




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.

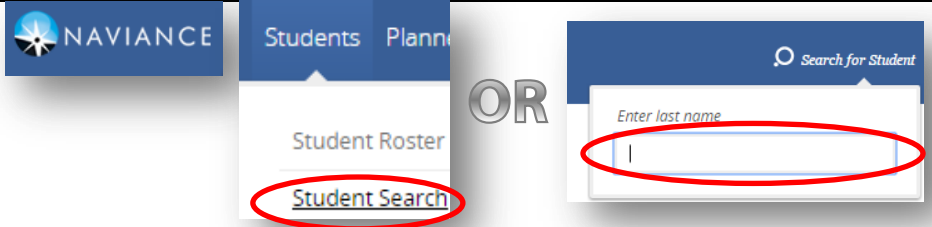
Student	Counselor	Teacher
<ul style="list-style-type: none"> <input type="checkbox"/> Create a Common App Account <input type="checkbox"/> Sign the Common App FERPA Waiver & Authorization <input type="checkbox"/> Complete Common App Account Matching <input type="checkbox"/> Notify your counselor of any 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"/> Tell teachers the specific school you want them to submit your recommendation for <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 found on the High School and Beyond Plan website <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 request specific 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 found on the High School and Beyond Plan website <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 counselor Common App package of materials for students <input type="checkbox"/> Teachers will be responsible for sending their own letter of recommendation and Common App Teacher Evaluation 	<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"/> Ask student if your recommendation is for a designated school or all of their Common App applications <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 <input type="checkbox"/> Send Common App teacher recommendation and Common App Teacher Evaluation

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	

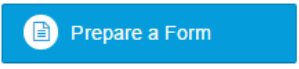
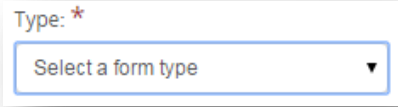

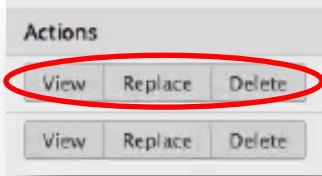

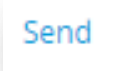

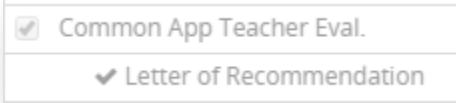

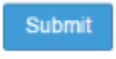
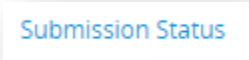
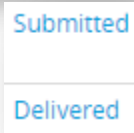


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<p>letter of recommendation. This provides specific information to teachers and is very helpful when writing the most complete letter of recommendation</p>	
4. Clarify with student, which Common App school you will be writing the letter of recommendation 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.	<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 Teacher Documents</p> <p>In the pop-up window, click Upload a File</p> <p>Choose Application and Type from drop-down menus</p> <p>Click the Browse button to locate your file</p> <p>Click Upload a File button</p>
7. Prepare the Common App Teacher Evaluation form in Naviance to accompany the letter of recommendation	<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 Teacher Documents</p>



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



What do **Teachers** Need to do to Complete Common App Teacher Recommendations in Naviance Family Connection?

11. 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.