



Sage Creek High School

Letter of Recommendation Request Procedure

UC/CSU DO NOT REQUIRE A LETTER OR REC, SCHOOL REPORT OR TRANSCRIPT WITH APPLICATION

Letter of Recommendation Deadlines

Students must complete the steps below **NO LATER THAN:**
September 25th for applications due in October or November
October 30th for applications due in December or later

Steps for when applying to colleges using the Common Application:

This step **MUST** be completed once the Common Application opens August 1 in order for counselors/teachers to submit LOR's for you:

1. In Naviance, select the **Colleges** tab, then click on **Colleges I'm Applying To**
 - a. Complete step 1 and Step 2 in the blue Common App Matching section
 - b. Enter the email address you used to register for your Common Application account into the box and click on "Match." This links your Naviance and Common App accounts. – [video tutorial](#)
 - c. Enter all of the colleges to which you are applying. **If you make any changes to this list, notify your counselor and/or teachers immediately.**

These steps can be completed anytime from now until the LOR deadlines above:

For your Counselor you need to:

1. In Naviance, select the **About Me** Tab and
 - a. look on the left under **surveys to take** to
 - i. Complete and save the **Counselor Senior Recommendation Survey**
 - b. Click on **Resume**- update information if you did not do during the summer - add all information that applies to you, such as, extracurricular activities, jobs or community service
2. Ask your counselor, in person or via email, to write a letter of recommendation and complete the secondary school report form and Google [Counselor LOR form](#). You must confirm which colleges require or accept a counselor letter of recommendation.

For your Teacher(s) you need to:

1. Check to know if the college(s) requires 1 or 2 teacher letters of recommendation.
2. In Naviance, select the **About Me** Tab and under **surveys to take** complete the **Teacher LOR Survey**
3. **Print** the Teacher Survey, the Counselor Survey, and the "Colleges I'm Applying to" list from Naviance (create a packet for your teacher recommender(s)).
4. Ask the teacher(s) in person if they are able to write a LOR for you and give them the printed packet; also check to see if they require any additional information.
5. If the teacher agrees to write a letter, then:
 - a. In Naviance, select the **Colleges** tab, then click on **Letters of Recommendation** and request the teacher to write and submit a letter-be sure to follow up with teacher requirements and make sure there have been no conflicts with processing your LOR.

Steps for when applying to colleges other than UC, CSU or Common App

1. In addition to the above deadlines and step, please give your counselor and/or teacher the following:
 - a. A stamped envelope, addressed to the college, if documents are to be mailed
 - b. Any counselor or teacher forms or links to forms to be completed, if required by the college
2. If the college requires an official transcript with the application, follow the instructions found here.