

The FERPA Waiver – VERY IMPORTANT TO UNDERSTAND!!!

You will need to complete the FERPA Agreement on the Common Application website.

Please log into your common app account (www.commonapp.org) and click on the "my colleges" tab. (see screen prints following explanation)

The College Center recommends you say: ***“Yes, I waive my rights...”***

“I waive my right”, means you waive your rights and any recommendations written about you will be held confidential and count more strongly on your behalf for your application process. It means you will never see what your recommender wrote about you.

“I DO NOT waive my right” means you might want to see the recommendation some day. (NOTE: In order to see the recommendation, you will have to schedule an appointment in the Admissions Office next year (of the college you are attending) and ask to see your file which will contain the letters. **“I DO NOT WAIVE”** does not mean you will be able to view your recommendation letters online in your Common App or Family Connection account.) If you want to see the letter, feel free to just ask the teacher who you have asked to write for you, in many cases they will show it to you if you ask.

Please know that whoever you choose to write your letters of recommendation, they will ALWAYS write the very best letter that they can. You will need to give them whatever they ask for—resume, Teacher Recommendation form, unofficial transcript, etc so that they will have all your information in one place and be able to touch on all your accomplishments in addition to how they know you in class. You need to allow 3 weeks for them to write the letter and send it, so don't delay!

Your decision, whatever you choose to do... **“Yes, I waive”** or **“No, I DO NOT waive”** will be seen by the teachers who are writing for you.

Also know that once your decision is made: **“Yes, I waive”** or **“No, I DO NOT waive”**. YOU WILL NOT BE ABLE TO CHOOSE TO CHANGE YOUR MIND. Your decision will remain for your entire application process.

If you have any questions, please come and see us in the College Center.

Click on the **My Colleges tab**. You will see the colleges that you have selected to apply to. Click on the “Assign Recommenders” on the left hand side:

The screenshot shows a web interface with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'My Colleges' section is active, displaying 'The Ohio State University' as the selected college. On the left sidebar, 'Assign Recommenders' is highlighted. The main content area is divided into three sections: 'Contact Info' with phone, fax, and email details; 'Application Deadlines' for Autumn 2014 and Spring 2014; and a 'Manage Recommenders' link in the top right.

Dashboard **My Colleges** **Common App** **College Search**

The Ohio State University

Questions

Assign Recommenders

Submission - Common App

University of Cincinnati

Xavier University

Contact Info

Phone: (614) 292-3980 **Email:** askabuckeye@osu.edu
Fax: 614-292-4818 [View College Website](#)

Application Deadlines

Autumn 2014 (Begins in August)
First Year
Early Action- 11/01/2013
Rolling Admission- 02/01/2014

Spring 2014 (Begins in January)
First Year
Rolling Admission- 10/01/2013

[Manage Recommenders](#)

After you click on “Assign Recommenders” the following screen comes up: FERPA Release Authorization. Click on the “release authorization” link to complete it:

The screenshot shows the 'FERPA Release Authorization' screen. The top navigation bar is the same as in the previous image. The left sidebar now highlights 'Assign Recommenders'. The main content area features a 'Manage Recommenders' link, a 'FERPA Release Authorization' section with a detailed explanation and a 'release authorization' link, a 'Counselor' section with instructions, and an 'Offline Forms' section with a list of report types.

Dashboard **My Colleges** **Common App** **College Search**

The Ohio State University

Questions

Assign Recommenders

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[Manage Recommenders](#)

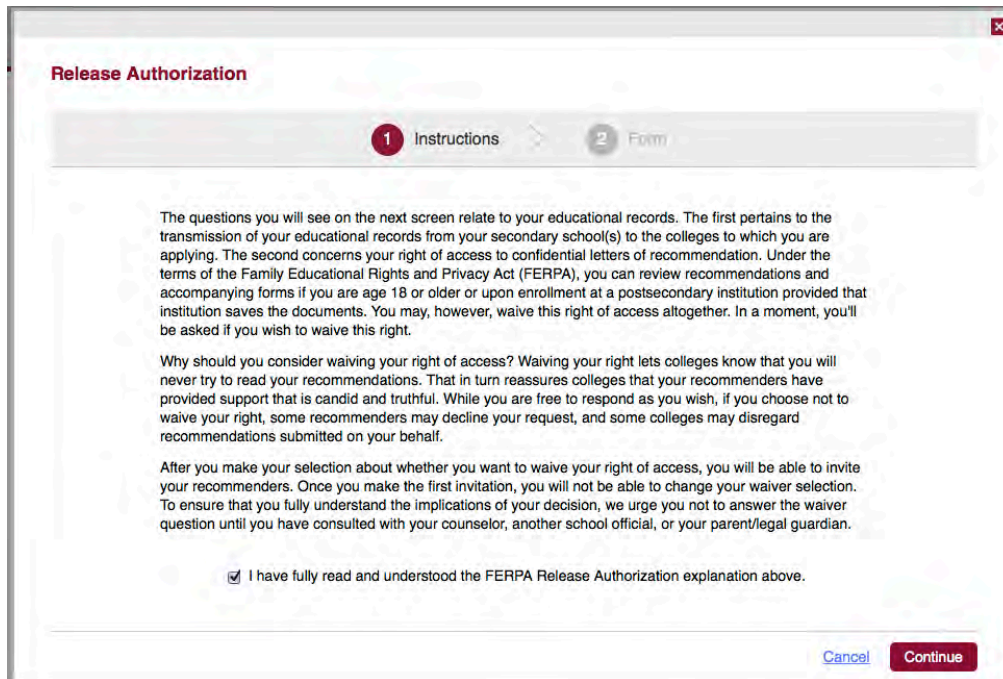
● **FERPA Release Authorization**
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs. [release authorization](#)

● **Counselor**
Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

Offline Forms

- [School Report](#)
- [Optional Report](#)
- [Mid Year Report](#)
- [Final Report](#)

The Instructions come up first. Read the box and check the “I have fully read and understood....” Then click “continue”



Release Authorization

1 Instructions 2 Form

The questions you will see on the next screen relate to your educational records. The first pertains to the transmission of your educational records from your secondary school(s) to the colleges to which you are applying. The second concerns your right of access to confidential letters of recommendation. Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review recommendations and accompanying forms if you are age 18 or older or upon enrollment at a postsecondary institution provided that institution saves the documents. You may, however, waive this right of access altogether. In a moment, you'll be asked if you wish to waive this right.

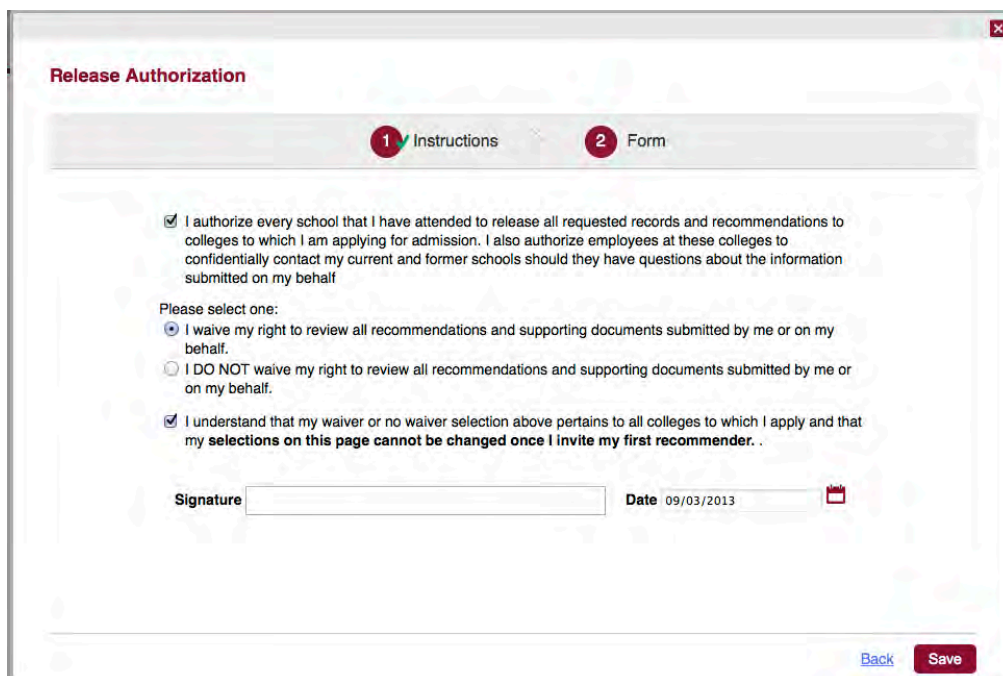
Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.

After you make your selection about whether you want to waive your right of access, you will be able to invite your recommenders. Once you make the first invitation, you will not be able to change your waiver selection. To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.

I have fully read and understood the FERPA Release Authorization explanation above.

[Cancel](#) [Continue](#)

The release Authorization comes up. Note the warning “ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selection on this page **CANNOT BE CHANGED** once I invite my first recommender.” The College Center recommends that you waive your rights.” After you click the boxes, type your full name in the “signature box”. Then click SAVE.



Release Authorization

1 Instructions 2 Form


I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

Please select one:

I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed once I invite my first recommender. .

Signature Date 09/03/2013 

[Back](#) [Save](#)