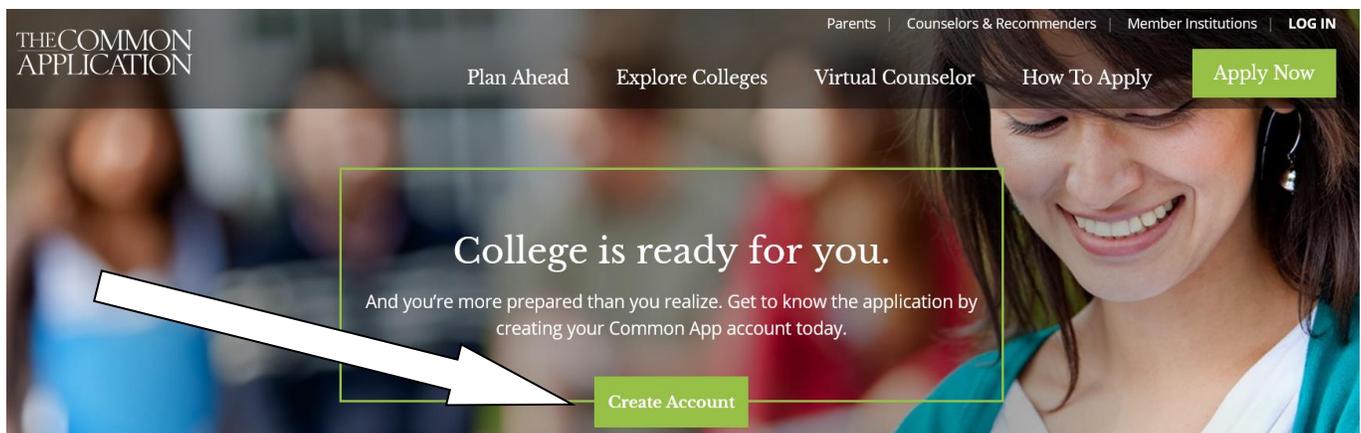# REGISTERING FOR THE COMMON APPLICATION AND FAMILY CONNECTION, REQUESTING TRANSCRIPTS AND TEACHER RECOMMENDATIONS

PART I: REGISTERING FOR THE COMMON APPLICATION

Over 500 colleges and universities accept the Common Application. Family Connection links your Common Application account with the Naviance system. To register at Common Application, go to www.commonapplication.org and follow the directions below. The Common Application for the Class of 2017 is now available. Be sure to designate 2016-2017 application year to allow your application to "roll over".
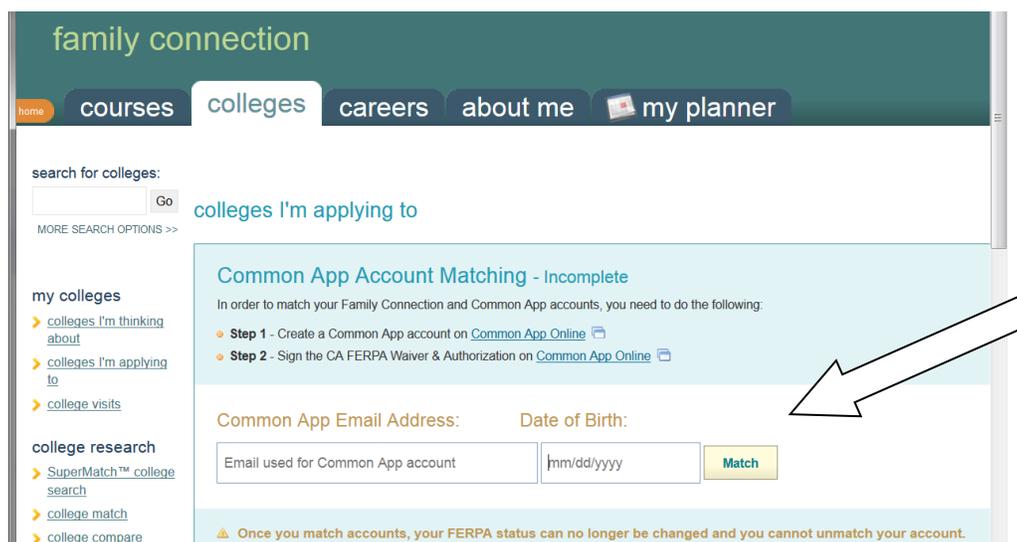
Click on "**Create Account**" in the center of the page. Follow the directions on the website to complete your registration. It is recommended that you use your Skyward username and password for this section. **Be sure to keep a record of your Common App username and password; you will need both for the Family Connection registration.**

PART II: FAMILY CONNECTION AND REQUESTING TRANSCRIPTS

In order for you to request transcripts, you must log in to Family Connection at https://connection.naviance.com/family-connection/auth/login/?hsid=egrhs using your Skyward username and password (this link is available on the EGRPS Guidance website). After successfully logging in, tabs appear at the top of the screen. Click on the "**COLLEGES**" tab.

Under "Colleges I am applying to" you will see a box that refers to matching your Family Connection account to your Common Application account. You will do this by entering the email that you used to create your Common Application account, along with your date of birth, and the clicking the "match" button. There is a short instructional video that will help with this process found here: http://vimeo.com/73384070. If you are not using the Common Application, please continue below to the section on adding colleges to which you will apply.

Once you have matched the Common Application or determined that the college does not require it, click on "add colleges to this list".

Then follow the directions to look up colleges to which you will apply. Remember to request your transcript.

Listed below are the common types of application options you will choose from:

REGULAR DECISION – you are applying at the normal date and will receive notification of admission based on how that college processes applications. You have until May 1 to make your admissions decision and deposit.

ROLLING ADMISSION – this college will process your application as soon as it is complete. They will send you your admission status result, usually within 6-8 weeks of the application completion at the school. You have until May 1 to make a decision and deposit.

PRIORITY – colleges will often have a priority date for scholarships and other benefits, similar to early action, but may have a later notification date. You have until May 1 to make a decision and deposit.

EARLY DECISION – a contract between you and the school to which you are applying. You must have your materials in by an early deadline (generally November 1). Colleges will respond by January 1- 15. The contract is binding. You, a parent and your counselor sign off to say you understand the commitment prior to sending your application. If accepted, you must deposit at that school immediately as long as you have received a financial aid package.

All test scores must be sent directly from the testing agency, as many schools will not accept scores from any other source, even from EGRHS.
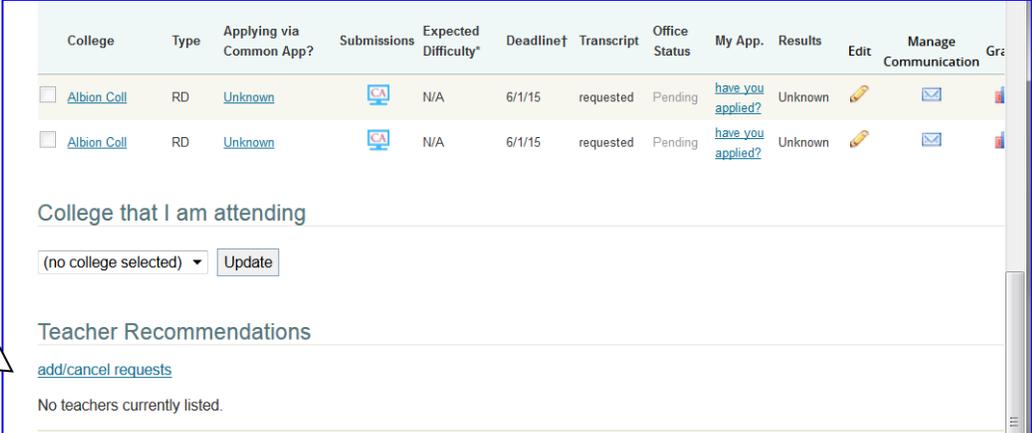
When you go back to the "**Colleges I am applying to**" menu you will be able to check on the status of your application. The date it was mailed is the postmark/transmission date. You should give some time for the college to process the transcript within their system (generally 2-4 weeks).

NOTE: THE ABILITY TO REQUEST TRANSCRIPTS THROUGH FAMILY CONNECTION MAY NOT BE AVAILABLE UNTIL AUGUST 16, 2016. ALSO, EGRHS WILL NOT PROCESS ANY REQUESTS PRIOR TO SEPTEMBER 9, 2016.

PART III: REQUESTING RECOMMENDATIONS FROM YOUR TEACHERS

Requesting that a teacher write you a recommendation for college is also an online process you will complete through Family Connection. This is even true of Common App Teacher Recommendation requests. Once you have had a face-to-face conversation with the teacher to request a recommendation, you will continue with the online request.
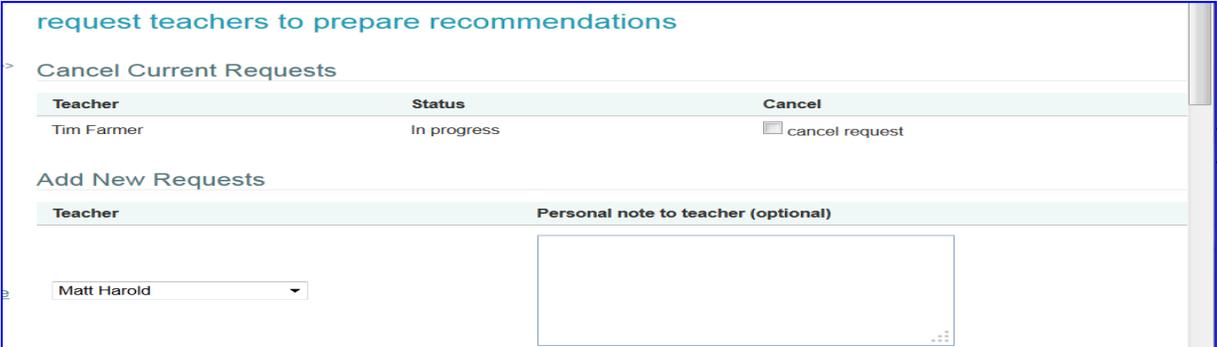
Under the "**Colleges**" tab in Family Connection under "Colleges I am Applying to", click the "**add/cancel requests**" button under Teacher Recommendations.

Now select the teacher(s) you would like to ask to write your letters of recommendation. Remember that this is the online request. **You should have talked with your teacher(s) in advance and received a positive response from them BEFORE you submit the online request.** Please ask no more than **TWO(2)** teachers unless you have special circumstances or the college specifically asks for them.

Once you have completed the request, click on the "**Update Requests**" button. You should also include a reminder in the "personal note to teacher" box on the right. This sends your teacher an email letting him/her know that you have formally asked them. This is a good place to let them know when you plan to submit your application. **You should give them at least 3 weeks in advance of any deadlines and follow-up with a thank you note for their efforts on your behalf**.

When the teacher(s) complete the recommendations, you will be able to see they are complete. You are responsible for giving your teacher(s) adequate lead time and for following up with them.

Teacher Recommendations

add/cancel requests

Teacher	Status	Your Note
Tim Farmer	In progress	Thank you for writing my letter of recommendation. The deadline is September 30.

Best of luck to you in your college application process. It is our hope that you find a school that is the best fit for you. If you have questions regarding The Family Connection online transcript and teacher recommendation request process please contact your counselor.