



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.

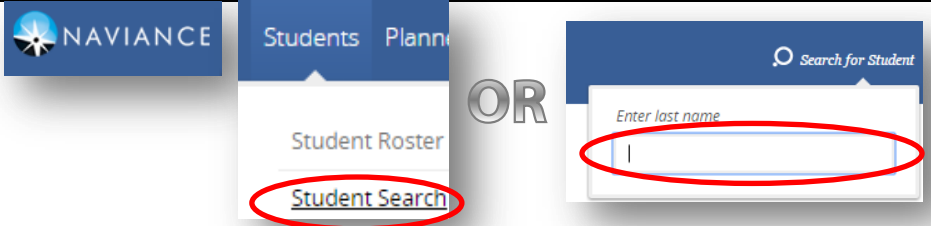
Student	Counselor	Teacher
☐ Create a Common App Account ☐ Sign the Common App FERPA Waiver & Authorization ☐ Complete Common App Account Matching ☐ Notify your counselor of any applications to schools using Common App ☐ Work with counselor to complete the Common App materials ☐ Request transcripts through Naviance ☐ Personally ask teachers to complete recommendations ☐ 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 <i>In Progress</i> to <i>Completed</i>

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	

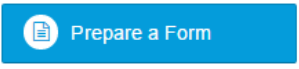
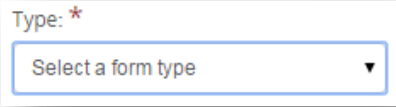
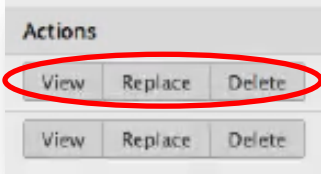
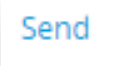
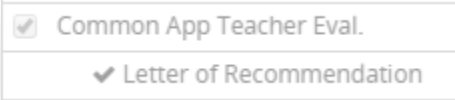
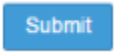
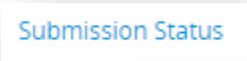
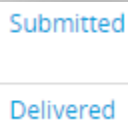


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letter of recommendation. This provides specific information to teachers and is very helpful when writing the most complete letter of recommendation	
4. Clarify with student, which Common App school you will be writing the letter of recommendation for	
5. Log in to your staff Naviance account and locate the profile for the student requesting the recommendation.	
6. Upload Common App teacher recommendation file to Naviance for each student using this process.	Click on the student name Click the eDocs tab Click the Prepare tab Click the Add button to add a document to your Teacher Documents In the pop-up window, click Upload a File Choose Application and Type from drop-down menus Click the Browse button to locate your file Click Upload a File button
7. Prepare the Common App Teacher Evaluation form in Naviance to accompany the letter of recommendation	Click on the student name Click the eDocs tab Click the Prepare tab Click the Add button to add a document to your Teacher Documents

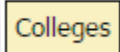
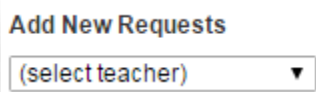
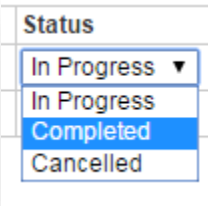


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	Click the Prepare a Form button  Select the Common App Teacher Evaluation form type from the drop-down list  Complete the form, and then click Prepare Form 
8. After preparing documents, they will appear in your Teacher Documents section. If you need to view, replace, or delete a document, click the corresponding button under Actions .	
9. Send student Common App letter(s) of recommendation and Common App Teacher Evaluation(s)	Make sure you are still in the eDocs tab  Click the Send tab  Locate the Common App application(s) you need to send Click the link to Full Details under the name of the Common App college listed.  Place a check in the box next to Common App Teacher Eval. – Letter of Recommendation  Scroll to the bottom of the screen and click the Review and Submit button  In the next screen it will review the documents you want to send. When ready, click Submit. 
10. Check submission status	In eDocs, click the link to Submission Status  Now you will be able to view the status of your documents change from Submitted to Delivered. 



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11. Change submission status from In Progress to Complete	In the student profile, click the Colleges tab  Scroll down to the Teacher Recommendations section  Under Add New Requests use the drop-down menu to locate your name.  Click Update  This will bring up a teacher status area for you to use.  Using the drop-down menu, change the status of your recommendation from In Progress to Completed  This will show that your recommendation(s) are complete when the student logs into Naviance Family Connection.
12. You may choose 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.  This allows you to send a message to the student that will only be accessed and viewed through Naviance Family Connection.