

NAVIANCE/COMMON APPLICATION ACCOUNT MATCHING

Before teachers and guidance counselors can submit a form/letter electronically to a Common Application college via Naviance, students must complete the Common Application Account Matching process in Family Connection.

Steps to complete the matching process:

- Open up a Common Application Account at www.commonapp.org
- Click the “Common App” Tab
- Click on the “Education” tab listed in the grey box on the left hand side
- Under “Current or Most Recent School lookup” click “Find School” and add Arlington Catholic
- Click the “College Search” tab at the top and add one college into this list
- Click the “My Colleges” tab at the top
- Click “Recommenders and FERPA” tab in the grey box on the left hand side
- Under “FERPA Release Authorization”, click “Release Authorization” and sign the waiver

The FERPA is the Family Educational Rights and Privacy Act. It entitles students to review letters of recommendation and accompanying forms **AFTER** you enroll at a post-secondary institution only if that institution saves the documents post-enrollment. In other words, FERPA does not give you the right to inspect recommendations before they are sent to your colleges.

- **Waiving Your Right:** If you waive your right this lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- **Not Waiving Your Right:** After matriculating, you will have access to the recommendation form and all other recommendations and supporting documents submitted by you and on your behalf only if the institution saves recommendations.

- Sign into Naviance/Family Connection at <http://connection.naviance.com/arlingtonchs>
- Click on “Colleges”
- Click on “Colleges I Am Applying To”
- Enter the email address used to create your Common Application account and your date of birth

Once we synch your Common Application and Naviance accounts, you will not be able to change how you answered the FERPA question

DEADLINE: You must complete the matching process by Monday, September 18th

STEPS FOR MAKING TEACHER RECOMMENDATION REQUESTS IN NAVIANCE

- Click on the “Colleges” tab
- Click in the “Letters of Recommendation” link
- Click on the blue **Add Request** button to submit requests, one teacher at a time
- Select a teacher from the drop-down list; we suggest selecting “all colleges”; then write a note to the teacher, including your earliest deadline
- Click the **Save** button on the bottom of the screen which will return you to the recommendation status page
- Follow the steps above to invite a second teacher to write a letter of recommendation on your behalf

You do not need to send a recommendation request to your Guidance Counselor via Naviance

Transcript/Letters of Recommendation Request Deadlines for College Applications

In order to request your transcript and guidance letter of recommendation to be sent to the colleges to which you are applying, you must complete a Transcript Request Card in the Guidance Office with Mrs. Lally. Your transcript request card and your teacher recommendation requests must be made by the following deadlines:

- For colleges with **October 15th** deadlines, requests must be submitted by **September 15th**
- For colleges with **November** deadlines, requests must be submitted by **October 2nd**
- For colleges with **December** deadlines, requests must be submitted by **November 1st**
- For colleges with **January** deadlines, requests must be submitted by **December 1st**
- For colleges with a **Rolling Admissions** deadline, you must request transcripts **one month in advance of your desired due date**

You do not need to have your Common Application/college application(s) completed by the above deadlines. You have up until the college's application deadline to complete your application.

SPECIAL APPLICATIONS:

If you choose to use a special application offer from a college (Ex: Dean's Application, Express Application, VIP Application, etc.), you need to inform your guidance counselor because many of these applications prevent the school from submitting materials via Naviance. Therefore, your admissions materials would have to be mailed to the colleges.

GENERAL REMINDERS

- Make sure you have submitted both of your Brag Sheets
- Make sure to inform your two (2) teachers and guidance counselor about your application deadlines in person. If you are applying EA/ED, you should inform them ASAP.
- All students are responsible for submitting your own applications and SAT or ACT scores. To request your scores to be sent, go to www.sat.org for SAT's and www.act.org for ACT's.
- Double check testing requirements for each college
- You may need to report Arlington Catholic's CEEB Code on college forms. The CEEB Code is 220032.

INTERNATIONAL STUDENTS

- It is your responsibility to send an official copy of your TOEFL scores to the colleges to which you are applying (www.ets.org)
- Please review the application requirements for international students for each college to which you are applying. There may be additional forms that are required (ex: Certificate of Finances Form).

COLLEGES I AM APPLYING TO -- TRANSCRIPT REQUEST FORM

NAME: _____ COUNSELOR: _____

Teacher(s) Writing Recommendations: _____

Date Submitted to Guidance	Application Due Date	Application Type (circle one)	COLLEGE/UNIVERSITY NAME	Common Application (circle one)	For Office Use Only Date Submitted Naviance/ Mail	For Office Use Only Transcript Fee (\$5) Paid
		EA ED REG ROLLING	<i>Sample</i>	YES NO		
		EA ED REG ROLLING		YES NO		
		EA ED REG ROLLING		YES NO		
		EA ED REG ROLLING		YES NO		
		EA ED REG ROLLING		YES NO		