

Welcome to eDocs/FERPA

Connecting Family Connection to the Common Application

QOHS CEEB/ High School code: 210564

This document will walk you through the steps needed to apply to colleges using Family Connection. Your teacher and counselor will be able to submit your recommendation forms, letters of recommendation and transcripts through Naviance/Family Connections in most cases. Below are directions to assist you with this process.

Match your Common Application –

In order for your teacher recommendations, school information and transcripts to be sent to the colleges to which you are applying, you must 'match' your Common Application with your Naviance/Family Connections account even if you are not applying to Common App schools. .

1. To log in to Naviance/Family Connections, go to the qohs.org website, look under **Quick Links**, and click on Naviance/Family Connections for students.
2. On the log in page, enter your username (email address) and password (2-digit year of graduation and student ID#, ie. 17123456) If you have not been on Naviance/Family Connection, click on **I Need to Register** and enter your Naviance code. Enter your email and password as described above. *Be sure your email is the same as the email on Common Application if you have created an account.*
3. Watch the Common App Matching video.
4. Click on the **Common Application** link in the left column. Click on **Apply Now** in the top right corner.
5. Sign in or create an account. *Be sure your common app email and family Connection email match.*
6. If creating an account, enter your personal information, enter the school you currently attend and your counselor's information.
7. Click on the **My Colleges** tab. Enter at least one college you are interested in, or UMBC, and save.
8. Under the **My Colleges** tab, click on **Recommenders /FERPA**. Under **FERPA Release Authorization**, click on Waiver Release. Complete the Waiver Release.
9. Go back to Family Connection. You will see a blue box asking for your common app email (*which must be the same as your family connections email*).

Adding Colleges -

10. The colleges listed under **Colleges I'm Applying To** in Naviance/Family Connections must be the same as colleges listed on the Common App. On Family Connection, first go to **Colleges I'm Thinking About** and put a check mark beside each college you are applying to, and click **Move to Application List**. *OR* you may start with **Colleges I'm Applying To**, and click on the +add colleges to list link above and select the colleges you want to add. **NOTE: All colleges MUST match your 'Colleges I'm Applying to' list in order for the Registrar to send your materials.**
11. Once your college lists are the same, add your email and date of birth in the blue box and click **MATCH**.

Requesting Teacher Recommendations through your Family Connections Account -

12. Under the **Colleges** tab, click on the **letters of recommendation** link. Click on **Add Request**, select the teacher, check the box beside the college you would like the teacher to send the recommendation to, and click **Save**. You *must* already have verbal permission from the teacher in order to update your recommendation request using this link. The link will indicate how many recommendations are required

an allowed. You may not exceed the allowed number, so choose wisely. You will be able to view whether your recommendation request has been sent and when it is fulfilled through this link.

Requesting Transcripts -

13. Complete the **YELLOW** paper **Transcript Request Form** to authorize release of your records. Once the yellow form is complete with parent signatures, you may turn it in to the Registrar’s office in Room102 before or after school and during lunch only. * *Be sure the colleges you have listed on your yellow Transcript Request form are also listed under **Colleges I’m applying to** in Family connection.*


***IMPT:** To add colleges to your list once your yellow Transcript Request Form has been submitted, you may submit another yellow form (without parent signature) with additional colleges and their deadlines. Remember, you must update your **Colleges I’m Applying To** list in Family Connections, add the colleges to your Common App list, if appropriate, and request teacher recommendations as described above.


Transcript Processing Time Chart


Deadlines are final – there will be no exceptions


September 26	For	October 15
October 10	For	November 1
October 24	For	November 15
November 3	For	December 1
November 21	For	December 15
December 5	For	January 1
December 19	For	January 15
January 9	For	February 1
January 23	For	February 15
February 6	For	March 1
February 17	For	March 15

Family Connection Submission Symbols –

 This symbolizes a Common Application school. If you apply using a Common Application, you must submit all documents online.

 This symbolizes a college that accepts online submissions but does not use the Common Application.

 This symbolizes a college that only accepts applications mailed through the US postal system. You must submit a 9”x12: envelope addressed to the college with correct postage stamps and no return address to the Registrar.

 This symbolizes a Coalition Application school. All documentation must be submitted through the Coalition website. It is recommended to use alternate application options for the 2016-2017 application cycle unless no alternative is available.