

Counselor Recommendation Packet for Class of 2019

Counselor letters of recommendation must be requested **at least 3 weeks prior to the due date.**

LAST DATE TO SUBMIT LETTER REQUEST: **November 16th , 2018**

These items should be included with Counselor Recommendation Request

1. Completed **Counselor Recommendation Cover Sheet** that matches **Naviance Student** with list of **Colleges I Am Applying To. The last day to update this list is November 16th, after that you must come speak to your Counselor in person to update this list.** *Counselors are not alerted when changes are made to this list on Naviance*
2. **Secondary School Report Forms (SSR) or Counselor Forms** for those colleges that are **PRINT** only. An 8 ½ X 11 inch envelope for each **PRINT** only college (addressed to college) with **4** First Class stamps.
3. **Completed and attached Brag Sheet which can be found in Naviance Student.**
4. **Optional:** College Essay (rough draft) Note: Counselors do **not** edit essays, but will read to gain more insight about you.

SUBMITTING FORMS

You will need to check your **Naviance Student** account for the **SUBMISSION Type**. Your counselor can submit the **Secondary School Report Form** electronically unless there is a **Stamp Icon/PRINT ONLY:**



If you see the **Stamp Icon** you will need to **make an envelope** for that college and include with this counselor recommendation request.

- If the college is a **PRINT** only school indicated by the Stamp icon, you will still need to request a copy of your official WHS transcript through Naviance.
- The counselor will send this transcript with a paper version of the letter of recommendation and any paper forms you include in this packet.

OPTIONAL: COLLEGE ESSAY

This can be a draft version of the essay you will submit to one of the colleges you are applying to this year. This essay should assist your counselor in distinguishing you as a college applicant.

IMPORTANT:

- CSU and UC campuses do NOT want transcripts or letters of recommendations at the time of application. Please do not request them on Naviance. If you are randomly selected to submit letters to UC Berkeley or you receive a transcript request from the UC's/CSU's make sure you come and speak with us first.
- Common App/private/out of state: DO NOT wait for teacher or counselor documentation to submit your applications! Submit your application as soon as your are done, our documents can come later.
- Questions?! Need Help? Visit Mrs. Klaus in the College & Career Center located in the Library!
rklaus@cuhsd.org

Counselor Recommendation Cover Sheet for Class of 2019

Name _____

Date Submitted _____ Counselor _____

Your Guidance Counselor will be submitting your letter of recommendation to those schools you designate on this form. This list should also match the list of schools you have listed in **Naviance Student** as **“Colleges I’m Applying To”**. There are various **Submission** methods that colleges use to receive transcripts, letters and the forms that go with them.

If the **Submission Type** is Electronic or Common Application, your counselor will submit the letter, form, and transcript **online** for you. **You do not need to do anything** but list the college below and complete and submit your application.

If the Delivery Type is **PRINT** then you will need to provide that college’s **Secondary School Report Form** or **Counselor Form** to the counselor, as well as a stamped addressed envelope to send the letter. **Forms for counselors** should be on the college’s website.

Example:

College	Type	Applying via Common App?	Submissions
U of Arizona	RD	-	
Georgetown Univ	RD	-	
U of Portland	RD	Unknown	

Blank Computer Screen Icon=**Electronic**

Postage Stamp Icon=**Print**

CA in Computer Screen Icon=Common App (electronic)

Unknown designates that the college may also use its own online application, and your counselor needs to know how you plan to apply. (**Common App or Online Other. Common App is preferred.**) **UC and CSU do NOT accept letters regardless of how they are marked, so do not list them in this section.** List them in the section at the bottom of this page.

College Name	Please Mark Admission Plan: Priority EA,ED Rolling (If you know how you are applying.)	Submission Method Please List: -Print -Common App -Electronic -Other If Print I have included Secondary School Report or Counselor Form.	If Print, I have included a 8 ½ X 11 inch self sealing stamped envelope correctly addressed to the college.	If Print only Transcript has been ordered in the Student Services Office and given to the Registrar, Mrs. Cotton.	Postmark Deadline-(this is the date that it must be marked by the post office).Be sure this is accurate as this is the date the counselor may submit or send the letter.

Please list any additional colleges you are applying to where a Counselor Letter of Recommendation is NOT required: UC and CSU colleges and some out of state public do NOT accept letters. UC Berkeley is the only UC to accept letters, IF they request one you will receive an email with the form.











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Counselors will submit all documents electronically unless the college is a Print Only. Students must make sure their Naviance Student list of “Colleges I Am Applying To” is accurate. If you add colleges after you submit this packet, notify your Counselor immediately.

COUNSELOR RECOMMENDATION CHECKLIST-Class of 2019

Must be turned in with Counselor letter of rec. request

Student Name:	Counselor:
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Initial		For Guidance Office Use Only
	Please initial next to each item verifying it is complete. If any item is not included, your packet will be returned. Please check each college website to review the Application Process and recommendation letter requirements.	
	Counselor Recommendation Cover Sheet is filled out and attached. This list matches the Colleges I Am Applying To in Naviance.	
	Brag Sheet is completed and attached. If not, this packet will be returned to you.	
	OPTIONAL: College Essay (draft acceptable)	
	I have "matched" my Common App to Family Connection. Counselor's can not submit my forms electronically until I do so.	
	College Recommendation Forms from College Applications, Secondary School Report Forms will be submitted electronically unless the college designates it is Print only by using the stamp icon in the student's Naviance .  If a school is Print only the student has included any required forms in this envelope as well as a stamped envelope to send the counselor materials directly to the college. Counselor forms can also be titled SSR or Secondary School Report Forms .	
	Include an 8 ½ x 11 inch stamped envelope addressed to the Undergraduate Admissions Office for EACH college that requires PRINT only submission of documents. Four First Class Stamps are REQUIRED . Counselor will stamp the return address so leave that part blank.	
	Complete and sign the Privacy or Confidentiality Statement of the PRINT school recommendation form. Documents for the Common APP colleges submitted electronically by the counselor are covered by the FERPA signed on the Common APP .	
	If I completed a college course(ex. West Valley course) I have ordered a transcript from that college to be sent to each and every college where I am filing an application except the UC's/CSU's. Check college policy on when they would like college transcripts. WHS does NOT send copies of college transcripts.	
	All letters of recommendation will be sent directly to the college or university either by electronic submission or by regular US mail. Letters of recommendation will not be sent by students.	
	SAT/ACT Score Reports have been ordered to be sent directly from College Board/ACT website to each and every college listed in this packet unless the college is test score optional.	
	Parent Signature: I have reviewed this packet and am aware of my student's list of colleges. I am also aware that my student will need to send SAT/and or ACT scores to each college where an application is filed unless the school is test score optional. Signature _____.	