



LETTER OF RECOMMENDATION & COMMON APPLICATION PROCEDURE

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

1. **Go** to the Poway High School website. Click on the *Academics* tab, click on *Counseling*, and finally click on *Letters of Recommendation* (to the left).
- a. **Complete** the following steps and return documents to your counselor:

	Completed
Step 1: FERPA Waiver	<input type="checkbox"/>
Step 2: College Information Form	<input type="checkbox"/>
Step 3: Personal Information Form	<input type="checkbox"/>
Step 4: Parent Brag Sheet	<input type="checkbox"/>
Step 5: Teacher Input Forms	<input type="checkbox"/>
Step 6: Resume/Extracurricular Log	<input type="checkbox"/>
Step 7: Request Transcripts	<input type="checkbox"/>

- b. On the **Common Application**
 - i. Go to the *Common App* tab within your Common Application account and be sure to enter the information for the counselor who will complete your Secondary School Report (the report includes a letter). See your counselor and he/she will provide you with information you need to enter.
 - ii. When you add a school to your Common Application account, update your counselor, so he/she can send the needed materials.

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 a copy of the **College Information Form** so they know which colleges they will be writing a letter for along with the due date(s). If requested, provide teachers with a copy of your resume and school transcript.

SUBMISSION of letters:

- *Electronically* – Teachers and counselors will submit all materials electronically if you applied via the Common Application.
- *Mail* – For all other schools requiring a letter, provide teachers and counselors with stamped envelopes addressed to the college(s).

REMINDERS:

- Counselors need a **minimum of three weeks upon 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 to complete letters for you.
- Official Transcripts – Be sure to request transcript from the registrar, your counselor or via parchment.com.
- Send your test scores (ACT/AP/SAT/SAT II) thru www.collegeboard.org and/or www.actstudent.org to the universities when you submit your application.

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