

Secondary School Report (SSR)/Counselor Evaluation Request Steps and Deadlines and College Information Packet

Dear Senior,

If you are applying to a private university or an out-of-state public university that requires a counselor recommendation form, a secondary school report (SSR), and/or a counselor letter of recommendation, we are pleased to do this for you! Please read over all the information in this packet first.

Counselors, teachers, and school faculty voluntarily write college recommendations to support you in meeting your college goals. We create individualized recommendations and because of the time this takes to complete for you, we ask that you adhere to the required steps and deadlines. If you miss the deadlines and/or fail to follow one of the steps listed, your Counselor cannot guarantee that you SSR and Evaluation will be submitted on time.

Please see table below for Mandatory Form Due Dates to Counselor:

If Applying Early Action/Early Decision or Due Date prior to 10/15	If Applying Regular Decision	If Applying UC/CSU
<u>DEADLINE: Sept. 6, 2019 by 3pm</u>	<u>DEADLINE: Oct. 29, 2019 by 3pm</u>	<u>NO Forms Required for Counselors</u>
✓ Read the “Types of Admissions” definition on the paper provided to determine if this is the correct decision for you		
✓ Check College Application Deadlines – You will need to list them correctly for the Counselor	✓ Check College Application Deadlines – You will need to list them correctly for the Counselor	✓ UC/CSU Applications are Due Nov. 30th
✓ Attend WR Senior Workshop	✓ Attend WR Senior Workshop	✓ Attend WR Senior Workshop
✓ Complete Brag Sheet (Parent and Student) in Naviance	✓ Complete Brag Sheet (Parent and Student) in Naviance	
✓ List Colleges in Naviance	✓ List Colleges in Naviance	✓ List Colleges in Naviance
✓ See Counselor to Request and Turn in “SSR /Evaluation Request Form”	✓ See Counselor to Request and Turn in “SSR /Evaluation Request Form”	
✓ Sign Stu. Authorization Release Form	✓ Sign Stu. Authorization Release Form	
✓ Complete Education Section in Common App/Waive FERPA	✓ Complete Education Section in Common App/Waive FERPA	
✓ Once Counselor has said yes, send Invitation from Common App or other Application within 24 hours	✓ Once Counselor has said yes, send Invitation from Common App or other Application within 24 hours	



West Ranch High School

“Home of the Wildcats”

Student Authorization Form to Release Information

Please read the following statements and sign below if you are requesting a counselor evaluation, secondary school report, and/or letter of recommendation from your Counselor.

- I and my parent(s)/guardian(s) authorize the release of my school transcript and other school records to the colleges and universities to which I apply.
- I and my parent(s)/guardian(s) understand that the counselor evaluation, secondary school report, and/or letter of recommendation are confidential and hereby waive access to them.
- I and my parent(s)/guardian(s) understand that West Ranch High School will inform colleges of any disciplinary violation related to academic or behavioral misconduct through and including the senior year.
- I acknowledge my obligation to be honest with my counselor and with the colleges to which I am applying.

Student Name

Student ID #

Student Signature*

Date

Parent/Guardian Signature*

Date

*Print this document first then sign and obtain parent or guardian signature in the lines above before submitting this form to your counselor.