

## Matching your Common App and Naviance Accounts

Students can access on-line applications either through the Common Application [www.commonapp.org](http://www.commonapp.org), other online application methods such as Coalition <http://www.coalitionforcollegeaccess.org/> or through the website of the college to which they are applying. Since the Common Application is the most popular method, these instructions focus on it rather than other online products.

**Students are responsible for sending their portion of the college application directly to the universities.**

Our office will submit the following upon receiving a Transcript Request Form, which are located in the Guidance office and on our website and Schoology pages:

Transcript  
Secondary School Report  
School Profile  
Counselor Letter of Recommendation

***Please allow 10 school days for processing.***

Students must first match their Naviance and Common App accounts and complete the FERPA acknowledgement **that is located in the Common Application**. To complete this you must do the following:

**Step 1:** Create or access your [Common Application](#). Use a valid email address and not your Wantagh Schools email.

**Step 2:** Go to the Common App tab and complete the first page of the Education section.

**Step 3:** Go into the “My Colleges” tab. Add the colleges you may be applying to.

**Step 4:** In the “My Colleges” tab, click on any of your colleges and then click on “Recommenders and FERPA”.

**Step 5:** Click on “Complete Release Authorization”. Then click on the box at the bottom of the page and click continue.

**Step 6:** Follow the prompts and click next to the statements that begin with “I acknowledge”, Waive”, and “I understand”. You must waive your right to access recommendations to move forward.

**Step 7:** Log on to your [Naviance](#) account. Follow the prompt to reset your password if necessary. Go to the “Colleges” tab. Once there, click on “Colleges I am applying to”.

**Step 8:** Click on the “Match Accounts” box. You will be directed to sign back into your Common App account to verify your information. Once matched, your colleges in Common App will appear on your Naviance account as well.

For colleges which do not use the Common Application, students will also complete a hard copy FERPA form located in our office.

***No transcripts, letters of recommendation, or profiles from our office can be processed until the FERPA statements are completed.***

**Transcript Request Form:** Students must submit their portion of the application to the college or university prior to submitting a Transcript Request Form to the Guidance Office. This form authorizes the Guidance office to send specific materials (transcript, letter of recommendation, secondary school report, and school profile) to the colleges listed on the form.

**Teacher Recommendations:** Students should ask teachers directly for letters of recommendation. The process will be explained at the Senior College Workshops. Before listing any teacher as a reference you must first discuss it with the teacher.

**\*Do not use the Common Application Selection Process for this action.**

**Standardized Test Scores:** Any standardized test reports (SAT, AP, ACT) must be sent directly to the admission office from the reporting agency (CollegeBoard, ACT). Students can access the websites of these agencies and follow the directions on submitting the score reports.

Some tips and information you will need to complete your Common App:

- “Dual enrollment” means “College Level”.
- Class size is 211 students, and your graduation date is 6/21/2024.
- Wantagh uses a semester scheduling system, and we do not rank students.
- Use your Weighted GPA when asked. GPA scale is 100. Unofficial GPA will be available on your Naviance account as of August 30. Changes may be made to your Common App once official GPA is available on September 29.

