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!

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

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

Release 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 beside the name of your

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."

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Please select one: *
○ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
○ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☑ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed after any recommendation or application submission.** *

Signature * [   ]   Date * [09/08/2017   ] 📅

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9) Check the box that reads "I understand . . . ."

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Signature * [   ]   Date * 09/08/2017 📅

Back   Cancel   **Save**

10) Type your name into the Signature box (the date will self-populate)

11) Click on "Save"

12) Your FERPA agreement is now complete!