What do Teachers Need to do to Complete Common App Teacher Recommendations in Naviance Family Connection?
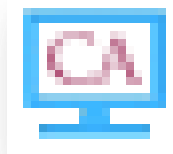
What is the Common App?
The Common Application (Common App) is a standardized undergraduate college admission application for any member college institution. Some colleges are exclusive and will only accept the Common App for full-time, first-year, degree-seeking admission. Other non-exclusive colleges will accept the Common App or other application format.

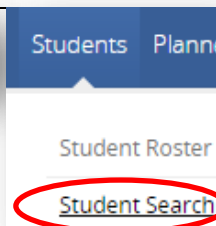| Student	Counselor	Teacher
☐ Create a Common App Account ☐ Sign the Common App FERPA Waiver & Authorization ☐ Complete Common App Account Matching ☐ Notify your counselor of any applications to schools using Common App ☐ Work with counselor to complete the Common App materials ☐ Request transcripts through Naviance ☐ Personally ask teachers to complete recommendations. ☐ Give teachers instructions for completing Common App recommendation through Naviance ☐ 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 complete teacher recommendations to be completed through Naviance Family Connection ☐ Students will provide teachers with instructions for uploading teacher recommendations in Naviance Family Connection ☐ 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 Common App package of materials for students.	☐ 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 ☐ 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

Teachers

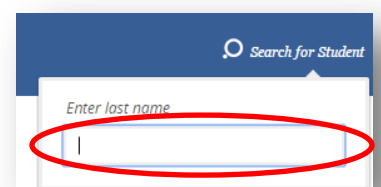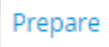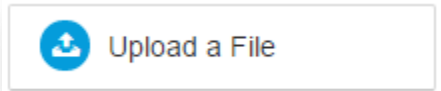|	
1. When students ask about letters of recommendation in Naviance, **confirm** with them that it is for a Common App school	
2. **Check** with each student that he/she has already set up a Common App account online and completed Common App account matching process through Naviance	
3. **Prepare** a letter of recommendation for the student applying to a Common App school	
4. **Log in** to Naviance and locate the student profile that is requesting the recommendation.	
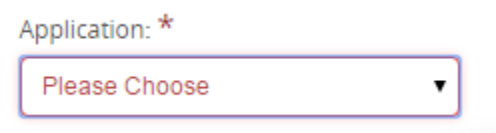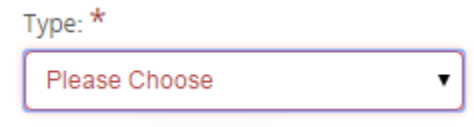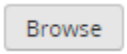
What do **Teachers** Need to do to Complete Common App Teacher Recommendations in Naviance Family Connection?

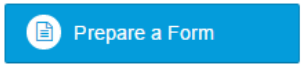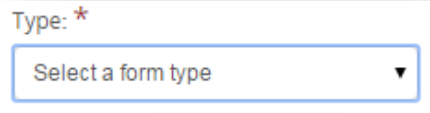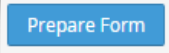|		
5.	**Upload** Common App teacher recommendation file to Naviance for each student using this process.	**Click** on the student name. **Click** the **eDocs** tab. eDocs **Click** the **Prepare** tab. Prepare **Click** the **Add** button to add a document to your Teacher Documents + Add In the pop-up window, **click Upload a File** Upload a File **Choose Application** then **Type** from drop-down menus. Application: * Please Choose Type: * Please Choose **Click** the **Browse** button to locate your file. Browse **Click Upload a File** button. Upload File
6.	**Prepare** the **Common App Teacher Evaluation** form in Naviance to accompany the letter of 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 Teacher Documents + Add **Click** the **Prepare a Form** button. Prepare a Form **Select** the **Common App Teacher Evaluation** form type from the drop-down list. Type: * Select a form type Prepare Form **Complete** the form, then click **Prepare Form.**

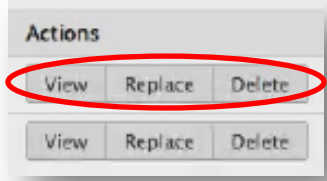# What do Teachers Need to do to Complete Common App Teacher Recommendations in Naviance Family Connection?

7. 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.**	
8. Students and counselors will be able to view submission status of Common App letter of recommendation and Teacher Evaluation within Naviance	