

Finalizing Your College Applications

Instructions for Naviance: FERPA Instructions

There are several important components to finalizing submission of your college application(s). You must complete and submit electronic authorization to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA). This electronic authorization grants the Common Application member institution(s) to which you are applying permission to review your records for the purpose of evaluating your application for admission. In addition to this electronic authorization the Harrison High School Guidance Department obtains written authorization from you and your parent/guardian.

Common Application recommendation forms may not be submitted online by your school until you answer and submit the FERPA electronic authorization.

Please complete the following 5 steps:

Step 1:

Obtain a username and password from the Common Application website:

<https://www.commonapp.org>



Step 2:

Log on to your student Naviance account. Naviance:

<https://www.connection.naviance.com/harrison>

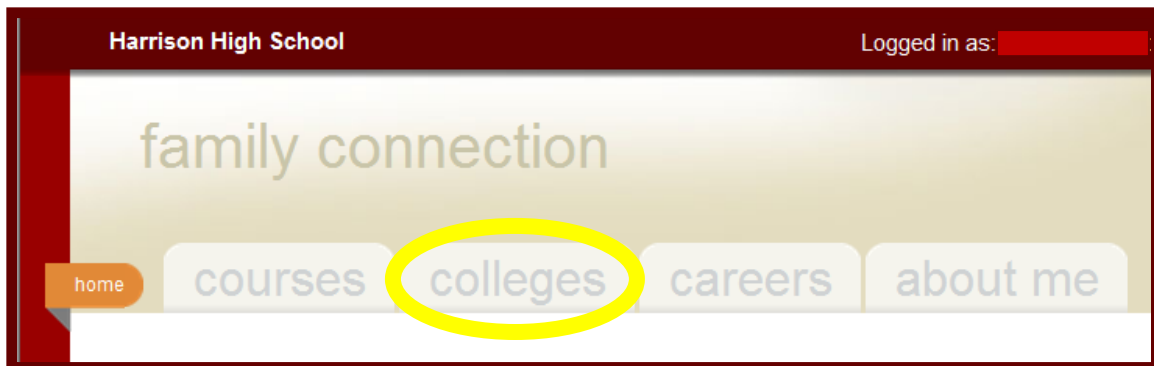
If you do not know your login and/or password, then please contact your counselor or call 630-3101 for assistance.

A link to the Naviance website can also be found on the Harrison High School Guidance Department website and on the Harrison Central School District website.



Step 3:

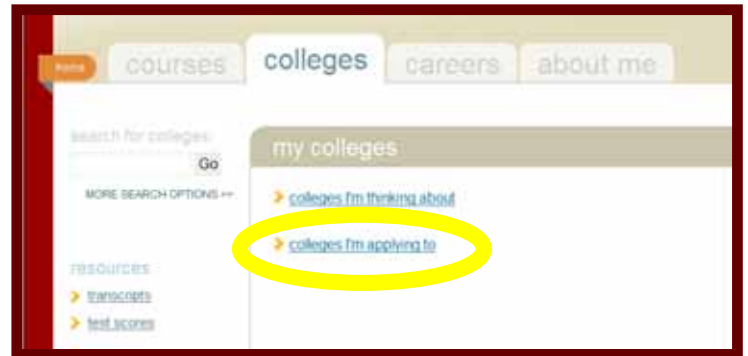
Click on the tab: *Colleges*



Step 4:

Click on the blue link:

Colleges I'm applying to



Step 5:

Complete the FERPA electronic authorization form:

- Click on "Yes" to waive your right to access
- Click the box authorizing Harrison High School to release your letter(s) of recommendation
- Insert your Common Application user name and password
- Click "Submit"

A screenshot of the FERPA electronic authorization form. The form is titled "colleges I'm applying to" and includes an "IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION". The notice states that Common Application recommendation forms may not be submitted online until the user answers the questions below. The user must understand that under the terms of the FERPA, after matriculation, they will have access to this form and all other recommendations and supporting documents submitted by them and on their behalf, 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).
2. I waive my right to access below, regardless of the institution to which it is sent.

There are two radio button options:

- Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
- No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

There is a checkbox for authorization: By completing this form, I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf. Below the notice, there are input fields for "Common application username:", "Common application password:", and "Confirm password:". A "submit" button is at the bottom.

Please do not hesitate to be in contact with us if you need assistance: (914) 630-3101.

Harrison High School Guidance Department