

## **NEW FOR SENIORS 2011-2012**

1. If you plan on applying to any Common Application schools, go to [commonapp.org](http://commonapp.org) and set up an account with a username and password before you turn in your envelopes and purple cards to Ms. Katz in the Transcript Office.
2. Log in to your Family Connection/Naviance account, go to the “College” tab and click on “Colleges I’m Applying To”. Sign the privacy notice. It is highly recommended that you check off **YES** and waive your right to access recommendations. Next, check off the box authorizing the release of your records. You will then need to enter that common app username and password and hit “submit”. Even if you think you’ve done this, if it shows up do it again – that means you forgot to check off one of the boxes. If you have done this step and checked NO (did not waive your right to access) and want to change it to YES, Mrs. Marmor or Ms. Katz can reset it. (If you have lost your Family Connection account info, get it from Mrs. Marmor in the CIC.)
3. When you turn your envelopes and School Report/Counselor Recommendation forms in to Ms. Katz, you may turn in only one completed and signed paper Common Application form for all you are submitting at that time if you wish. In that case, you **MUST** write “Common App” on the bottom of the purple cards of all your Common Application schools in order for the correct paperwork to be sent. You can check the [commonapp.org](http://commonapp.org) web site for a list of schools that accept it.
4. **DO NOT use a Common Application form for schools that do not take it.** In that case, they will have their own forms for you to fill out and give to Ms. Katz.