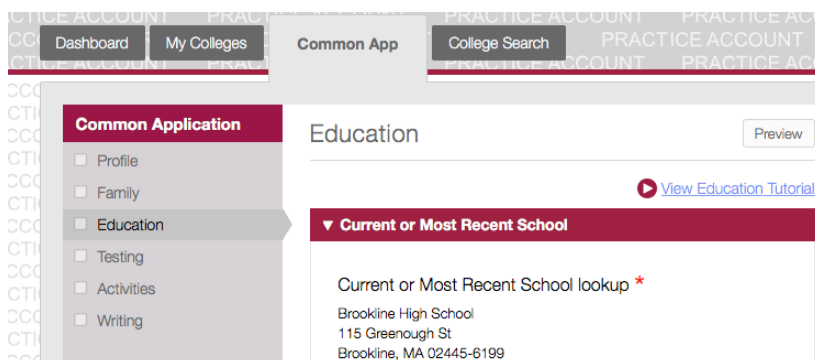
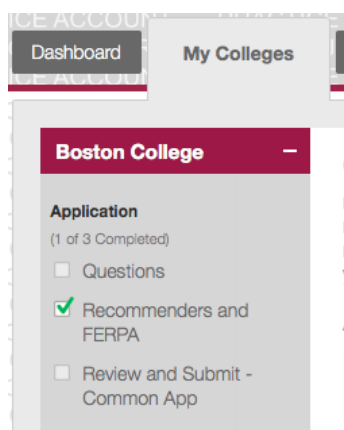


## How to complete your FERPA release/ Teacher Recs (2017-18)

- 1) Log in at commonapp.org
- 2) Under the Common app tab, complete the Education section



- 3) Click on College Search Tab, search for a college, select it and click Add.
- 4) Click on My Colleges Tab, click on your selected college name; you will see the recommenders and FERPA Tab



- 5) Click on the Recommenders and FERPA tab and complete the FERPA. Make sure you choose to WAIVE your rights to inspect the recommendations.
- 6) Now log in to your Naviance account, click on the COLLEGES tab, and then on the "Colleges I am applying to."
- 7) Enter the email you used on the common app and click Match. If Naviance is not matching with your common app, please make sure that your date of birth and email is correct in both common app and Naviance. DOB and email have to be exactly the same in both programs.

Please note that at BHS, we require students to personally ask their teachers for college recommendations. You can not request recommendations for BHS teachers via Common App. The "Invite and Manage Recommenders" link in Common App could be used to invite outside recommenders (people who do not work at BHS). However, please check your colleges for admission requirements, as many schools limit the number of recommendations you can send them.