



Requesting **COUNSELOR** and **TEACHER** Recommendations through Naviance Family Connection

Logging In

- Login to Naviance Family Connection

Requesting the Recommendation

- Select the colleges tab
- Select “colleges I am applying to”
- Make sure you have completed the FERPA consent form

search for colleges: Go

MORE SEARCH OPTIONS >>

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [college visits](#)

college research

- > [college match](#)
- > [college compare](#)
- > [college lookup](#)
- > [college search](#)
- > [college resources](#)
- > [college maps](#)
- > [scattergrams](#)
- > [acceptance history](#)
- > [enrichment programs](#)

colleges I'm applying to

⇒ IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION

Common Application recommendation forms may not be submitted online by your school until you answer the questions below. You will not be able to change this information once you have completed the items below.

I understand that under the terms of the FERPA, after I matriculate I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
2. I waive my right to access below, regardless of the institution to which it is sent.

Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

By completing this form, I authorize all schools that I have attended to release all requested records covered under the Family Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

Please enter your Common Application Online username and password if available. This information will ONLY be used to lookup your account so that your counselor and teachers may submit your recommendation forms online.

- Select the “*yes*” bubble and check the box
- Select “*submit*”
- If you are using the Common Application be sure you have entered your common application username and password. You must do this in Naviance; otherwise no electronic submissions can be made on your behalf.

- > [acceptance history](#)
- > [enrichment programs](#)

scholarships & money

- > [scholarship match](#)
- > [scholarship list](#)
- > [scholarship applications](#)
- > [national scholarship search](#)

resources

- > [transcripts](#)
- > [test scores](#)

test preparation

⇒ COMMON APPLICATION PRIVACY NOTICE

You have indicated that you DO waive your right to access Common Application recommendation forms completed by your school. You have indicated that you authorize all secondary schools you have attended to release all requested records and review your application for the admission process. This information was recorded by you at November 17, 2010 8:59 AM from the following IP Address:

10.56.168.3

Please enter your Common Application Online username and password if available. This information will ONLY be used to lookup your account so that your counselor and teachers may submit your recommendation forms online.

Common application username:

Common application password:

Confirm password:

- **Make sure the colleges where you are applying are in your list, if not select “add to this list”**

home | courses | colleges | careers | about me

search for colleges:

colleges I'm applying to

[+ add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript Office Status	My App.	Results	Actions
<input type="checkbox"/> Coll of the Mainland	RD	-		N/A	-	sent	Pending	have you applied?	Unknown
<input type="checkbox"/> Johnson & Wales Univ	RD	-		N/A	-	sent	Initial materials submitted	have you applied?	Unknown

- **Scroll down to Teacher Recommendations**
- **Select add/cancel requests**
- **Scroll through the list and select your Counselor or Teacher**

[college search](#)

[college resources](#)

[college maps](#)

[scattergrams](#)

Teacher Recommendations

[add/cancel requests](#)

No teachers currently listed.

- **You must have completed your “student brag sheet, resume, and parent brag sheet, prior to making a request for a recommendation. These items can be found in the “about me” section of Naviance.**

home | courses | colleges | careers | about me

surveys to take:

- > [parent brag sheet](#)
- > [student brag sheet](#)
- > [survey history](#)

interesting things about me

- > [favorite colleges](#)
- > [favorite careers and clusters](#)
- > [personality type](#)
- > [learning style](#)
- > [resume](#)
- > [game plan](#)
- > [documents](#)
- > [journal](#)
- > [checklist](#)
- > [completed surveys](#)