**Family Educational Rights and Privacy Act** of 1974 (**FERPA)**

The Family Educational Rights and Privacy Act (FERPA) was enacted by Congress in order to protect the privacy of students and their parents. FERPA is designed to ensure that students and parents of students may obtain access to the student’s educational records and challenge the content or release of such records to third parties. <http://www.naceweb.org/public/ferpa0808.htm>

**Signing the FERPA:** *Students must do the following:*

**Step 1:** Create a Common App account on [www.commonapp.org](http://www.commonapp.org)
- Click College Search, search college(s) and add to your common application
- Click the Common Application” tab, Click “Education” tab. Students will be required to complete the ENTIRE “Education” portion of their Common App *prior* to accessing the FERPA page on Common App.
- Click My Colleges Tab, click “Assign Recommenders” tab to the left of page
- Complete the CA FERPA Waiver & Authorization at top of page

 **Step 2:** Complete the Common App Account Matching step on the “Colleges I’m Applying To” page on your naviance account. You must have a college listed on the “Colleges I’m Applying To” page in order to match your naviance and common app accounts.

***PlS Note:* Students must sign the FERPA waiver and authorization form and “waive” their right to read recommendation letters. If you do not complete this form or do not waive your right we cannot send your transcripts! Naviance will not allow us to send your transcripts if not completed or waived.**