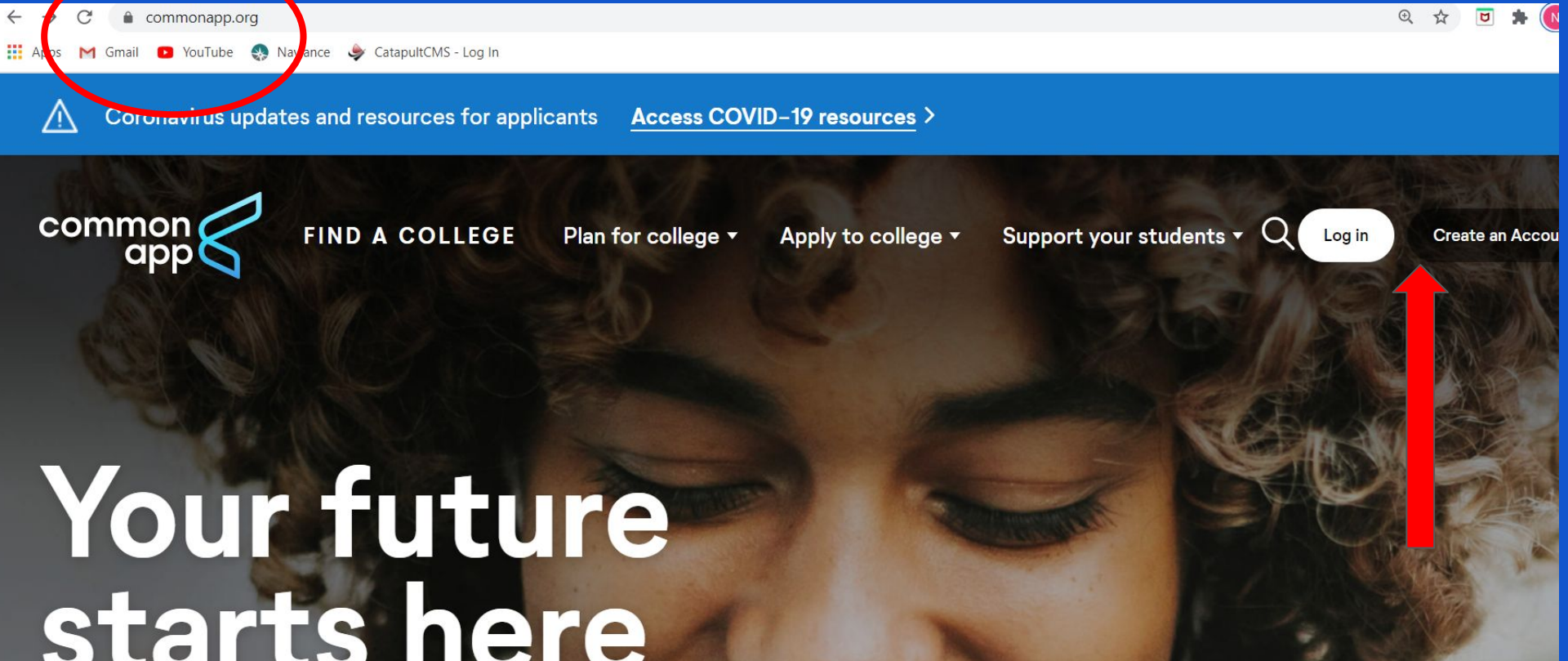
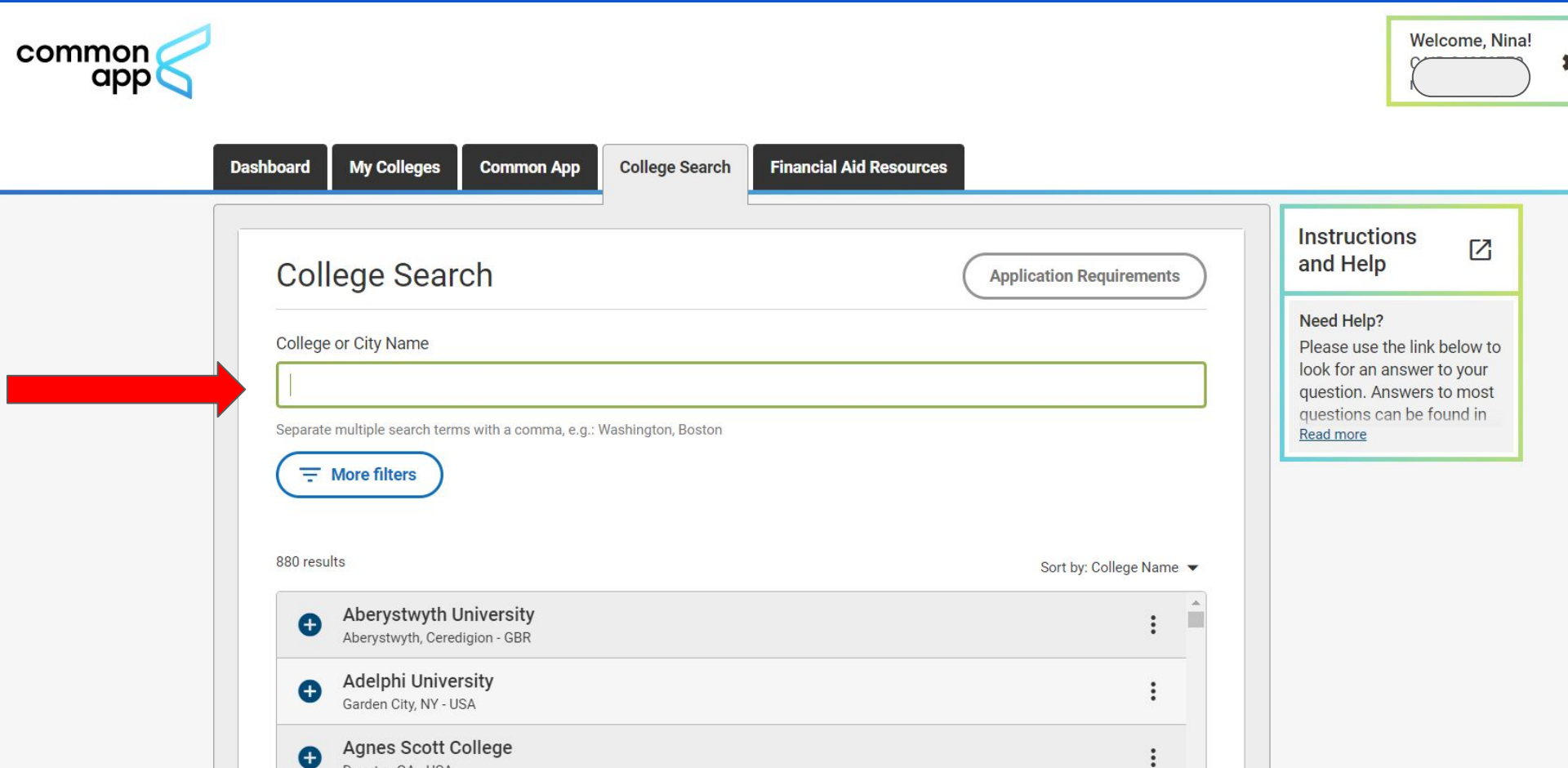
Matching Naviance to Common App

Matching your account will allow LOR, School Reports and transcripts to be sent to your colleges.

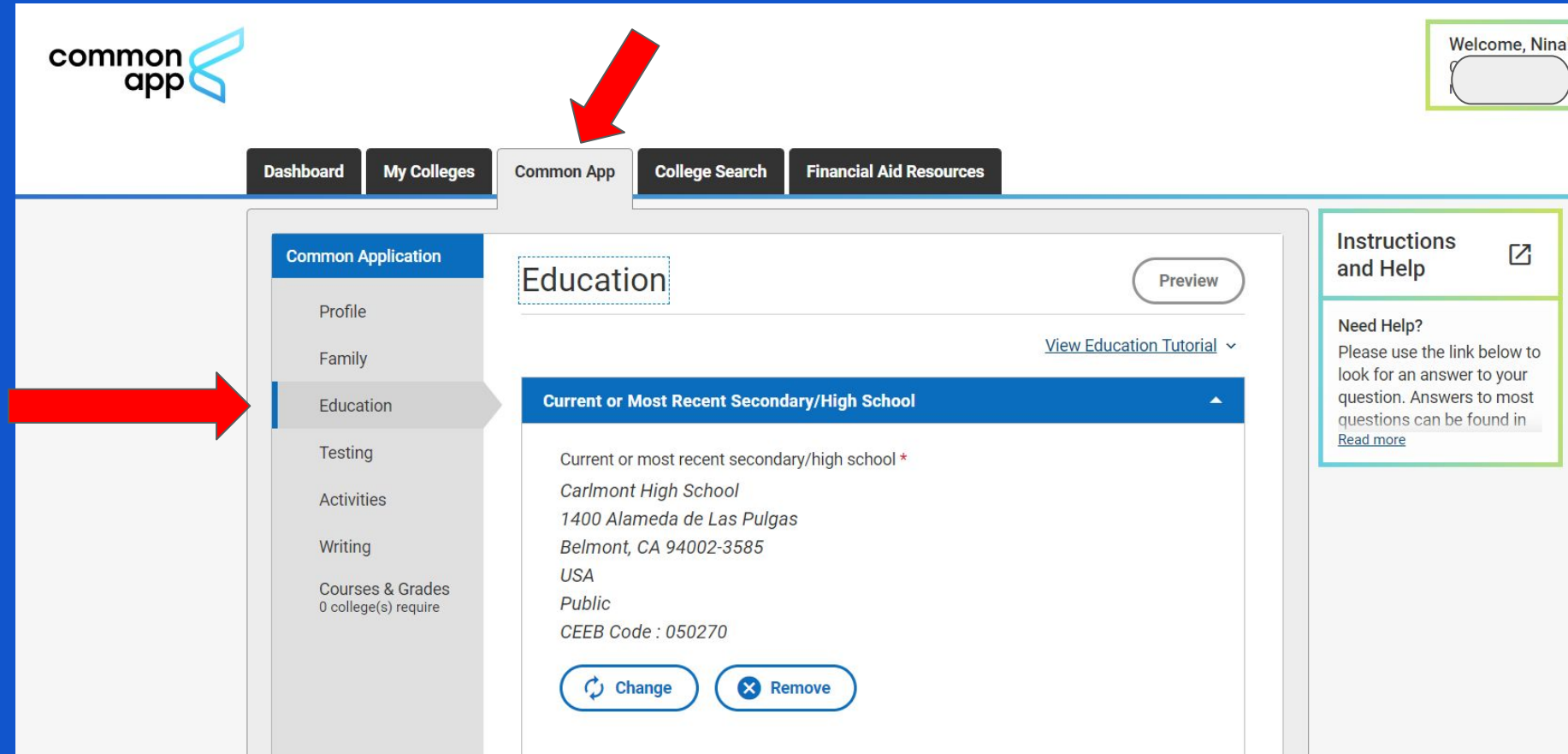
Log into your Common App account or create a Common App account. Add at least one college you will be applying to.



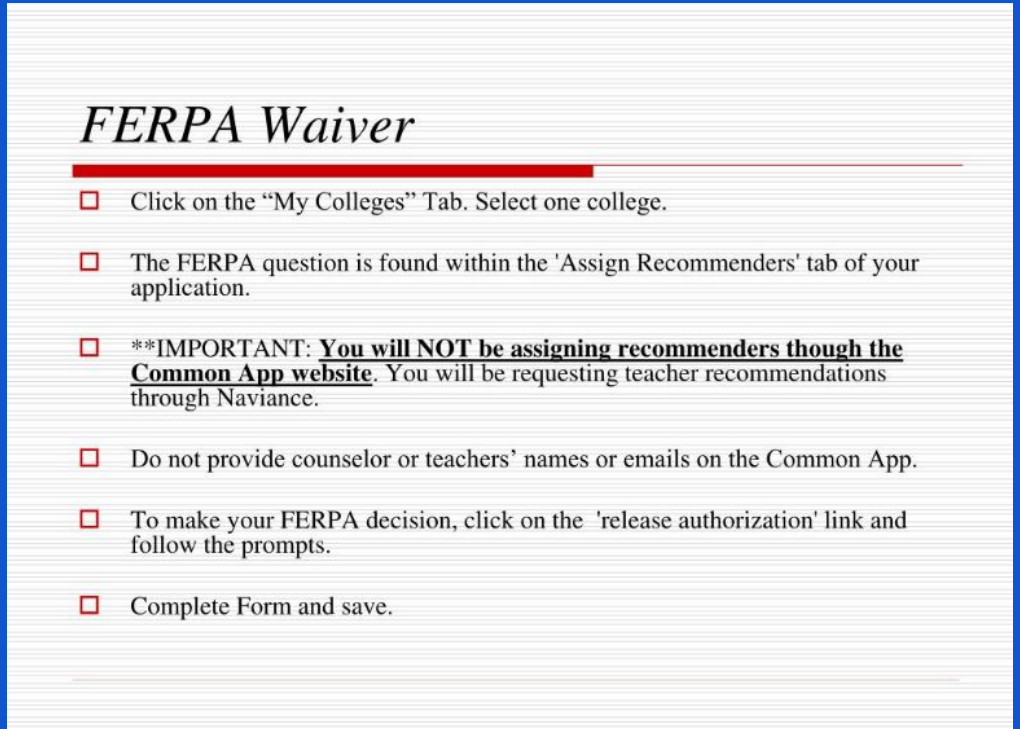
Add the colleges - you need to add at least one college prior to Matching



The Education section needs to be completed next, which is located on the Common App tab

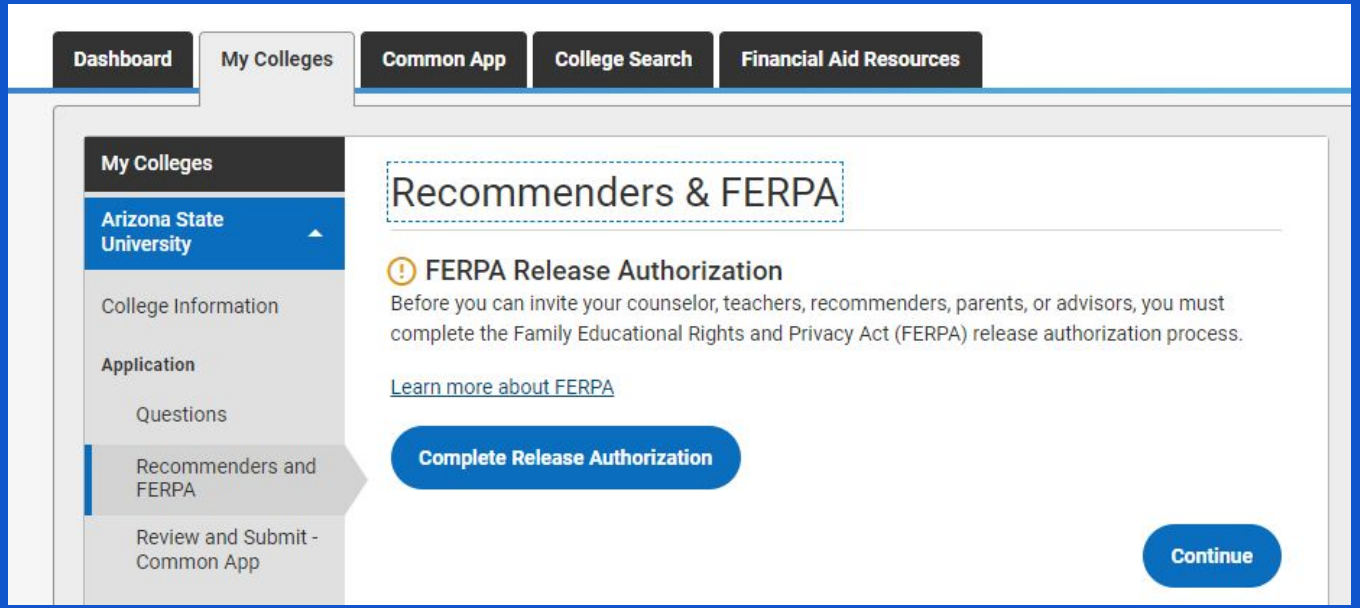


It is important that you release your information on the FERPA page. Waiving your rights lets colleges know that you do not intend to read your recommendation, which helps reassure colleges that the letters are candid and truthful. Read the choices carefully.



My Colleges Tab
Click on one of your colleges.
Then click on Recommenders & FERPA

DO NOT INVITE Carlmont Teachers or Counselors on the "Invite Recommenders" section. You will "invite" teachers through Naviance



IMPORTANT
Read the FERPA Instructions

Release Authorization

Instructions

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond. We encourage you to learn about FERPA by reading our FAQ. We also suggest discussing FERPA with your counselor, parent, guardian, or other school official to be better informed about your rights.

1. **How does FERPA relate to your college application?**
   - FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.

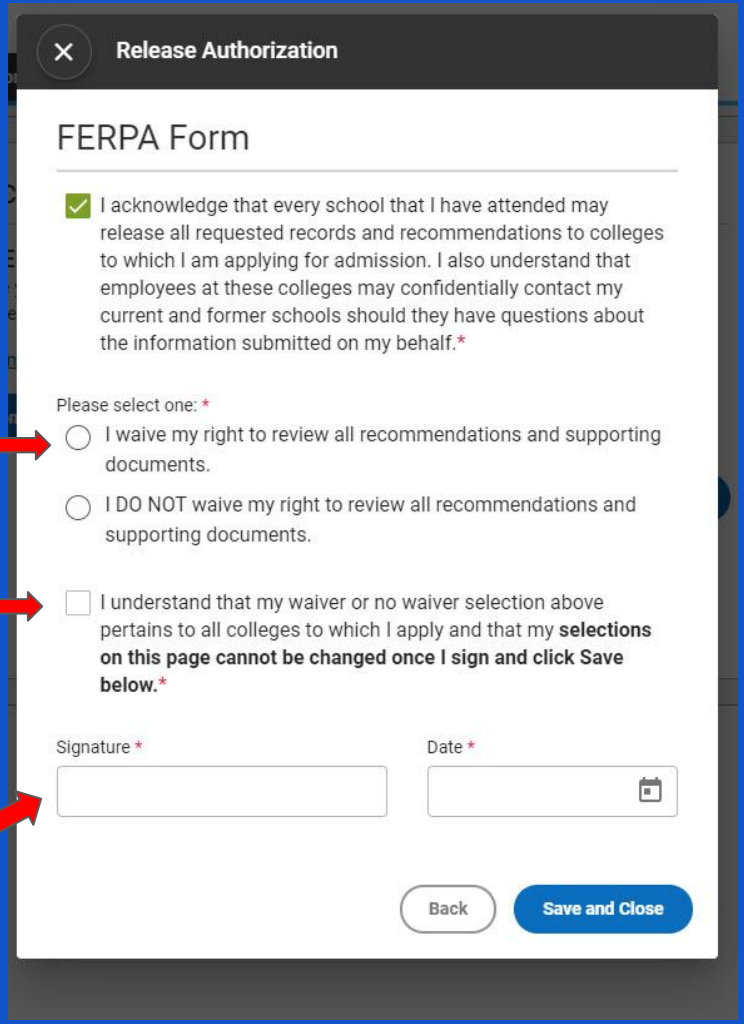
2. **In a moment, you'll be asked if you want to waive the right to review confidential letters of recommendation. What should you know about this waiver?**
   - Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
   - Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. **Still unsure how to respond?**
   - That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the Help Center.

☐ I have read and understood the FERPA Release Authorization explanation above.*

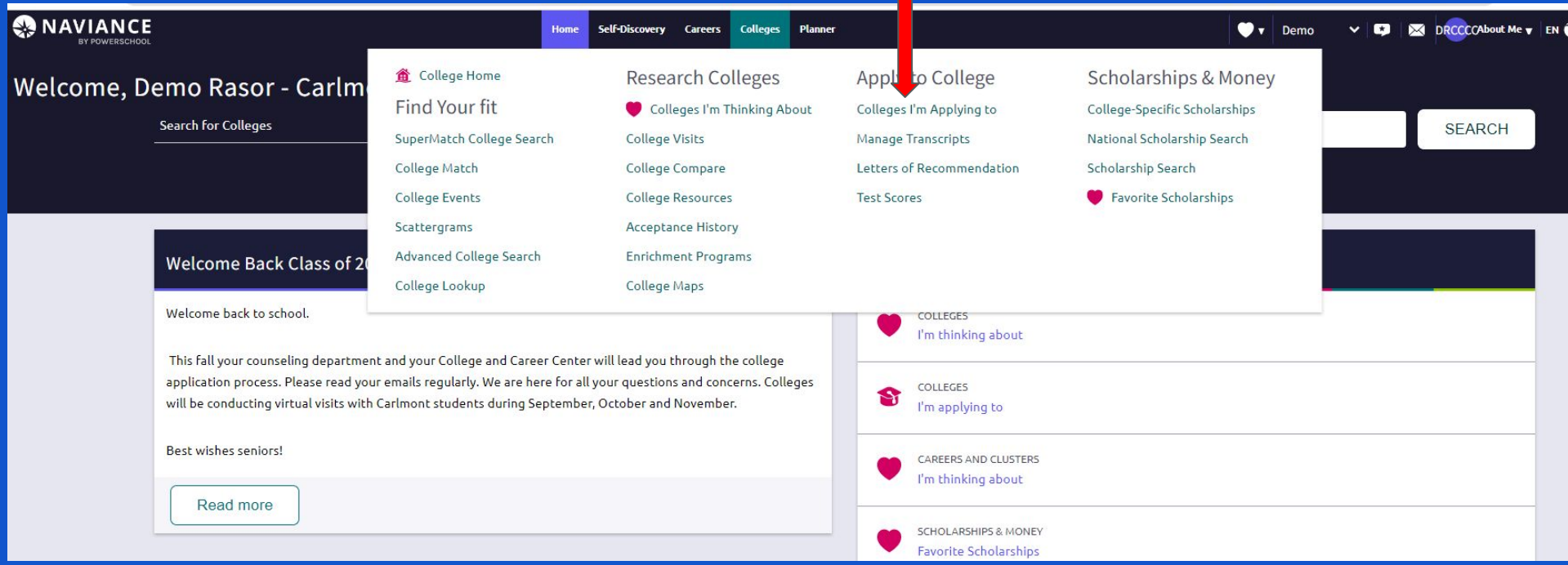
Continu

We suggest

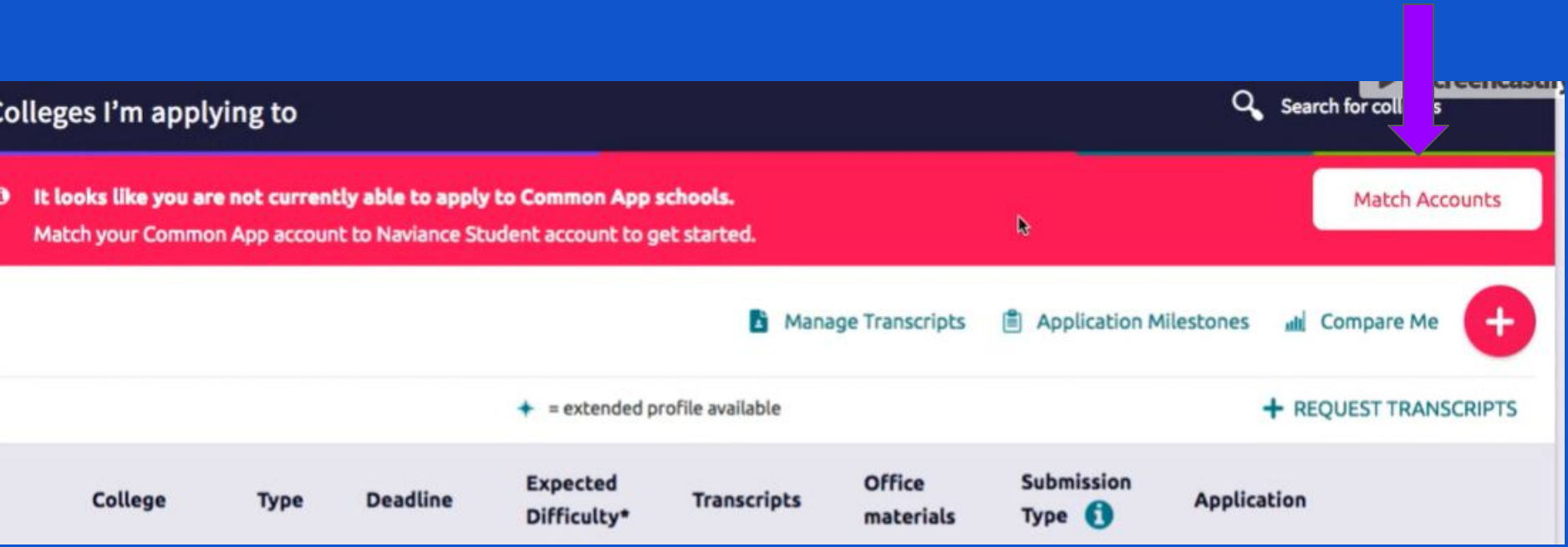


After this step you are ready to match

Log into your Naviance account.
From your home page click on Colleges I'm applying to



Click on Match Accounts - enter the email address you used on your Common App. After the match, the colleges listed on your Common App will automatically add to Colleges I'm applying to" in Naviance



After Matching, **verify the deadlines are correct** in your Colleges I'm Applying to" page. The date listed will be the date counselors and teachers will use to send letters.

Questions?? Ask Mrs. Rasor from your College & Career Center nrasor@seq.org