

“Waive” your FERPA Rights and “Match” Your Common Application

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Here we explain, step-by-step, how to “waive” your FERPA rights, and how to “match” your Common Application to Naviance; in order for your documents to be transmitted electronically. This is a requirement. There is a lot of detailed information, refer as needed.

Watch “FERPA and Matching” Naviance video tutorial located at:
<https://www.screencast.com/t/wJlv73VNdeA>.

FERPA (Family Educational Rights and Privacy Act) –

The FERPA is found in the Common Application. **Even if you are not going to use the Common Application, you need to start one, in order to waive your FERPA rights. (The whole process takes 15 minutes at most.)** Waiving your FERPA rights, gives Whitman permission to send your documents without you seeing them. This is important because your counselor and teachers want to write the strongest recommendation letter possible; knowing you will not see it, enables them to do so. More importantly, it gives colleges the confidence that the recommendation letters are accurate. If you decide not to waive your FERPA rights, all documents will be sent through the mail.

1. Create a Common Application account. Be sure to use your personal email address for future access. We strongly recommend a professional sounding email, not bumbercars@gmail.com.
2. After you create a Common Application account, complete the *Common Application* section. This includes your name, address, high school, etc. (You only need to get through entering the Education section.)
3. Next go to the *College Search* tab. Add one Common Application college/university to your account. If you are not going to use the Common Application, simply add any Common App college.
4. Next, click the *My Colleges* tab. On the left-hand side of the screen, you will see “Recommenders and FERPA”. Click on it.
5. Read the statements that follow and click the appropriate boxes.
YOU ARE GOING TO WAIVE YOUR RIGHTS. This is important.

NEXT... *Match your Common Application to your Naviance Account*

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Match your Common Application to your Naviance Account

Once you have waived your FERPA rights ...

1. Log into your Naviance account.
2. Click on “Colleges”
3. From the drop-down menu, click “Colleges I’m Applying To”
4. At the top of the screen you should see a pink bar. On the right, click “Match Accounts.”
5. A new tab opens. Enter your Common Application username and password. Then click “sign in.”
6. Click “I agree.”
7. Screen redirecting you to Naviance will appear.
8. You should now see a green bar saying “Your Common Application account has been matched.”
9. **NOTE:** If you waived your FERPA rights, you will also see “FERPA status waived.” If you did not waive your FERPA rights, please go back into your Common Application and do so.

Please be aware, any colleges you have entered in your Common Application account or “Colleges I’m Thinking About” in Naviance, WILL NOT automatically move into the “Colleges I’m Applying To” section of your Naviance account. You will need to manually enter colleges to your “Colleges I’m Applying To” list. Please do not add college(s) until you are 200% (yes double 100%) sure you will apply to the college(s). Once entered, you will not be able to remove colleges from this list. To have a college application(s) removed from your “College I’m Applying To” list – email Joselin_Hunzelmann@mcpsmd.org; please be clear and specific on the college(s) that should be removed.