

# Overview

- Students enter the names and email addresses of their counselor and teacher(s). Students assign teachers to the appropriate individual schools.
- Counselors and teachers receive an email with their login information to a web-based online school forms system. Evaluations for all counselees/students managed via the same login and the same online interface.
- Colleges receive submitted school forms via the same web-based system used to process online Common Applications. School forms can be printed on demand or via an automated process.

# The Student View

Applicants must first identify the high school they currently attend (or from which they graduated) in the Academics section of the Common App Online.

**THE COMMON APPLICATION**  
For Undergraduate College Admission

Chad Massie You are logged in as a **First-Year Applicant** Quick Print Update Account Help Logout

Instructions
My Colleges
Search for Colleges
Common Application
Future Plans
Personal Data
Address
Family
<b>Academics</b>
Standardized Tests
Activities
Writing
Submit
Supplements
Payments
School Forms
Help

## Academics

Save & Previous Save Save & Next

### Secondary Schools

470785 • CEEB/ACT Code ( look up)	Fairfax High School • School You Now Attend (or from which you graduated)		
public • Type of School	08/2006 • Date of Entry (mm/yyyy)	05/01/2009 • Graduation Date (mm/dd/yyyy)	
3500 Old Lee Highway • Address	Fairfax • City	VA State/Province	22030 ZIP/Postal Code
United States of America • Country			
Mrs. • Counselor's Title	Anne • Counselor's First Name	Counselor's Middle Initial	Davis • Counselor's Last Name
Counselor • Counselor's Position	Counselor's Email <i>We never share email information with third parties. We collect this email address so that we can forward it on to those colleges to which you submit your application.</i>		
555 - 555-5555 - • Counselor's Phone and Extension (e.g. 412 555-1212 x123)		- Counselor's Fax (e.g. 412 555-1212)	
If you have attended any other Secondary Schools, summer schools, or programs since ninth grade, check this box: <input type="checkbox"/>			
<b>Secondary Education Interruption</b>			

# The Student View

If the student attends a high school that does not use Naviance, then clicking on the School Forms link will allow the student to identify school officials—counselors and teachers—who will submit recommendations via the online system.

Click on “Invite” to add a new teacher or counselor.

The screenshot shows the 'School Forms' page in a web application. On the left is a navigation sidebar with links: Instructions, My Colleges, The Common Application, College-Specific, Bio, Address, Academics, Standardized Tests, Family, Activities, Writing Samples, Submit, Supplements, Payments, School Forms (highlighted), and Help. The main content area is titled 'School Forms' and includes a link to 'View instructions for this page.' and a link to 'Hide submitted applications'. Below this are three sections: 'MY COLLEGES' (a table of colleges with status icons), 'RECOMMENDERS' (a table of recommenders with roles and dates), and 'DUKE UNIVERSITY' (a detailed view of reports and agreements for Duke University, including a dropdown menu for a second teacher).

MY COLLEGES		
Alfred University	Carleton College	Dartmouth College
Bard College	Centre College	Duke University
Butler University	Concordia College	Fairfield University

RECOMMENDERS		
Matt McCabe   Counselor	Invited: 9/26/2007	Delete   Resend
Dwayne Foster   ED Parent	Invited: 9/26/2007	Delete   Resend
Mario Marzette   Teacher	Invited: 9/26/2007	Delete   Resend

DUKE UNIVERSITY		
Matt McCabe   Counselor		
School Report	Started: 9/29/2007	Submitted: 10/01/07
MidYear Report	Started: 9/29/2007	Submitted: 10/01/07
Final Report	Started: 9/29/2007	Submitted: 10/01/07
Dwayne Foster   Parent of ED Applicant		
Early Decision Agreement	Started: 09/25/07	Submitted: 09/25/07
Mario Marzette   Teacher 1		Assigned: 9/26/2007
Recommendation	Started:	Submitted:
Teacher 2   You have not selected the second required teacher		
--Select--		

# Assigning an Official

Once the required information has been filled out on the School Official Details page, officials can then be assigned to schools in Step 2 of this page.

## School Official Details

Enter your information in the fields below. Fields with a yellow dot are required and must be filled in prior to submission of this form. You may only enter one Counselor.

To ensure your information is saved, please click the 'Save' button. Once your school officials have been added, they will receive an email inviting them to a secure, online system for completing the necessary forms. Please inform your school officials of this prior to them receiving the email invitation.

### PERSONAL DATA

● <b>Title:</b> <input type="text" value="--"/>	<input type="text"/>	<input type="text"/>
	● <b>First Name</b>	● <b>Last Name</b>
● <b>School Official Type:</b> <input type="radio"/> Counselor <input type="radio"/> Teacher	<input type="text"/>	
	● <b>Email</b>	

### FERPA WAIVER

**IMPORTANT PRIVACY NOTICE:** Under the terms of the Family Education Rights and Privacy Act (FERPA) you WILL have access to your recommendation after you matriculate UNLESS at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at [www.commonapp.org/FERPA](http://www.commonapp.org/FERPA)).
2. You waive your right to access below:  
 Yes, I do waive my right to access, and I understand I will never see this recommendation.  
 No, I do not waive my right to access and may someday choose to review this recommendation.

### RELEASE AUTHORIZATION

I authorize all secondary schools I've attended to release all requested records and authorize review of my application for the admission process indicated on this form. If I am younger than 18, I have obtained the consent of my parent or legal guardian before checking this box.

Save

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### PERSONAL DATA

<input type="radio"/> <b>Title:</b> <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> <b>First Name</b>	<input type="text"/>	<input type="text"/>
<input type="radio"/> <b>Last Name</b>	<input type="text"/>	<input type="text"/>
<input type="radio"/> <b>School Official Type:</b> <input type="radio"/> Counselor <input type="radio"/> Teacher	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

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Save

If the student selects "Teacher" a dynamic subject question appears.

School Official Type:  Counselor  Teacher

### SUBJECT AREA

Teachers only:

# Assigning an Official

**Instructions**

**My Colleges**

**The Common Application**

College-Specific

Bio

Address

Academics

Standardized Tests

Family

Activities

Writing Samples

Submit

**Supplements**

Payments

**School Forms**

Help

## School Forms

View [instructions](#) for this page.

[Hide submitted applications](#)

### MY COLLEGES

Alfred University	Carleton College	Dartmouth College
Bard College	Centre College	Duke University
Butler University	Concordia College	Fairfield University

### RECOMMENDERS

<b>Matt McCabe</b>   Counselor	Invited: 9/26/2007	Delete   Resend
<b>Dwayne Foster</b>   ED Parent	Invited: 9/26/2007	Delete   Resend
<b>Mario Marzette</b>   Teacher	Invited: 9/26/2007	Delete   Resend

**Invite**

### DUKE UNIVERSITY

<b>Matt McCabe</b>   Counselor		
<b>School Report</b>	Started: 9/29/2007	Submitted: 10/01/07
<b>MidYear Report</b>	Started: 9/29/2007	Submitted: 10/01/07
<b>Final Report</b>	Started: 9/29/2007	Submitted: 10/01/07

<b>Dwayne Foster</b>   Parent of ED Applicant		
<b>Early Decision Agreement</b>	Started: 09/25/07	Submitted: 09/25/07

<b>Mario Marzette</b>   Teacher 1	<b>Assigned:</b> 9/26/2007	<b>Remove</b>
<b>Recommendation</b>	Started:	Submitted:

**Teacher 2** | You have not selected the second required teacher

--Select--

**Save**

Once the required information has been filled out on the School Official Details page, officials can then be assigned to schools in Step 2 of this process.

One counselor and multiple teachers can be identified for School Forms (depending on the requirements of each member school).