Matching Your Common App and Naviance Accounts

The following steps are REQUIRED if you are using the Common App. Completing these steps allows your transcripts and recommendations to be matched to your Common App account and sent to the correct colleges.

I. Go to Common App (www.commonapp.org):
   a. Log into your Common App account. If you have not already done so, create an account and record your password somewhere secure.
   b. Under the “Common App” tab, complete the “current or most recent school” portion of the “education” section. **You cannot proceed with account linkage without completing this step.**
   c. Go to “College Search.” Add at least one college to which you will be applying.
   d. Click on the “My Colleges” tab. In the left sidebar, click on “Recommenders and FERPA.”
   e. Click the FERPA Release Authorization and complete the waiver. **Once you have made your decision, you will not be able to change your FERPA status.** Whether you have decided to waive your rights or not, your response should be consistent with Common App and on your packets.

II. Go to Naviance (www.saratogahigh.org >> Guidance >> Naviance):
   a. Log in and click the “Colleges” tab. Then click “Colleges I’m applying to.”
   b. Enter the email address AND birthdate used in your Common App account.
   c. When you’ve linked the accounts properly you will see this:
d. If you have trouble with matching your account, double check the spelling of your email address. Also make sure the data in your Naviance “Profile” matches that in Common App, including your full legal name and your date of birth.

Assigning Recommenders

I. Saratoga High School uses Naviance to send letters of recommendation. Your counselor will manually input letter writers before your name shows up on that particular teacher’s Naviance list. **Teachers cannot send letters for you unless the counselor has assigned them to in Naviance.**

II. If you need a third teacher letter of recommendation for a particular program, you must receive permission from your counselor before purchasing a 2C teacher envelope.

III. If a particular college allows for additional or supplemental letters of recommendation from an outside source, **double check with your counselor to make sure this is the best plan for you** before clicking on “Recommenders and FERPA” and scrolling down to add another recommender.

Pasting an Essay into the Common App

Because Common App doesn’t deal well with special characters like quotation marks, pasting an essay directly from Microsoft Word into Common App can create errors. If you try that, you will likely find the word count on Common App is incorrect, and some words or punctuation may be missing.

Possible solutions:

I. Create and upload a PDF version of your essay(s), if the college allows.

II. Open TextEdit (for Macs, search for it in the top right spotlight bar) or TextPad (for PC), and paste your essay into it. Issues with special characters will be fixed.

III. Copy and paste your essay from TextEdit or TextPad into the Common App.

IV. The word count should now be correct and match the word count listed on your Word document. Proofread your essay within the Common App to be certain it is perfect!

Answers to Common Questions You May Have

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<th>* Graduation: <strong>June 2, 2016</strong></th>
<th>* Class rank Reporting: <strong>None</strong></th>
<th>* Class size: <strong>331</strong></th>
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<td>* GPA Scale: <strong>4.0/weighted</strong></td>
<td>* Courses: use transcript name (see Aeries)</td>
<td>* Credits: <strong>semester (5), year-long (10)</strong></td>
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<tr>
<td>* Counselor title: <strong>Guidance Counselor</strong></td>
<td>* Counselor phone number: <strong>(408) 867-3411</strong></td>
<td>* Counselor email address:</td>
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<tr>
<td>Eileen Allen (Li-R)</td>
<td>x 255</td>
<td><a href="mailto:eallen@lgusuhsd.org">eallen@lgusuhsd.org</a></td>
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<td>Alinna Satake (S-Z)</td>
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<td>Monique Young (A-F)</td>
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