

Class of 2026 Quick Guide

- ❖ Requesting a transcript when you apply directly to a college:
 - Log in to your Naviance account and go to "Colleges" and the dropdown will appear, select "Colleges I'm Applying to".
 - Click on the plus sign or the blue circle with the plus.
 - Type the name of the college you are applying to and select it from the list.
 - Select How you will be applying
 - Select "Add and Request Transcript"

- ❖ To waive FERPA rights on Common App, you need to:
 - Go to the "Common App" tab and fill in the "Education Section".
 - Go to the "My Colleges" tab and then "Recommenders and FERPA".
 - Under "FERPA Release Authorization", read the release authorization and click the appropriate check-boxes.
 - It is recommended that you waive your right to access your recommendation letters to make colleges view them as more credible and honest.

- ❖ Letter of Recommendation Process (If Needed)
 - Please check the school's admissions page or Common App to see what the requirements are for applying. (You may not need any letters of recommendation)
 - Counselor letter of recommendation (if applicable)
 - Must complete a resume and/or brag sheet then email it to me at afeyerer@providencecatholic.org
 - Counselor will upload the letter to your Naviance account and send
 - Teacher letter of recommendation (if applicable) (at least 2 weeks notice)
 - Ask teacher **in person** to write your letter of recommendation
 - If they consent, please request the letter through Common App.
 - ◆ Go to "My Colleges"
 - ◆ Select you college (press the down arrow)
 - ◆ Select FERPA and recommenders
 - ◆ Type the email of the recommender and submit
 - If prompted to go through Naviance
 - Go to Colleges tab
 - Select Letters of Recommendation
 - Find recommender and select
 - Teacher will upload the letter to your Naviance account and counselor will send to college