



- Requesting a L.O.R.
- Steps to sign up for College Visit
- Common App 'must do's'
- FERPA explanation
- How to know if you need a counselor form or L.O.R.

### Steps to Request a Teacher Letter of Recommendation:

1. You must submit your [Transcript Release Form](#) if you are NOT applying through Common App. If you are applying through Common App, you must have Naviance and C.A. matched. The schools need to be in your list in order to request a letter of rec.
2. Ask your teacher if they would be willing to write a letter on your behalf. **Give your teacher plenty of time to write the best letter they can on your behalf!**
3. Once they have agreed to write your letter, [login](#) to your Naviance Family Connection account. *Once on the SIGN IN page, click on 'continue with single sign on'.*
4. Click on the "colleges" tab at the top of the page and then, under Apply to College, click on Letters of Recommendation. At that point, add the requests.
5. Click on the name of the teacher who will be writing your recommendation. Select the schools in which you need a letter of recommendation.
6. Thoughtfully complete the [Teacher Recommendation Questionnaire](#) located under the *About Me* tab in the far-right corner, then, under *Surveys*, click on *Surveys from Your School*.
7. Inform your teacher that the questionnaire has been completed.

*\*\*If you do not see your college listed and you applied through Common App, be sure the FERPA Waiver is complete and your Common App Username is matched to Naviance Student. \*\*If you do not see your college listed and you applied through their website, you must turn in the Transcript Release Form to the College and Career Resource Center and it will be added during processing.*

### Steps to sign up for a College or Career visit:

- 1) Please [login](#) to your Naviance Family Connection account. *Once on the SIGN IN page, click on 'continue with single sign on'.*
- 2) Once in Naviance, there are **two ways** to find the college and career list.
  - **FIRST WAY** - On the main page, scroll down and look for 'What's New', on the bottom-right. The listing will be there.
  - Choose 'see more' to view everything scheduled.
  - You are able to click 'more info' to register for the visit.
  - **SECOND WAY** - click 'colleges' on the top of the page, then under Research Colleges. Click on College Visits.
  - Go all the way to the bottom right of the page, under **college visits**, and click 'show more'. You can register from that point.
- 3) **If you sign up, SHOW UP.** We need to respect the time of our presenters and representatives.
- 4) Come to the CCRC for a pass OR print your confirmation page – to be able to show your teacher.

### ***If I apply to colleges/universities through Common App, what are things I MUST do?***

For students applying via Common App, **complete the FERPA Privacy Notice** on the Common App website:

1. Log-in at [www.commonapp.org](http://www.commonapp.org)
2. Click on "College Search" tab to add your colleges to the common application
3. Next, on the common application, click on "My College" tab and **select a college - any college**.
4. Click "Recommenders and FERPA" the FERPA RELEASE AUTHORIZATION is the first item on that page
5. Click the "COMPLETE RELEASE AUTHORIZATION" to complete the FERPA waiver.

**MATCH** your Common App Username to Naviance Student; we are unable to upload your Transcripts to the Common App until this step is complete. *This process does NOT move your schools to 'colleges applying for' in Naviance instantly. It may take a day or two but if it is still not showing up, please email your counselor or the College and Career Center.*

1. In Naviance Student, click on "Colleges I'm Applying to"
2. Click on "Match Accounts"
3. Enter your "Common App Email Address"
4. Click on "Match Accounts"

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### **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.*

### **In the application 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.*

If your school uses Naviance to submit school forms, students will submit the FERPA release authorization within the Common App account, not their Naviance account. The student must complete the education section within Common App first, then complete the FERPA release authorization.

The FERPA release authorization is found within the Recommenders and FERPA section of the my colleges tab, and the "release authorization" link must be checked with the FERPA decision. Be sure to click on a college and fill it out within that school - it will then update to all colleges you have listed.

Students can only see the Recommenders and FERPA section once they've added at least one school to their application.

Students must add counselors and teachers through Naviance but must add other recommenders and advisors through Common App. Counselors and teachers will log in through Naviance to complete recommendation forms.

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### ***How do I know if I need a COUNSELOR FORM or COUNSELOR/TEACHER Letter Of Recommendation:***

1. Go to the website of the college you are applying to
2. Click on the Undergraduate Admissions website
3. Search for Admission or Application Requirements
4. If required, indicate so on this form AND complete the Letter of Recommendation Request and Teacher Recommendation Survey on Naviance.
5. Give your Counselor/Teacher ten working days to write the best letter they can on your behalf!