documents section. If you need to view, replace, or delete a document, click the corresponding button under Actions .	<p></p>
11. Send student Common App letter(s) of recommendation and Common App Teacher Evaluation(s)	<p>Make sure you are still in the eDocs tab </p> <p>Click the Send tab </p> <p>Locate the Common App application(s) you need to send</p> <p>Click the link to Full Details under the name of the Common App college listed. </p>



What do Teachers Need to do to Complete Common App Teacher Recommendations in Naviance Family Connection?

	<p>Place a check in the box next to Common App Teacher Eval. – Letter of Recommendation</p> <div><input checked="" type="checkbox"/> Common App Teacher Eval. <input checked="" type="checkbox"/> Letter of Recommendation</div> <p>Scroll to the bottom of the screen and click the Review and Submit button</p> <div>Review and Submit</div> <p>In the next screen it will review the documents you want to send.</p> <p>When ready, click Submit.</p> <div>Submit</div>
12. Check submission status	<p>In eDocs, click the link to Submission Status</p> <div>Submission Status</div> <p>Now you will be able to view the status of your documents change from Submitted to Delivered.</p> <div>Submitted Delivered</div>
13. You may choose to also send a message through Naviance Family Connection to notify student that the recommendation(s) are complete.	<p>In the student profile, click send a message found under the Quick Links on the left-hand side of the screen.</p> <div>Quick Links → :: send a message</div> <p>This allows you to send a message to the student that will only be accessed and viewed through Naviance Family Connection.</p>