

COMMON APPLICATION INSTRUCTIONS

- Common Application website: www.commonapp.org
 - You must use the same email address used to create your Family Connection account to create your Common App account. If you don't remember the email address you used for Family Connection, see your counselor

SAT AND ACT SCORES

- All SAT and ACT scores must be requested by you via www.collegeboard.com (for SAT) and www.ACT.org (for ACT)

COLLEGE APPLICATION DEADLINES

- Be sure to check the different application deadlines

FERPA WAIVER

- You must sign your FERPA WAIVER on the **Official Transcript Request Form** located in your Documents folder on the Family Connection website.
- **If you are applying to colleges via the Common Application, you will also sign your FERPA waiver on the Common Application.**

COUNSELOR & TEACHER RECOMMENDATIONS

1. Click on the **Colleges** tab.
2. Click on **Colleges I'm Applying To**.
3. Scroll down to **Teacher Recommendations**.
4. Click **Add/Cancel Requests**.
5. Go to **Add New Requests**.
6. Click the dropdown menu and choose the counselor(s) or teacher(s) from the list (make sure you have personally asked this teacher/counselor, prior to your request)
7. Add any notes to the counselor(s) teacher(s) in the box (i.e. Please mention my passion for Biology and my interest in Medicine)
8. Click **Update Requests** – this will send an e-mail to the counselor or teacher stating your request and will add the request to the counselor/teacher's Naviance/Family Connection account. It will also record that you have requested it in your Family Connection account. When the counselor or teacher has completed the Recommendation, it will mark it as 'Completed' and it will show in your Family Connection account.
9. You must advise your counselor that you are completing a Common Application so that he/she completes a **Secondary School Report** as well as a letter of recommendation.
10. You must advise one of your teachers that you are completing a Common Application so that he/she completes a **Teacher Report** as well as a letter of recommendation.

Using Family Connection and the Common App to complete your college applications

1. Make sure you create your Common App account using the same email address as your Family Connection Account.
2. After creating your Common App account, complete all the parts of your application. The Common App system will not allow you to finalize your application until all required sections are complete.
3. Please NOTE, you must sign the FERPA WAIVER on your Common App



Log onto Family Connection AFTER completing your Common Application

After logging in to your Family Connection account

1. Click on **Colleges**
2. Now you must match your Common App account to your Family Connection Account. Enter your Email address used to create your Common App account and your Birth date – Click on **MATCH** (see picture below, this step must be completed so that transcripts can be sent on your behalf)
3. Once you have matched your account, the colleges you applied to via your Common App will appear on your **Colleges I'm applying to** section.

Common App Account Matching - Incomplete


In order to match your Family Connection and Common App accounts, you need to do the following:

- **Step 1** - Create a Common App account on [Common App Online](#) 
- **Step 2** - Sign the CA FERPA Waiver & Authorization on [Common App Online](#) 

Common App Email Address:

Date of Birth:

Email used for Common App account	02/15/1997	Match
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 **Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.**

Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Family Connection profile matches the date of birth on your Common App account.

[Not Needed](#)

Requesting Transcripts (Required)

4. Click on **Colleges**
5. Click on **Colleges I'm applying to**
6. Under the Common App Account Matching box – Click on **request transcripts**
 - Click on **add request** under each college in which you need a transcript, scroll to the bottom of the page and, Click **Request Transcripts** - this will send the request to the LHS Counseling Department *Naviance*/Family Connection account. When your transcripts have been sent, it will be marked as 'Sent.' Allow 10 school days for this to be completed.

NON-COLLEGE TRANSCRIPT REQUESTS

Scholarships

1. For scholarships transcript requests, under the **Colleges** Tab, left hand side, click **Transcripts**
2. Click **Request transcripts for scholarships or athletics**
3. Complete the form – all information
4. Scroll to the bottom and click **Add Transcript Requests**

NCAA Transcripts

1. If you plan on playing Division I or II athletics, be sure to register with the NCAA at www.eligibilitycenter.org. and make a transcript request there as well as Family Connection.

From Your Family Connection account

2. Click **Colleges** Tab
3. Click **transcripts**, under resources
4. Click Request transcripts for my college applications (includes NCAA)
5. Under New Applications, click on “look up”
6. Type **NCAA** in the search bar
7. Select **NCAA Eligibility Center**
8. Scroll down and Click **Request Transcript** - this will send the request to the Counselors *Naviance* account. When your transcript has been sent, it will indicate the date it was electronically mailed.
 - Allow 10 school days for this process to be completed
 - Give the college at least 2-3 weeks to show your transcript as being “Received”