



# What do Students Need to Do to Apply via Common App 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"/> Tell teachers the specific school you want them to submit your recommendation for</li> <li><input type="checkbox"/> Personally ask your counselor to complete their written evaluation.</li> <li><input type="checkbox"/> Give teachers instructions for completing Common App recommendation through Naviance found on the High School and Beyond Plan website</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 request specific 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 found on the High School and Beyond Plan website</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 counselor Common App package of materials for students</li> <li><input type="checkbox"/> Teachers will be responsible for sending their own letter of recommendation and Common App Teacher Evaluation</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"/> Ask student if your recommendation is for a designated school or all of their Common App applications</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> <li><input type="checkbox"/> Send Common App teacher recommendation and Common App Teacher Evaluation</li> <li><input type="checkbox"/> Change teacher recommendation status from <i>In Progress</i> to <i>Completed</i></li> </ul>

## Students

**Start here to match your Naviance Family Connection and Common App accounts.**

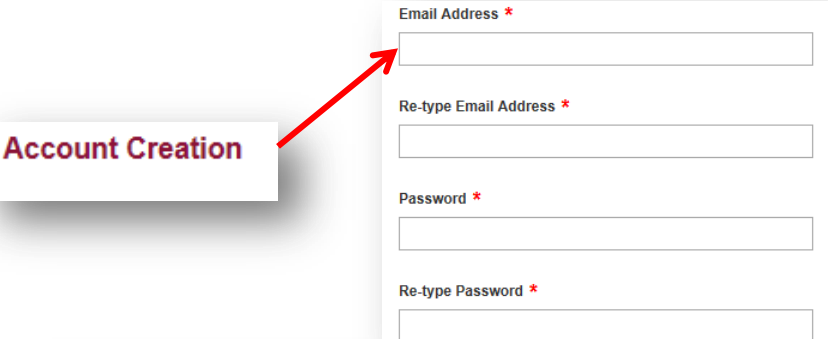
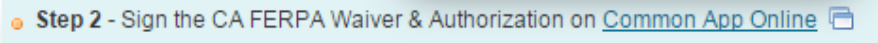
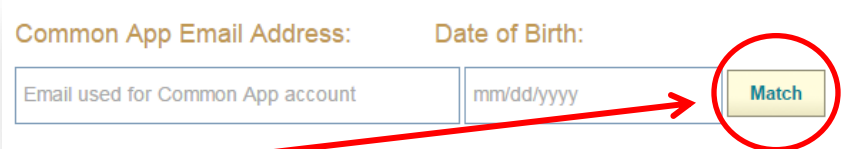

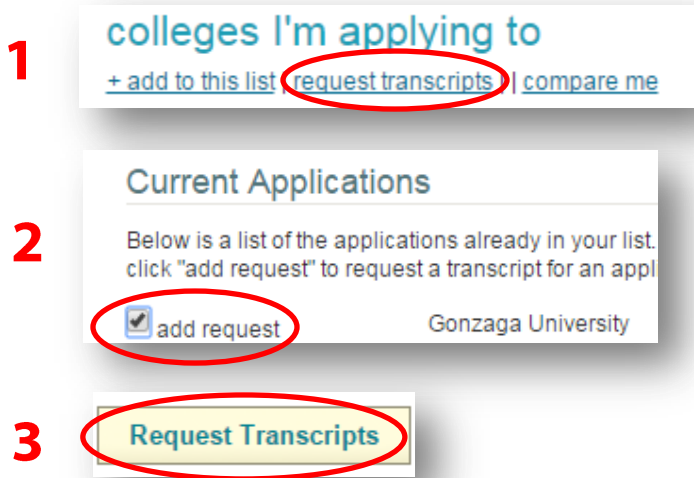
**\*Common App Matching Tips!**



- Make sure you use the same **email address** you chose for your Common App account.
- Make sure the **last name** on your Naviance Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Naviance Family Connection profile matches the date of birth on your Common App account.


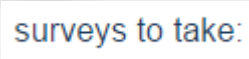
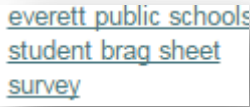
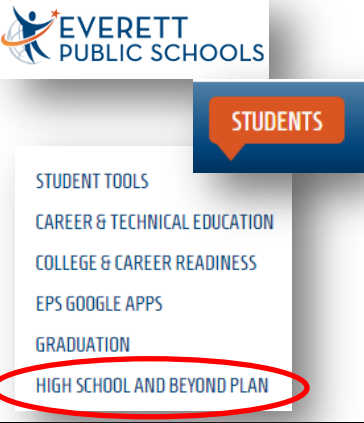
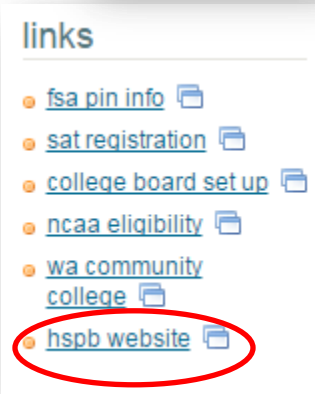

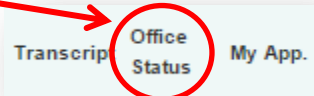



# What do **Students** Need to Do to Apply via Common App in Naviance Family Connection?

<p>1. <b>Create</b> a Common App account on <a href="http://www.commonapp.org">Common App Online</a> (<a href="http://www.commonapp.org">www.commonapp.org</a>).</p>	
<p>2. <b>Sign</b> the CA FERPA Waiver &amp; Authorization on <a href="http://www.commonapp.org">Common App Online</a> (<a href="http://www.commonapp.org">www.commonapp.org</a>).</p>	
<p>3. <b>Type</b> the <b>email address</b> in the box provided that you chose for your Common App account.</p>	
<p>4. Click <b>Match</b></p>	
<p>5. <b>You must notify</b> your school counselor that you are applying to schools using the Common App so they can assist with completing your Common App materials.</p>	
<p>6. <b>Request</b> your transcript in Naviance Family Connection</p>	
<p>7. <b>PERSONALLY ask</b> each teacher to write you a recommendation for your Common App schools.</p>	
<p>8. <b>Tell</b> each teacher you ask to write you a letter of recommendation <b>SPECIFICALLY</b> what school you will need the letter to be sent to.</p>	



# What do **Students** Need to Do to Apply via Common App in Naviance Family Connection?

<p>9. <b>Complete</b> either a school-specific recommendation information form or the <b>Everett Public Schools Student Brag Sheet Survey</b> (found in Naviance Family Connection) for each teacher writing a letter of recommendation. This provides specific information to teachers will help them write a complete letter of recommendation</p>	<p><b>Log in</b> to your <b>Naviance Family Connection</b> account.</p> <p>Click the <b>about me</b> tab </p> <p>On the left you will see <b>surveys to take:</b> </p> <p><b>Click</b> the link for the <b>e verett public schools student brag sheet survey</b></p> <p><b>Complete</b> the survey </p>
<p>10. <b>Download</b> the <b>Common App Teacher Recommendation Instructions</b> from the <b>HSBP website</b> or from the link found in your <b>Naviance Family Connection</b> account</p>	 <p>OR</p> 
<p><b>**IMPORTANT!!! Your teachers will not submit your recommendations through Naviance if you do not give them the instructions!</b></p>	
<p>11. <b>Check</b> your Common App application status through Naviance Family Connection</p>	<p></p>  <p>You can also scroll down to the bottom of that page to check the status of your teacher recommendations.</p> <p></p> <p><b>In Progress= Recommendation <u>not</u> sent</b>  <b>Complete= Recommendation sent</b></p>
<p>12. <b>Follow-up</b> with <b>teachers</b> to make sure they have completed the Common App recommendations and <b>uploaded</b> and <b>sent</b> each recommendation using Naviance.</p>	
<p>13. <b>Follow-up</b> with your <b>counselor</b> to make sure they have <b>completed</b> and <b>sent</b> all Common App materials.</p>	