LETTER OF RECOMMENDATION & COMMON APPLICATION PROCEDURE

For the COUNSELOR to complete the Secondary School Report and Letter of Recommendation, please:

   
   a. Complete and return to your counselor:
      i. FERPA waiver
      ii. College Information Form/Counselor
      iii. Personal Information Form
      iv. Parent Brag Sheet
   
   b. Teacher Input Forms: Print four copies, fill out top portion, and give to four teachers:
      i. Teacher Input Forms (Students will provide four teachers with a TIF. Please select four teachers who are not writing a letter of recommendation for you. Teachers will return the form directly to your counselor. Counselors will use these forms to assist them in writing your letter of recommendation).
   
   c. On Naviance, click on “Colleges,” then: “Colleges I’m Applying To.”
      i. Complete the “Important Privacy Notice for Common Application.” Be sure to enter your COMMON APPLICATION username and password, not NAVIANCE username/password.
      ii. Complete and keep up-to-date colleges you are applying to.

For the TEACHER to prepare your Teacher Evaluation/Letter of Recommendation please:

1. Ask teacher if he/she is willing to write you a letter of recommendation. If yes, then:
2. Give teacher the College Information Form/Teacher so they know which colleges they will be writing a letter for along with the due date. Also provide teachers with a copy of your resume or school transcript, if requested.
3. Let them know they can submit their Teacher Evaluation/Letter of Recommendation electronically through Naviance.

REMINdERS:

- Counselors need a minimum of three weeks from receipt of ALL required documents to complete your Secondary School Report and Letter of Recommendation.
- Follow up with teachers and counselors to see that they are on schedule for completing the process for you.
- Send your official transcript electronically thru www.parchment.com and test scores (ACT/AP/SAT/SAT II) thru www.collegeboard.com and/or www.actstudent.org to the universities when you submit your application. You will also send a mid-year and final transcript.

Letters of Recommendation are a professional courtesy provided by your counselor and teacher!