

# Using Family Connection in the College Application Process

## The following three tasks MUST be completed online through Family Connections:

1. Fill out the “Important Privacy Notice for Common Application” (FERPA)
2. Request transcripts to be sent to the colleges you are applying to. Counselor letters of recommendation will automatically be sent when you request a transcript.
3. Request teacher recommendations.

## What I need to remember for using Family Connection:

Family Connection Login: \_\_\_\_\_

Family Connection Password: \_\_\_\_\_

Common Application Login: \_\_\_\_\_

Common Application Password: \_\_\_\_\_

## How to Fill out the “Important Privacy Notice for Common Application” (FERPA)

Step 1: Go to the Family Connections website : <https://connection.naviance.com/family-connection/>

Step 2: Sign in using your specific user name and password.

Step 3: Click on the “Colleges” tab on the top left part of the page.

Step 4: Click on the “colleges I am applying to” link under the heading “My Colleges.”

Step 5: Complete and submit the Privacy Notice and continue to the list of colleges you are applying to.

## How to Request a Transcript:

Step 1: Click on the “Request Transcript” link on the top of the “colleges I am applying to” page.

Step 2: Scroll down the page and find each college where you would like to have your transcript sent.

Step 3: Under each college you are sending a transcript to, check the “Add Request” box.

Step 4: Scroll down to the bottom of the page and click “Request Transcripts.”

After Step 4, your requests for transcripts to these colleges have been submitted.

\*\*Once you have submitted your transcript requests, please submit your transcript fees to Ms. Peebles, *School Registrar*, in the Counseling Office before school, at lunch, or after school. Your first three transcripts are free. **Each additional transcript costs \$5.00**

## **To Request a Teacher Recommendation:**

**\*\*Please note you should have already spoken with the teachers you hope will write a letter of recommendation for you. If you have not already done so, ask no more than two teachers to write you a letter of recommendation. It is very important that you ask your teachers in person first before sending them a request through Family Connection, as they may not be able to write you a letter if too many students have already asked them to do so.**

Step 1: Click on the “Colleges” Tab.

Step 2: Click on “Colleges I am Applying To” on the left side of the page.

Step 3: Scroll down to “Teacher Recommendations.”

Step 4: Click on “Add/Cancel Requests.”

Step 5: Add the teacher(s) and scroll to the bottom of the page, clicking on the “Update Requests” button.

After Step 5, your request for teacher(s) letter of recommendations is complete.

**If you have questions about this process, please email the following people or visit them in their offices before school, at lunch, or after school:**

**Your counselor: \_\_\_\_\_**

**Ms. Peebles – *School Registrar* – office in the Counseling Office**

**Ms. Parmelee - *College and Career Information Coordinator* – office in the Career Center**

**Please do not leave class to visit your counselor, Ms. Peebles, or Ms. Parmelee, as during class, they are working to process student college applications.**

**REMEMBER THAT THE COUNSELING DEPARTMENT AND TEACHERS NEED ONE MONTH’S NOTICE TO PROCESS YOUR APPLICATIONS AND WRITE LETTERS OF RECOMMENDATION FOR YOU.**