





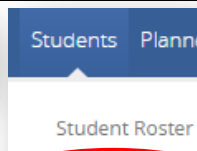
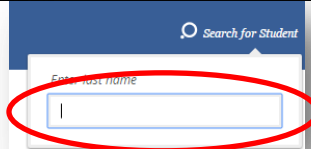
What do Counselors Need to do to Complete Common App Materials in Naviance Family Connection?

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.



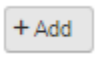
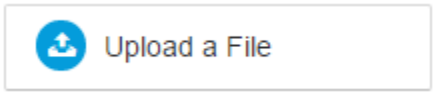
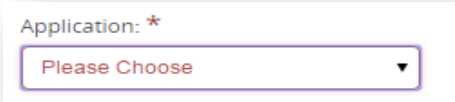
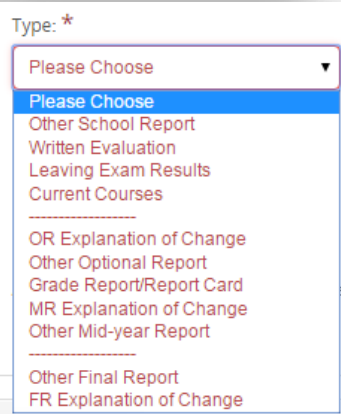
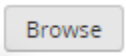



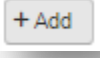
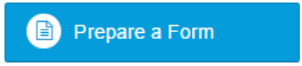
Student	Counselor	Teacher
<ul style="list-style-type: none"> <input type="checkbox"/> Create a Common App Account <input type="checkbox"/> Sign the Common App FERPA Waiver & Authorization <input type="checkbox"/> Complete Common App Account Matching <input type="checkbox"/> Notify your counselor of any 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"/> Personally ask your counselor to complete their written evaluation <input type="checkbox"/> Give teachers instructions for completing Common App recommendation through Naviance <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 complete 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 <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 Common App package of materials for students 	<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"/> 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

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 

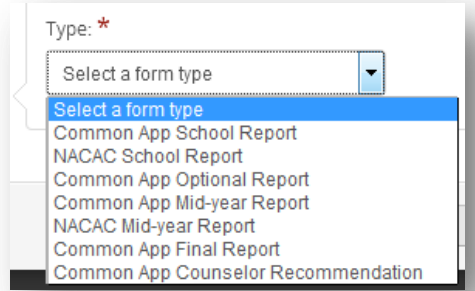
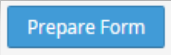
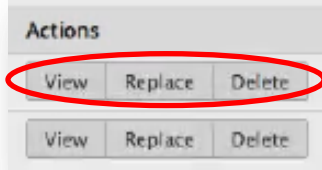




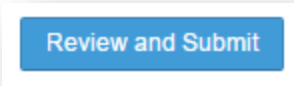


What do Counselors Need to do to Complete Common App Materials in Naviance Family Connection?

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



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

	<p>Select the form type from the drop-down list.</p>  <p>Complete the form, then click Prepare Form</p> 
<p>7. 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.</p>	
<p>8. Once all materials are prepared, you can now send the entire Common App package.</p>	<p>Make sure you are in the student profile</p> <p>Click the eDocs tab</p>  <p>Click the Prepare tab.</p>  <p>Click the box next to the Common App you want to send</p>  <p>Click the link to show the Full details of all materials</p>  <p>Check to see that all materials are ready</p> <p>Click Review and Submit to send</p> 
<p>9. Both you and the student(s) will be able to view submission status of Common App materials within Naviance</p>	