



# Common App Matching

# HOW TO WAIVE FERPA RIGHTS

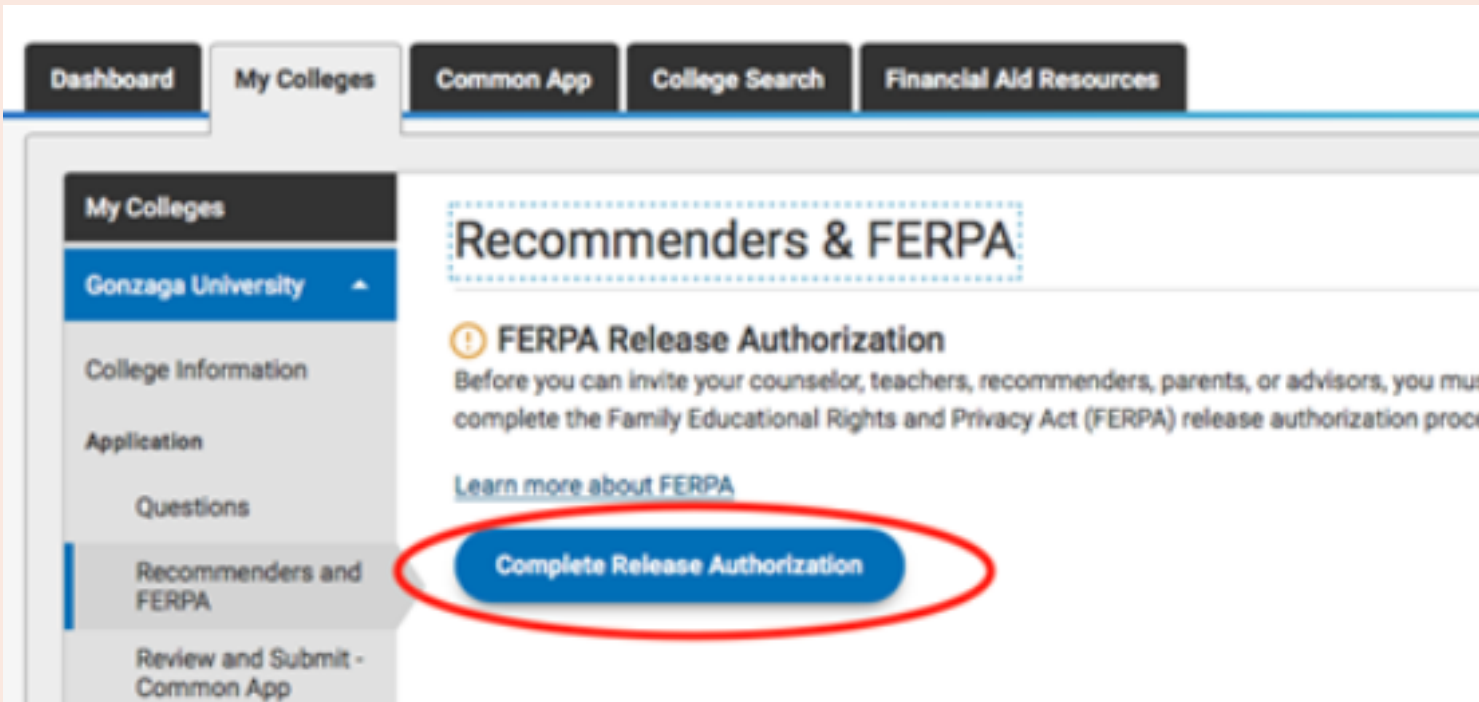


## STEP 1

- Create a Common App Account
- Add Colleges
- Locate the "Recommenders and FERPA" tab
- Complete the FERPA Release Authorization
- Check the box under the RELEASE AUTHORIZATION section that you have read and understand the waiver
- Fill out the Student's Demo Graphics(ONLY and then click the Colleges tab again)
- Locate the "Recommenders and FERPA tab again

## FERPA

- Check: I WAIVE MY RIGHT TO REVIEW ALL RECOMMENDATIONS
- Check: Bottom Square Box that your WAIVER SELECTION PERTAINS TO ALL COLLEGES
- Type in your name in the SIGNATURE box and select the date
- Once you complete all of the above, you will be brought back to the main MY COLLEGES page and you will see the RECOMMENDERS AND FERPA section has a green check
- Save and Close



☐ I waive my right to review all recommendations and supporting documents.

☒ I DO NOT waive my right to review all recommendations and supporting documents.

☐ 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 once I sign and click Save below.\***

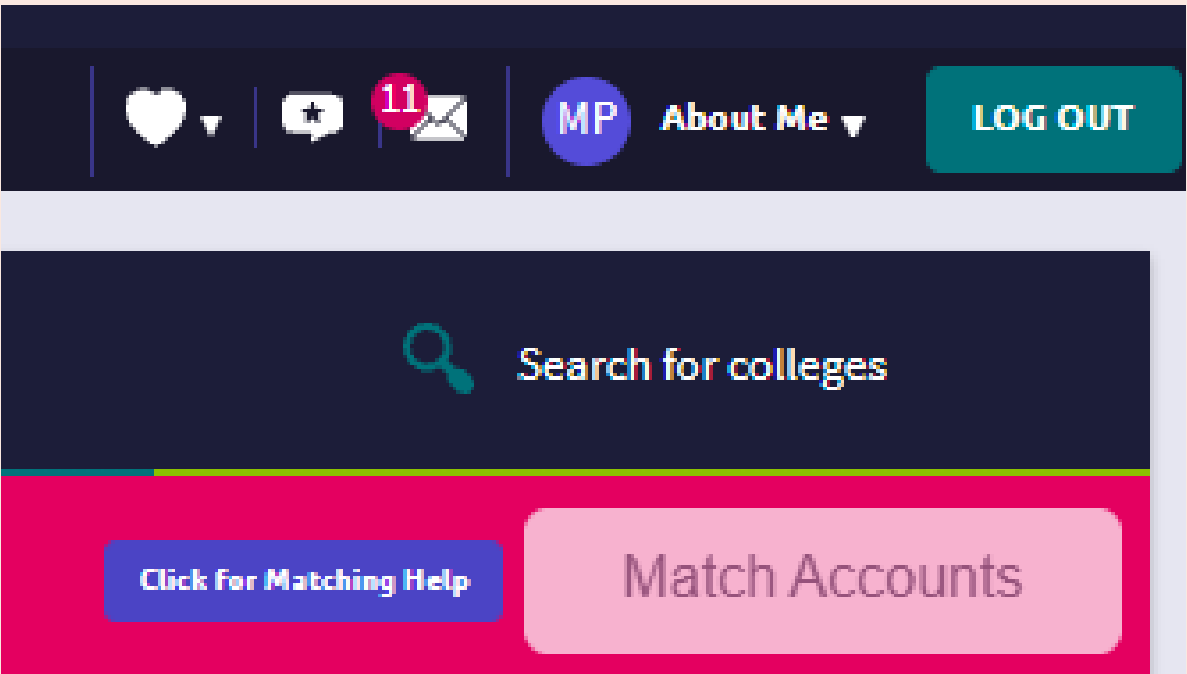
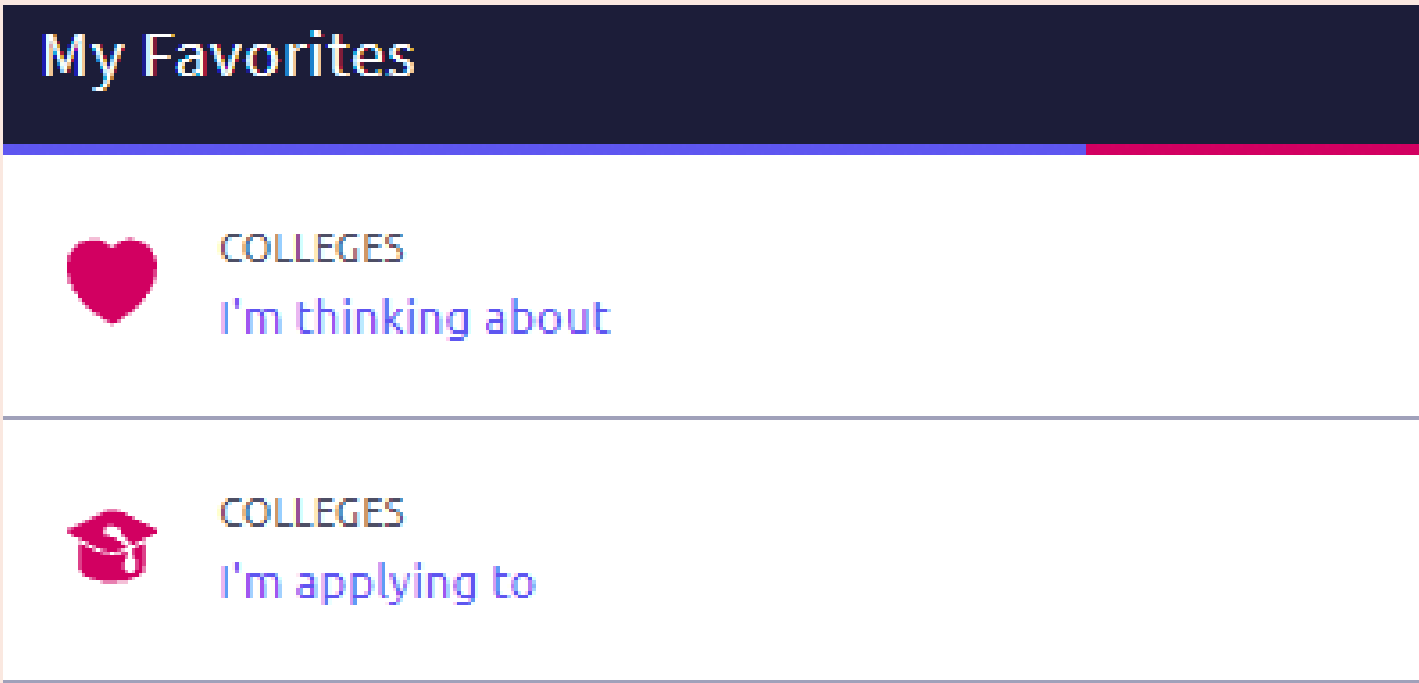


## STEP 2

- Login to your Naviance Account at <http://naviance.com>
- Log in using your Clever Account
- Click "Colleges That I Am Applying To"

## NAVIANCE

- Locate the pink bar at the top of the screen
- When clicking Match Accounts, the Connect To Your Common App Account page will open a new tab or window in your web browser



WHAT IS FERPA? ACCORDING TO THE COMMON APP, “FERPA REGULATES THE PRIVACY OF STUDENT EDUCATION RECORDS, WHICH COULD INCLUDE YOUR APPLICATION TO THE COLLEGE WHERE YOU ENROLL. FERPA ALSO GIVES YOU THE RIGHT TO REVIEW CONFIDENTIAL LETTERS OF RECOMMENDATION PROVIDED AS PART OF THAT APPLICATION AFTER YOU ENROLL.”