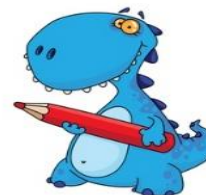# The Common Application & Naviance Matching & FERPA

The following steps are **REQUIRED** if you are using the Common Application. Completing these steps allows your transcripts and recommendations, which are in Naviance, to be matched with your Common App. You must also complete the **Family Educational Rights and Privacy Act (FERPA).**

1. **Matching Accounts - Go to Naviance: student.naviance.com/lansinghs**

A. Login and click the Colleges tab. Then click "Colleges I'm applying to".
B. Click the "Match Accounts" button – this will direct you to log into the Common App to compete match. This will then bring you back to Naviance where you will see a note that the accounts are matched.

2. **FERPA - Go to Common Application commonapp.org**

A. Log into your Common App account. If you've not created an account, you'll need to do that first.
B. Go to "My Colleges." If no colleges are listed, go to "College Search" add at least one college to which you'll be applying.
C. Then click on any college under the "My Colleges" tab.
D. Click the FERPA Release Authorization, giving LHS permission to send your transcripts and letters of recommendation. Follow instructions and click these items:

> *I authorize every school that I have attended to release all requested records…*
> <u>*I waive my right to review all recommendations*</u> *and supporting documents…*
> *I understand that my waiver or no waiver selection above pertains to all colleges….*
> You have the right to NOT waive your right. See your counselor if you have questions.

Useful LHS information you will need for the Common Application

☆ Graduation: June 23, 2023
☆ Class Rank Reporting: None
☆ Courses: Use name exactly as it is listed on your transcript
☆ Counselor Title: School Counselor
☆ School Counselors: Elizabeth Evener and Kara Catino
☆ School Counselor phone number: 607-533-3020
☆ Graduating Class Size: 86
☆ Credits: Semester courses earn 0.5 credits/year-long 1.0
☆ GPA Scale reported to Common Application: 100/unweighted