

REQUESTING LETTERS OF RECOMMENDATION

Please check the colleges' websites to determine if a teacher or counselor recommendation is required. A counselor evaluation is required for ALL Common App applications where a transcript is sent (NOT UF, FSU, etc which require the SSAR instead of an official transcript).

Please follow all steps exactly:

STEP 1: For a TEACHER recommendation, ask the teacher in person if he/she is willing and able to write a recommendation on your behalf. If he/she agrees, move on to step 2. For a COUNSELOR recommendation, it is not necessary to talk to your counselor beforehand- you can start at step 2.

STEP 2: On NAVIANCE STUDENT, click on "about me" then on "My Surveys" then on "surveys not started." Click on "Brag Sheet." **Completing this questionnaire ACCURATELY is MANDATORY!** Think of the questionnaire as a cover letter that provides information to counselors and/or teachers so that they can speak more expertly and uniquely about you. If you do not complete this questionnaire, your counselor and/or teacher has the right to refuse to complete a letter of recommendation for you.

Optional STEP 3: Log on to your student account on NAVIANCE STUDENT (student.naviance.com/planths). Click on "about me" then "My Stuff" then "resume." Make sure to add all activities, clubs, sports, community service, etc. on this page. If you already have created a resume in a different format, please feel free to email that one instead.

Do not do Step 4 if you haven't finished Step 1 AND Step 2.

STEP 4: On NAVIANCE STUDENT, click on "colleges" then "colleges I'm applying to." Make sure you have listed all your applications in this section. If you need to add a college, click on the link that says "+ add." Fill in all required information, including how you intend to apply.

STEP 5: On NAVIANCE STUDENT, click on "colleges" then "apply to college" then "letters of recommendation." Click the button that says "Add Request". Using the drop down menu, click on the specific teacher and/or counselor who will write on your behalf. In the second section, select which applications the letter of recommendation will be sent. Click "Submit Request" at the bottom of the page.

In a couple of days, check with the teacher or counselor to ensure they received your request.

Remember to send the teacher/counselor a thank you note or email for taking the time to write a letter of recommendation for you.

If you need the teacher or counselor rec sent to an additional college later in the school year, email Lauren.Moseley@sdhc.k12.fl.us with that information. See Mrs. Moseley in Rm 101 with any questions.

IMPORTANT DEADLINES

DEADLINE for requesting transcripts/recommendations for EARLY action/decision deadlines (Oct 15-Nov 15) is **SEPTEMBER 30**

DEADLINE for requesting transcripts and recommendations for REGULAR decision deadlines (Jan 1-15) is **DECEMBER 1**

FINAL deadline for all transcript and recommendation requests is **APRIL 1**