

## Counseling Process for Letters of Recommendation

- 1) Research which colleges need letters and when the deadlines are.
- 2) Request a letter from your counselor at least 3 weeks prior to the deadline, or by December 1<sup>st</sup>, whichever is first.
  - a. Be aware of school breaks and days off. Factor this into your timeline.
- 3) Add the college names to “Colleges I am applying to” in Naviance.
- 4) Fill out the student brag sheet and the parent brag sheet in Naviance. This is found on the “About Me” tab, on the left hand side, under “Surveys to take”. These brag sheets must be completed by the request deadline listed above.
- 5) **For Common Application schools:**
  - a. Specify if you are applying via the Common Application in Naviance.
  - b. If it is a Common Application school and you choose to apply another way, items sent from TOHS will not be matched with the Common Application.
  - c. You must complete the **FERPA** section in your Common Application. In order for counselors to write a letter of recommendation, you must **WAIVE** your rights.
  - d. In the Colleges tab in Naviance, under “Colleges I am applying to”, match your Naviance account to the Common Application. Accounts must be matched in order for TOHS to send items to the Common Application.
- 6) **For non-Common Application schools:**
  - a. Check with each institution and make sure there are no supplemental forms needed. If there are, you must give these to your counselor when requesting the letter of recommendation.
  - b. You DO NOT have to match if you are not using the Common Application.
- 7) Request transcripts to be sent to your colleges. Transcript procedures are found on our counseling webpage or in the counseling office with Ms. Lange.
- 8) If you add more colleges to Naviance after your initial request, you must let your counselor know. We will not send items to added colleges unless informed.