FERPA and the Common Application

In order for you to send your Common Application (CA), you must first read and sign the FERPA agreement. The following will walk you through the steps for doing this.

- 1) Login to your Common Application account
- 2) Select the "My Colleges" tab at the top
- 3) Check the "Recommenders and FERPA box"



- 4) Select the "Release Authorization" box
- 5) **NOTE**: Since we are a Naviance school, do NOT check the box that reads "Invite and Manage Recommenders" on this screen!

Dashboard My Colleges	Common App College Search Financial Aid Resources	
The Ohio State _ University _	For All Colleges	Instructions and Help 🔶
Application (0 of 3 Completed) Questions Recommenders and FERPA	FERPA Release Authorization You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf. Release Authorization	What is an Advisor An Advisor is a new type of recommender for your Common Application. If you receive support from [+]
Review and Submit - Common App University of Notre Dame	Invite Recommenders Recommenders are boole who will submit forms and information to colleges on your schalf. Check objour <u>video above recommenders</u> Invite and Manage Recommenders	Recommender Information does not change Once a recommender has been added and invited, the name and title you entered
	Advisor An advisor can be anyone who is assisting you with your application process. You may invite an advisor using the 'Invite Advisor' link below. An advisor can view your application information and give you personalized feedback. An advisor does not submit any forms on your behalf.	Adding and assigning recommenders for Naviance schools
	Required: 0 Optional: 3 Total: 3	you will not be able to assign Counselor or Teacher recommendation [+] [more] → Don't forget to assign
	Recommenders for The Ohio State University	your teacher recommendation!

6) Read the "Release Authorization," check the box at the bottom, and hit "Continue."

Release Authorization	
1 Instructions > 2 Form	
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.	
1. How does FERPA relate to your college application?	
 FERPA gives you the right to review confidential letters of recommendation under certain circumstances IF: You are enrolled in college and that college saves the recommendations for enrolled students, OR You are 18 or older. 	
2. In a moment you'll be asked if you want to waive this right. Why would you want to do that?	
 Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the latter are conditioned to the latter. 	
 Some recommenders may refuse to write a letter for you unless you 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 <u>Help Center</u> .	
I have fully read and understood the FERPA Release Authorization explanation above. *	٣
Cancel Continu	е

7) Read the second "Release Authorization" and check the box.

		×
Rele	ease Authorization	
	1 Instructions > 2 Form	
	I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf. *	
	Back Cancel Save	
	If you see the "assign" button	

8) Choose whether you wish to waive or not waive your rights to see "all supporting documents submitted by me or on my behalf." NOTE: We recommend "Waive."

I authorize every school	ol that I have attended to release all	requested records and recommenda	ations to colleges to which I am
applying for admission should they have ques	. I also authorize employees at thes tions about the information submitte	e colleges to confidentially contact n ed on my behalf. *	ny current and former schools
Please select one: *			
I waive my right to revi	ew all recommendations and suppo	orting documents submitted by me or	on my behalf.
I DO NOT waive my rig	ght to review all recommendations a	and supporting documents submitted	by me or on my behalf.
I understand that my w page cannot be chan	vaiver or no waiver selection above ged after any recommendation of	pertains to all colleges to which I app r application submission. *	bly and that my selections on th
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9) Check the box that reads "I understand "

	1 Instructions 2 Form
I authorize every school applying for admission should they have ques	of that I have attended to release all requested records and recommendations to colleges to which I an I also authorize employees at these colleges to confidentially contact my current and former schools tions about the information submitted on my behalf. *
Please select one: *	
I waive my right to revi	ew all recommendations and supporting documents submitted by me or on my behalf.
I DO NOT waive my rig	int to review all recommendations and supporting documents submitted by me or on my behalf.
I understand that my w	aiver or no waiver selection above pertains to all colleges to which I apply and that my selections on
I understand that my w page cannot be changed	aiver or no waiver selection above pertains to all colleges to which I apply and that my selections on ged after any recommendation or application submission. *
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- 10) Type your name into the Signature box (the date will self-populate)
- 11) Click on "Save"
- 12) Your FERPA agreement is now complete!