



# 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.

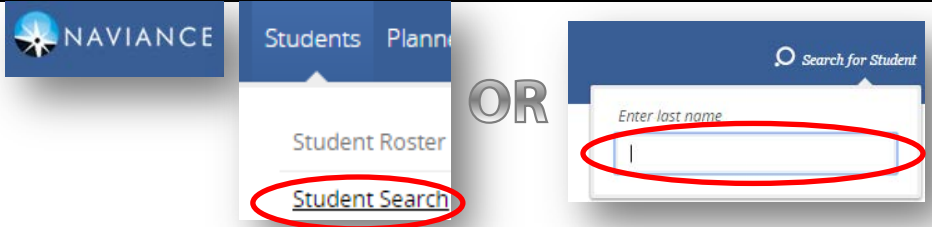










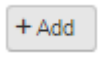
Student	Counselor	Teacher
<ul style="list-style-type: none"> <li><input type="checkbox"/> Create a Common App Account</li> <li><input type="checkbox"/> Sign the Common App FERPA Waiver &amp; Authorization</li> <li><input type="checkbox"/> Complete Common App Account Matching</li> <li><input type="checkbox"/> 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>

## Teachers

1. When students ask about letters of recommendation in Naviance, <b>confirm</b> with them that it is for a Common App school	
2. <b>Check</b> 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. <b>Ask</b> if student has completed 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	

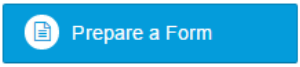
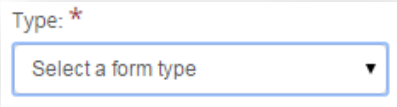



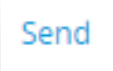

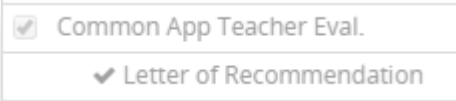

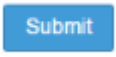

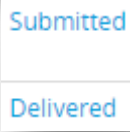


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letter of recommendation. This provides specific information to teachers and is very helpful when writing the most complete letter of recommendation	
4. <b>Clarify</b> with student, which Common App school you will be writing the letter of recommendation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

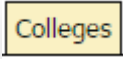
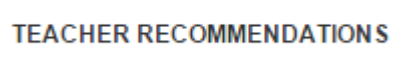
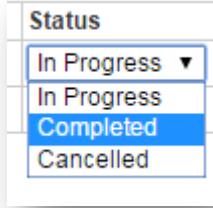
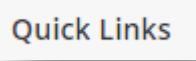



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	<p>Click the <b>Prepare a Form</b> button</p>  <p>Select the <b>Common App Teacher Evaluation</b> form type from the drop-down list</p>  <p>Complete the form, and then click <b>Prepare Form</b></p> 
8. After preparing documents, they will appear in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



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<p>11. <b>Change</b> submission status from <b>In Progress</b> to <b>Complete</b></p>	<p>In the student profile, click the <b>Colleges</b> tab </p> <p>Scroll down to the <b>Teacher Recommendations</b> section</p> <p></p> <p>Using the drop-down menu, change the status of your recommendation from <b>In Progress</b> to <b>Completed</b></p> <p></p> <p>This will show that your recommendation(s) are complete when the student logs into Naviance Family Connection.</p>
<p>12. You may choose to also send a message through Naviance Family Connection to notify student that the recommendation(s) are complete.</p>	<p>In the student profile, click <b>send a message</b> found under the <b>Quick Links</b> on the left-hand side of the screen.</p> <p> → </p> <p>This allows you to send a message to the student that will only be accessed and viewed through Naviance Family Connection.</p>