





**Routing Slip**   
**College & Career**


Stephanie Geiger  
 Counselor  
 Stephanie Geiger  
 Amy Franco 


Counselor Form       Application

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## GNHS TEACHERS QUICK GUIDE TO NAVIANCE

### Completing Letters of Recommendation:

- Use GNHS letterhead, including your name, work phone number, and e-mail address
- Include the student's name in the letter
- You can create one letter to be sent to multiple schools
- Save the letter as a Word or PDF document. Save it where it is easily located for uploading to Naviance
- You can access the Teacher Recommendation Questionnaire under the *Plan* tab In Naviance of the individual student with whom you are writing a letter for

### Common Application Teacher Evaluation Forms on Naviance:

- 1) Access Naviance at [www.succeed.naviance.com](http://www.succeed.naviance.com). Add it to your favorites or bookmark it!!!
- 2) Log onto your Naviance account:

Account Name: grayslakenorth

Username: first initial last name (jmckenna)

Password: initially a temporary password was sent to you and you changed it to be your own (contact Jamie McKenna if you did not receive it or cannot remember it)

- 3) Click on: *Find Student>Student Name>eDocs tab>Teacher Documents - Add new document*
  - a. In the drop down list, choose *Common App Teacher Eval*:
    - i. Answer all required questions. The rest are optional.
    - ii. Complete your "Personal Profile." **This only has to be done ONCE.** It will be saved and used on all forms you complete.
    - iii. Click *Save Form* when you have finished.
  - b. In the same drop down list, choose *Written Evaluation*:
    - i. Click on *Browse*
    - ii. Find letter that has been saved and click *Open*
    - iii. Click *Upload File!*
- 4) Click on *Send Forms*
  - a. Check the box of the college/university the student requested
  - b. Check the box with your letter/common app form
  - c. Click review and confirm

### Quick Double Check, have you:

- ✓ Wrote the letter
- ✓ Uploaded
- ✓ Click SEND

### FERPA Agreement: what does this mean?:

- What it means is--if a student does NOT waive their right to access, they could go to the admission office after they enroll at a college and have access to their file's contents. That only works if a student is admitted. If they are denied, they never have access.
- The FERPA agreement does not mean that you have to share your letter with a student at any given time prior to the information specified above.

### **Waiver of access (FERPA) - Directly from the common app.org website, directed toward students.**

<https://appsupport.commonapp.org/ics/support/KBAnswer.asp?questionID=92&hitOffset=510+498+413+265+253+247+235+150+16+4&docID=1826>

Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review letters of recommendation and accompanying forms after you enroll at a postsecondary institution and only if that institution saves the documents post-enrollment.

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 letters submitted on your behalf. Remember, even if you retain your right of access, you still won't be able to view any recommendations until after you have been admitted to and enrolled in a college. In other words, FERPA does not give you the right to inspect recommendations before they are sent to your colleges.

After you make your selection, you will be able to invite your recommenders. Once you make the first invitation, you will not be able to change your response to the waiver question. To ensure that you fully understand the implications of your selection, we urge you not to answer the waiver question until you have consulted with your guidance counselor or another school official.

For more information on FERPA follow this

link: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



**GRAYSLAKE NORTH HIGH SCHOOL OFFICIAL TRANSCRIPT RELEASE FORM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Grad. Year (Alumni, (student who has already

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor

graduated from GNHS) please provide phone number  
and birth date)

**Type of transcript I am requesting:**

- Official                       Unofficial

**I am submitting my application online using:**

- The College's Website               The Common Application ([www.commonapp.org](http://www.commonapp.org))

**TEST SCORE REMINDER:** You must send your test scores directly from ACT and/or SAT.

ACT Scores: [www.actstudent.org](http://www.actstudent.org)      SAT Scores: [www.collegeboard.com](http://www.collegeboard.com)

**ADDRESS**

\_\_\_\_\_  
Full name of College, University, School, Scholarship

\_\_\_\_\_  
Deadline (available on Naviance)

\_\_\_\_\_  
Address of College, University, School, Scholarship

**RECOMMENDATION LETTERS**

- Does this college have a Counselor Form?                      € YES      € NO  
Is a Counselor Letter of Recommendation required for this application?                      € YES      € NO

**COMMON APPLICATION**

€ I have completed the Common App Account Matching section in Naviance.

**My signature below authorizes Grayslake North High School to release all records to the party listed above. (REQUIRED)**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature needed if student is under 18 years of age.