

Steps to Complete your FERPA Waiver:

(Family Education Rights & Privacy Act)

1- Register on Common Application (www.commonapp.org)

**** IMPORTANT: Note your username and password.**

2- Log into your Naviance account and click:

- “My Colleges” tab, then
- “Colleges I’m applying to” link, and
- Complete the FERPA Waiver, which includes your Common App information.

SAMPLE:

! IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION

Common Application recommendation forms may not be submitted online by your school until you answer the questions below. You will not be able to change this information once you have completed the items below.

Under the terms of the Family Education Rights and Privacy Act (FERPA) you WILL have access to your Common Application recommendation forms after you matriculate UNLESS at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
2. You waive your right to access below:

Yes, I DO waive my right to access, and I understand I will never see this recommendation.

No, I DO NOT waive my right to access and may someday choose to review this recommendation.

I authorize all secondary schools I've attended to release all requested records and authorize review of my application for the admission process indicated on my Common Application recommendation forms.

Please enter your Common Application Online username and password if available. This information will ONLY be used to lookup your account so that your counselor and teachers may submit your recommendation forms online.

Common application username:

Common application password:

Confirm password:

WE CANNOT SEND ANY DOCUMENTS UNTIL YOU COMPLETE THE FERPA WAIVER!

What is a FERPA Waiver?

The Family Educational Rights and Privacy Act (FERPA) of 1974 (the Buckley Amendment) insures students of the right to privacy and confidentiality with respect to their educational records. With a student's written consent, the Registrar (or designee) may disclose any confidential information on file to any individual or agency named by the student.

This electronic form is provided as a means for students to give the Northern Valley Regional High School District permission to discuss their academic records with someone other than themselves (i.e., with a parent, guardian, etc.).