

2018-2019 Common Application Required Information Hints

1. Every student must create a common application account using their Great Neck issued email. <https://www.commonapp.org> (basic biographical information, great neck email and password).

- **CEEB Code: 332172**
- **Date of Graduation:** June 25, 2019
- **Class Size:** 300 (Approximately)
- **GPA is Unweighted:** Select 100 point scale
- **Class Rank Reporting:** Select None (We do NOT Rank)
- **Counselor Email:** (first initial and last name)@greatneck.k12.ny.us
- **Counselor Title:** Counselor
- **Counselor Phone:** (516) 441-4820

2. Each student must complete the FERPA form located on the common application. The FERPA form will only appear after students have added colleges to their common application account and completed all sections through the Education section. Please follow the steps below to complete your FERPA Agreement. (**Green checks** will indicate when each section is complete)

- **Step 1:** Create or access your Common Application (**USE YOUR GREAT NECK EMAIL**)
- **Step 2:** Complete all sections through the Education section in its entirety.
- **Step 3:** Go into the “My Colleges” section (select any college) and click on the “Questions” tab.
- **Step 4:** Click on the FERPA statement, read and check each box (3 pages total) and sign your full name.
*We strongly recommend that students waive their right of review letters of recommendation.
*To discuss this in more detail your counselor will be happy to meet with you individually.
- **Step 5:** All students will complete a paper version of the FERPA form for schools that are not part of the common application. This form can be found on the back of the required **College Application and Transcript Release Form (Green)**. **THIS FORM MUST BE SUBMITTED IN PERSON TO YOUR COUNSELOR WITH PARENT/GUARDIAN SIGNATURES BEFORE** official school documents and recommendations can be electronically submitted through Naviance.

3. Log into your Naviance account to match with your Common Application

Step 1: <https://connection.naviance.com/family-connection/auth/login/?hsid=gnshs>

Step 2: Click on “Colleges” Tab

Step 3: Click on “College I am Applying To”

Step 4: The “College Application Account Match” screen should appear

Step 5: Enter your Great Neck email (same email used to create your common application account)

Step 6: Click “MATCH” and wait for a message that indicates your common application match has been successful.

Step 7: Colleges on Common Application will automatically appear under your “Colleges I am Applying To” Tab

Step 8: All non-common application schools MUST be added under this tab manually by student

***BRIEF VIDEO TUTORIAL TO MATCH ACCOUNTS:**

https://www.screencast.com/users/Hobsons_Naviance/folders/eDocs/media/d5c3b682-6cd9-462b-8626-60236111aac2/embed