

## FERPA Release on Common App:

- ❑ In order for us to send your academic records to colleges AND in order for your teachers to submit their recommendations electronically you must sign up for an account with Common App ([www.commonapp.org](http://www.commonapp.org)). Upon doing so, add the college you are applying to and complete the following steps to sign the FERPA Waiver:

1. Select the college you are applying to on the “My Colleges” tab and select “Assign Recommenders”:
2. Under FERPA Release Authorization click the link: “release authorization”:

The screenshot shows the Common App interface with the 'Common App' tab selected. The left sidebar contains a navigation menu with 'Assign Recommenders' highlighted. The main content area displays the 'FERPA Release Authorization' section, which includes a sub-section for 'Offline Forms' with links for 'School Report', 'Optional Report', 'Mid Year Report', and 'Final Report'. A black arrow points from the 'Assign Recommenders' button in the sidebar to the 'release authorization' link in the main content area.

This screenshot is identical to the one above, showing the same Common App interface. A black arrow points from the 'release authorization' link in the main content area to the 'release authorization' link in the main content area, highlighting the specific step mentioned in the instructions.

**3. Follow the instructions to “release authorization”. (We encourage students to “waive” their right to review the materials):**

**Release Authorization**

1 Instructions > 2 Form

The questions you will see on the next screen relate to your educational records. The first pertains to the transmission of your educational records from your secondary school(s) to the colleges to which you are applying. The second concerns your right of access to confidential letters of recommendation. Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review recommendations and accompanying forms if you are age 18 or older or upon enrollment at a postsecondary institution provided that institution saves the documents. You may, however, waive this right of access altogether. In a moment, you'll be asked if you wish to waive this right.

Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.

After you make your selection about whether you want to waive your right of access, you will be able to invite your recommenders. Once you make the first invitation, you will not be able to change your waiver selection. To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.

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

[Cancel](#) [Continue](#)

**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 once I invite my first recommender.**

Signature

Date

[Back](#) [Save](#)

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Signature

Date

[Back](#) [Save](#)

**4. Upon completion there will be a green check mark next to FERPA Release. You can now inform your counselor that you have signed your agreement and move forward with requesting transcripts to be sent to colleges you are applying to.**

Questions

Assign Recommenders

Submission - Common App

**FERPA Release Authorization**  
I have authorized release of all requested records covered under the FERPA act and have waived my right to access. [show details](#)

● **Counselor**  
Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

**Offline Forms**

- [School Report](#)
- [Optional Report](#)
- [Mid Year Report](#)
- [Final Report](#)