



# 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
<ul style="list-style-type: none"> <li><input type="checkbox"/> Create a Common App Account</li> <li><input type="checkbox"/> Sign the Common App FERPA Waiver &amp; Authorization</li> <li><input type="checkbox"/> Complete Common App Account Matching</li> <li><input type="checkbox"/> Notify your counselor of any applications to schools using Common App</li> <li><input type="checkbox"/> Work with counselor to complete the Common App materials</li> <li><input type="checkbox"/> Request transcripts through Naviance</li> <li><input type="checkbox"/> Personally ask teachers to complete recommendations.</li> <li><input type="checkbox"/> Give teachers instructions for completing Common App recommendation through Naviance</li> <li><input type="checkbox"/> Check Common App application status through Naviance</li> <li><input type="checkbox"/> Follow up with teachers personally confirming Common App recommendations are submitted</li> <li><input type="checkbox"/> Follow up with counselor confirming Common App materials are complete and submitted</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Connect with students planning to apply to Common App schools</li> <li><input type="checkbox"/> Students will need to contact each teacher to complete teacher recommendations to be completed through Naviance Family Connection</li> <li><input type="checkbox"/> Students will provide teachers with instructions for uploading teacher recommendations in Naviance Family Connection</li> <li><input type="checkbox"/> Complete all application details for each Common App school per student</li> <li><input type="checkbox"/> Complete student written evaluations for each Common App school for each student application</li> <li><input type="checkbox"/> Send/submit final Common App package of materials for students.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check with student confirming request(s) for teacher recommendation(s) are for Common App</li> <li><input type="checkbox"/> Confirm with student set up of Common App account and completed account matching process</li> <li><input type="checkbox"/> Complete the Common App teacher recommendation for each student</li> <li><input type="checkbox"/> Upload the Common App teacher recommendation file to Naviance</li> <li><input type="checkbox"/> Prepare the Common App Teacher Evaluation form to accompany the teacher recommendation</li> </ul>

## Counselors

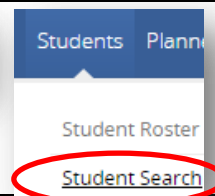
1. Students will want to connect with you when applying to Common App Schools.



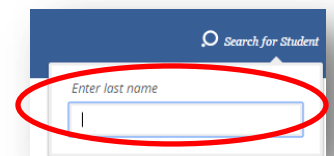
2. **Students** will need to **personally** contact each teacher informing them that they are applying to a Common App school and that the teacher recommendation will need to be submitted through Naviance Family Connection.

3. **Students** will need to pass out or show teachers where to locate the instructions for uploading their recommendation through Naviance Family Connection.

4. **Log in to Naviance** and locate the student profile that is applying to a school(s) through Common App.


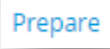

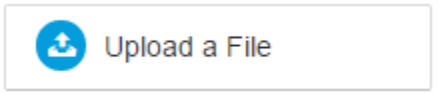
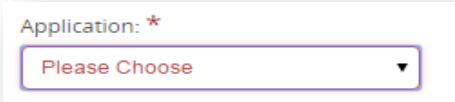
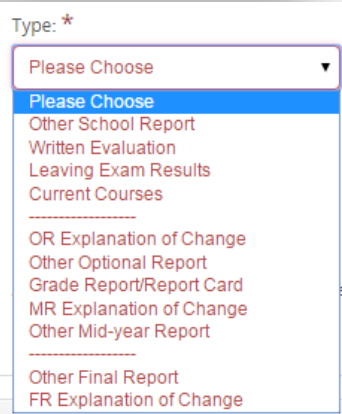
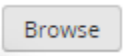


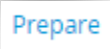

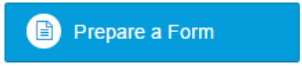


OR



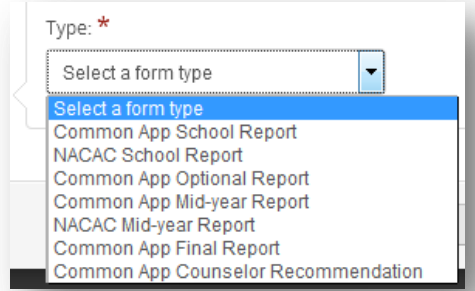

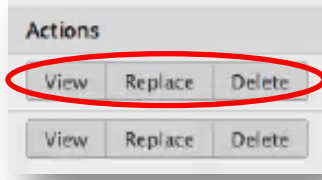


## What do Counselors Need to do to Complete Common App Materials in Naviance Family Connection?

<p>5. <b>Upload</b> Common App Counselor recommendation file to Naviance based on student requests.</p>	<p><b>Click</b> on the student name.</p> <p><b>Click</b> the <b>eDocs</b> tab. </p> <p><b>Click</b> the <b>Prepare</b> tab. </p> <p><b>Click</b> the <b>Add</b> button to add a document to your Counselor Documents </p> <p>In the pop-up window, <b>click Upload a File</b></p> <p></p> <p><b>Choose Application</b> from drop-down menus.</p> <p></p> <p>Then <b>choose Type</b> from drop-down menus.</p> <p></p> <p><b>Click</b> the <b>Browse</b> button to locate your file. </p> <p><b>Click Upload a File</b> button. </p>
<p>6. <b>Prepare</b> the Common App <b>forms</b> in Naviance: <b>Common App School Report, Common App Mid-Year Report, Common App Counselor Recommendation</b></p>	<p><b>Click</b> on the student name.</p> <p><b>Click</b> the <b>eDocs</b> tab. </p> <p><b>Click</b> the <b>Prepare</b> tab. </p> <p><b>Click</b> the <b>Add</b> button to add a document to your Counselor Documents </p> <p><b>Click</b> the <b>Prepare a Form</b> button. </p>



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

	<p><b>Select</b> the <b>form</b> type from the drop-down list.</p>  <p><b>Complete</b> the form, then click <b>Prepare Form</b></p> 
7. After preparing documents, they will appear in your Counselor Documents section. If you need to <b>view, replace, or delete</b> a document, click the corresponding button under <b>Actions</b> .	
8. Both you and the student(s) will be able to view submission status of Common App materials within Naviance	