



SCREEN SHOTS

Class of 2017

Letters of Recommendation



A screenshot of the NAVIANCE website interface. At the top, there is a header with the text "family connection" and a speech bubble containing the text "Here are all the tools for getting into cool schools". Below the header is a navigation bar with several tabs: "home", "courses", "colleges", "careers", "about me", and "my planner". The "colleges" tab is highlighted. Below the navigation bar, there is a search box labeled "search for colleges:" with a "Go" button and a link for "MORE SEARCH OPTIONS >>". To the left of the main content area, there is a "resources" section with links for "transcripts" and "test scores". The main content area is titled "my colleges" and contains a list of links: "colleges I'm thinking about", "colleges I'm applying to", and "letters of recommendation". Two arrows point from the text below to the "colleges" tab and the "letters of recommendation" link.

Go to **COLLEGES** tab

Click on **LETTERS OF RECOMMENDATION** link

Letters of Recommendation



NAVIANCE

family connection

home

courses

colleges

careers

about me

my planner

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Showing 1 requests

Add Request

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
University of Colorado at Boulder -- required/ 2 allowed/ 1 requested	Jan 15 2017	Carrie Kujawa	Requested	×

Add Request

Click **ADD REQUEST**

Letters of Recommendation



NAVIANCE

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

- Choose **specific** colleges from your *Colleges I'm Applying To* list
- All current and future colleges I add to my *Colleges I'm Applying To* list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Text area for personal note

3000 characters remaining

Cancel Submit Request

* Indicates a required field

Select teacher

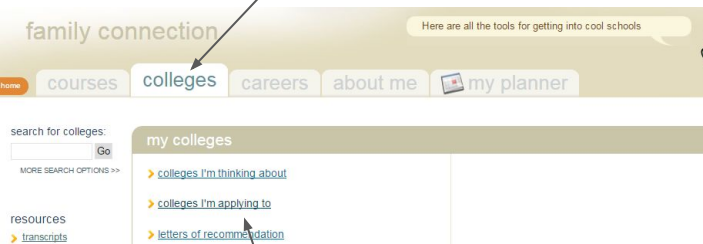
Select which colleges request is for.

Include any personal notes

Submit Request

Common App & Naviance Matching

1 Under **COLLEGES** tab



2

Click **Colleges I'm Applying to** link

3 Enter **Email** used for Common App account
And **Date of Birth**
Select **Match**

4
FERPA Waiver

colleges I'm applying to

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- Step 1 - Create a Common App account on [Common App Online](#)
- Step 2 - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address: **Date of Birth:**

⚠ Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.

Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Family Connection profile matches the date of birth on your Common App account.

[Not Needed](#)

Timeline & Other Considerations

- ❖ Start College Application First
 - AFTER application is started
 - Request transcripts
 - Request letters of recommendation
- ❖ Make sure to add schools in Common App
 - Before requesting transcripts in Naviance
 - Add those schools in Common App

