

## College Application and Counselor/Teacher Letter of Recommendation Packet Student Information

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Recommended Timeline for the College Application Process:

- Start researching colleges and narrow down your choices to ten colleges by August 1, 2011
- During the month of August take your college list and put together your Counselor/Teacher Letter of Recommendation Packets
- Start working on your college essays based on the prompts you have identified for your colleges

On September 20, 2011, counselors will begin taking COMPLETED letter of recommendation packets. Please hold your completed packets until then. A few important things to remember:

- A student must submit their letter of recommendation (LOR) package directly to their counselor and have a face to face conversation. LOR packages cannot be left for a counselor.
- Counselors will go over the packet and have a brief conversation with you.
- You must see teachers individually for their letter of recommendation guidelines.
- It is strongly advised that students also make a face-to-face contact with their teacher when requesting a letter of recommendation.

Colleges and universities require a Secondary School Report (SSR) and may require one or more letters of recommendation from a counselor and a teacher (details on this can be found on college websites). Counselors are able to process up to 10 letters of recommendations per student.

The University of California (UC) and California State University (CSU) applications **don't require** transcripts, letters of recommendation or Secondary School Reports (SSR). However, UC's and CSU's **may request** a transcript at a later date. Please come to the counseling office to request an official transcript to be sent to these universities, if requested.




**DEADLINES:** College letter of recommendation (LOR) packets are due September 30, 2011 for all early decision and early action colleges. For January 1 due dates, be sure to submit your request by **mid-November (due to Holiday breaks)**. Counselors need **4 WEEKS** notice prior to the all other application POSTMARK deadlines to complete your LOR packet.

### **DOCUMENTS REQUIRED FOR LORS**

- Counselor Letter of Recommendation Questionnaire (parent questions are #19 -27)  
⇒ This is found on Naviance Family Connection → 'About Me' tab
- Resume
- Essay
- Receipt for transcript(s).

**HOW DO I KNOW IF THE COLLEGE I AM APPLYING TO ACCEPTS ELECTRONIC DOCUMENTS?**

In Naviance once colleges are added there is one of the following symbols next to the college name:

 = COMMON APPLICATION	 = ELECTRONIC APP.	 = PAPER SUBMISSION
Common Application school  Student must submit application through <a href="http://www.commonapp.org">www.commonapp.org</a>  Accepts electronic submission	Not a Common Application school  Student does NOT submit application through <a href="http://www.commonapp.org">www.commonapp.org</a>  Accepts electronic submissions	Not a Common Application school  Student does NOT submit application through <a href="http://www.commonapp.org">www.commonapp.org</a>  Does NOT accept electronic submissions - all documents must be sent through the mail.

**PROCEDURES**

1. Common Application – Go to [www.commonapp.org](http://www.commonapp.org) and create an account. Add the colleges to which you are applying to your list. Applications must be submitted through [www.commonapp.org](http://www.commonapp.org) in order to submit documents electronically. (Note: If you are NOT applying to ANY Common App schools, you can skip this step.)
  
2. Naviance
  - Log on to your Naviance account - <https://connection.naviance.com/cdmhs> (User name is first and last name, no spaces. Example: JoeSmith. Password is your CDM student ID number.)
  - Select the Colleges tab
  - Click on “Colleges I am applying to”
  - Sign the privacy notice (FERPA)
    - Be sure to indicate that you waive your rights to see the documents and that you authorize all secondary schools to release your requested records.
  - Enter your Common App username and password (if you are NOT applying to Common App schools, use your Naviance user name/password where it asks you for Common App user name/password.)
  - Add Colleges to the “Colleges I’m applying to” list. (include UC’s and Cal State Colleges).
  
3. Counselor Letter of Recommendation Questionnaire

- From the Naviance home page, go to the “About Me” tab.
  - Click on the “Counselor Letter of Recommendation” link on the left side
  - Fill out the form (**Note:** There is a section at the end of this questionnaire for PARENTS to complete – Questions 19-27.)
  - When you are done, click “Save and I am Finished”
4. Resume - Complete resume (either use tools in Naviance or your own format).
  5. Essay - This can be a draft of your college admissions essay or a recent essay from your English class.
  6. Purchase Transcripts – Pay \$3.00 for each transcript requested. Go to CDMHS website and click the ASB tab/General/transcripts . Print your receipt (this will be needed by your counselor). The first 2 transcripts are free. (Note: You will need to order one transcript for every college you are sending an application to except the UC’s and Cal State Colleges.)
  7. Secondary School Report (SSR) – Your counselor will fill out the SSR from Naviance

**WHAT IS A LETTER OF RECOMMENDATION PACKET?**

The Letter of Recommendation Packet is a 10x13 envelope to your Counselor requesting your letter of recommendation. This must be submitted directly to your counselor beginning September 30, 2011 and not dropped off. **Details of what must be included are below:**

- A. List of Colleges – On the front of the 10x13 envelope, list all colleges requiring a letter of recommendation, in order of application due date. For each school, indicate if you are applying online with Common App, note whether you are applying Early Decision, Early Action or Regular Decision, and list the application due date. (See attached SAMPLE that can be used to attach to the FRONT of your 10x13 envelope.
- B. Put the following items inside the 10x13 envelope:
  - Resume
  - Essay
  - Receipt for transcript(s).
  - 9x12 triple stamped envelope if:

If...	Then...
Applying to colleges that only allow paper submissions	Include a triple stamped 9x12 envelope addressed to each university that does not allow electronic submission.  The return address on each envelope is: CDMHS 2101 Eastbluff Dr., Newport Beach, CA 92660
Applying to college that allow electronic submissions	All documents can be sent electronically. No triple stamped 9x12 envelope addressed to each university is needed for those colleges that accept electronic submissions.

- C. Include one completed (hard copy) Secondary School Report (SSR) if ANY of your colleges do not accept electronic documents. (Note: If ALL your colleges are electronic, your counselor will send the SSR electronically.)

\*\*\*Please attach this to the FRONT of the envelope you submit to your Counselor\*\*\*

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

STUDENT'S CELL PHONE #: \_\_\_\_\_

<b>To be Completed by Student:</b>					Counselor Use Only
College Name	Applying online with Common App?	Early or Regular Admission	Due Date	Electronic or Paper Submission?	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b><i>How does your list look? Is it balanced? Dream schools? Sure bet schools?</i></b>					

Naviance: User Name \_\_\_\_\_

Common App: User Name \_\_\_\_\_

Password \_\_\_\_\_

Password \_\_\_\_\_

