

# FERPA STATEMENT AND MATCHING YOUR COMMON APPLICATION

Step 1

Complete your Common App profile.

Step 2

You must add a college before you can sign the FERPA statement

Step 3

Click on Recommenders and FERPA

Dashboard My Colleges Common App College Search Financial Aid Resources

Alaska Pacific University

Application (1 of 3 Completed)

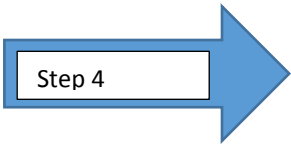
- Questions
- Recommenders and FERPA**
- Review and Submit - Common App

For All Colleges

✓ **FERPA Release Authorization**  
[View Details](#)

**Invite Recommenders**  
Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

Invite and Manage Recommenders



Step 4

Click on "View Details" to access the release

**Release Authorization**

1 ✓ Instructions > 2 Form

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond.

**1. How does FERPA relate to your college application?**

FERPA gives you the right to review confidential letters of recommendation under certain circumstances IF:

- You are enrolled in college and that college saves the recommendations for enrolled students, OR
- You are 18 or older.

**2. In a moment you'll be asked if you want to waive this right. Why would you want to do that?**

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may refuse to write a letter for you unless you waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

**3. Still unsure how to respond?**

- That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).

I have fully read and understood the FERPA Release Authorization explanation above. \*

**Release Authorization**

1 ✓ Instructions > 2 Form

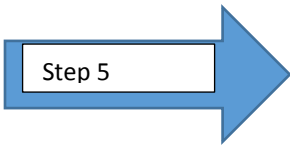
I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf. \*

Please select one: \*

- I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed after any recommendation or application submission. \*

Signature \* Carolynne Allaben Date \* 09/12/2017



Step 5

Read each statement carefully



Step 6

Select an option to waive or not to waive your rights and then save

## Log into Family Connection



Step 7

Click on "colleges I'm applying to"

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [letters of recommendation](#)

> [Upcoming college events](#)

**Upcoming college visits**

- 10/09/17 Saginaw Valley State University [details >](#)
- 10/10/17 Alma College [details >](#)
- 10/10/17 St. Olaf College [details >](#)

[view all upcoming college visits](#)

Step 6

Enter the email you used for your CA account; confirm your date of birth and click "MATCH"

### 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:

⚠ **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.