



## Matching Your Common Application and Family Connection Account

The following steps are **REQUIRED** if you are using the Common App. Completing these steps allows your transcripts and recommendations, which are in Naviance, to be matched with your Common Application.

### First, go to Common App:

1. Log into your Common App account. If you've not created an account, you'll need to do so.
2. Under the "Common App" tab, complete the entire "education" section so that it has a green checkmark (this is necessary since the Common App must know the high school you attend).
3. Go to "My Colleges." If no colleges are listed, go to "college Search" add at least one college to which you'll be applying.
4. Click one of the colleges and then "assign recommenders."
5. Click FERPA Release Authorization, giving The Vanguard School permission to send your transcript. Follow the instructions and click these items:

- I authorize every school that I have attended to release all requested records
- I waive my right to review all recommendations and support documents
- I understand that my waiver or no waiver selection above pertains to all colleges

### Second, go to Family Connection:

1. Login and click the Colleges tab. Then click "Colleges I'm applying to"
2. Enter the email address used in your Common App account.
3. Once you've done this correctly and you see this, you are finished.
  - Common App Account Matching – Complete
  - Your Common App account was successfully matched
  - FERPA Status: Waived

### *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 Word into CA can create errors. If you try that you will likely find the word count on Common App isn't correct and some words or punctuation may be missing. Here is a solution:

1. Open TextEdit for Mac or TextPad (PC) and paste your essay into it. Issues with special characters will be fixed.
2. Copy and paste your essay from TextEdit (MAC) or TextPad(PC) into the Common App.
3. The word count should now be correct and match the word count listed on you Word Document. Proofread your essay within the Common App to be certain it is perfect
4. You won't get a green checkmark if you essay is shorter than 250 or longer than 650 words.

### *Use of the "Additional Information" Section*

If you finish your application and find something important has not been included somewhere in the application, you can use the "Additional Information" section to provide details. Don't repeat information covered elsewhere. If needed, you can add up to 650 words. Paste the essay as explained above.

### *Answers to Common Questions You May Have*

<b>Graduation:</b> 05/23/2015	<b>Class Rank Reporting:</b> None	<b>Courses:</b> Use transcript name
<b>Counselor Title:</b> Counselor	<b>Graduating Class Size:</b>	<b>Credits:</b> 1.0 credits semester
<b>Counselor Ph:</b> 719-471-1999	<b>GPA Scale:</b> 4.0 Weighted	2.0 yearlong

The following video gives very clear and specific instructions. Please take a moment to review this required procedure. *Linking Your Common Application and Naviance Accounts* <https://vimeo.com/73384070>