

**LELAND HIGH SCHOOL
LETTER OF RECOMMENDATION INSTRUCTIONS
FOR INDEPENDENT/PRIVATE COLLEGES OR SCHOLARSHIPS**

It is the student's responsibility to research the letter of recommendation submission process requirement and from each school they are applying to as they do vary. For example, some schools prefer a rec from a teacher who has taught the subject in your intended major or from specific subjects.

Writing a good college/scholarship recommendation requires a thorough knowledge of a student and considerable time and effort (often four to six hours of work per letter). **The purpose of this packet is for you to provide helpful information about yourself that will help your recommenders write your letter.**

Teacher Rec Info: If you have not yet asked teachers to write your recommendation, ask them ASAP! Do not invite a teacher online to write your recommendations until they have agreed to write your letter of recommendation in person first.

DUE DATES

If Your College Application Is Due Between:	Your Packet Is Due On:
September 15-October 31	Tuesday, September 19th
November 1-December 31	Thursday, September 28th
January 1st and later	Wednesday, October 25th

LETTER OF RECOMMENDATION ONLINE APPLICATION FEE

A \$5.00 Letter of Recommendation Online Application Fee will be collected on the day you turn in your Counselor Packet. There are fee waivers available, see Ms. Strain in the CRC to see if you qualify. This fee covers the cost of preparing and sending all of your documents and transcripts.

IMPORTANT: Naviance is an application management tool, which can help students organize their deadlines and requirements. Students will **NOT** submit their applications to the colleges through Naviance. Students must use the appropriate application submission process for each school they are applying to.

THE BASIC PROCESS, A CHECKLIST

- Check college application requirements – requirements, deadlines, and specific methods of submission.
- Ask your teachers to write your letters.
- Add **ALL** of your colleges to your “colleges I’m applying to” list in Naviance – and keep this list updated!
- Find the LOR documents you need in Naviance Document Library in the “*Letter of Recommendation Folder*” and make three copies of the unofficial transcript you received from the counselor during tutorial to include in your packets.
- Thoroughly complete your documents and print the appropriate number of copies.
- Put documents together (with the cover sheet on top): one for each teacher writing you a letter and one for your counselor recommender.
- Deliver the teacher recommender packets directly to your teachers by the due date.
- Turn in the counselor packet to the Media Center Lab 2 during tutorial on the deadline date (don't forget the \$5 fee). At that time you will be assigned a counselor recommender (if you've not already requested a specific counselor or administrator). You **do not** need to send your teachers an online request through Naviance to write your letters.
- Within Common App, complete your FERPA Release.
- Within Naviance, match your Common App Account with Naviance and send your teachers an online request through Naviance to write your letters.
- **IMPORTANT:** Recommenders will only submit letters to the colleges on the coversheet of the packet you submitted to them. If you add or delete colleges from your list, your recommenders *will not know unless you tell them*. Let them know ASAP or all your letters may not be submitted on time!
- **IMPORTANT:** If you have requested a Common App Fee Waiver, let your counselor recommender know they should be on the look for it in Naviance. The request may not appear till after your letter has been submitted, plus the fee waiver requests can be hard to spot in Naviance.

MORE DETAILED PROCESS FOR ALL LETTERS OF RECOMMENDATION

1. Read and follow instructions from colleges about required recommendations. **Do not send any school more (or less) letters than they request. Make sure you follow any instructions from that college about additional Letter of Rec forms for teachers or an alternate document submission system. If you are unsure what you are supposed to submit, an Academic Counselor in the CRC can help you determine what you need to do for that school.**
2. Ask your teachers! **Teachers will not write a letter without an in person request from you.** Sending a request in Naviance won't cut it. Check to see if they want anything else in addition to this packet.
3. Download the College & Scholarship Recommendation Packet from Naviance. It is housed in the Naviance Document Library (link on the right side of your home page), in the "Letter of Rec Packet" folder. **Please complete the following four forms (responses must be type written):**
 - a. **Cover Sheet**
 - b. **Senior Questionnaire**
 - c. **Parent Questionnaire**
 - d. **Teacher Information Form**
4. **Put together your teacher packets:** Once your teacher recommenders have agreed to write your letter, add a copy of your **unofficial transcript** to the rest of your completed documents and staple it all together with your cover sheet on top. If they need to mail anything, include an addressed, stamped envelope, and any additional forms they need to include. **Mailing instructions are on the last page of this packet.** Give completed packets to your teachers! Double check that they have all the materials they need.
5. **Put together your Counselor Recommender Packet:** Please staple together the Senior Questionnaire, Parent Questionnaire, and a copy of your unofficial transcript, with your cover sheet on top. Do not forget to bring the **\$5 Letter of Recommendation Online Application Fee** (collected with your counselor packet).
6. **Counselor Letters/SSR Recommendations:** The Leland Academic Counselors and Administrators write your SSR/Counselor letters. If you prefer a particular administrator or counselor, you can ask them if they are willing to write your letter. If they agree, ask them to sign your coversheet, but do not give it to them yet! If you don't have a relationship with any one writer, don't worry! When you submit your completed counselor packet to the Media Center on the due date (check the previous page for due dates!), you will then be randomly assigned a counselor recommender and we will provide you with the contact info for your counselor recommender. **All SSR/Counselor letters are submitted online using Naviance (for Common App), Coalition and/or other college application portals unless the college requires a paper recommendation. If a school requires the SSR/Counselor Rec to be mailed, check in with your assigned counselor recommender.**
7. **Create a Common Application Account** – Go to www.commonapp.org to open an account. Within the website, add the colleges to which you want to apply to your list.
8. **In order to take the next step, you need to have an assigned counselor recommender in Naviance. A counselor recommender will be assigned to you by the end of the school day after you turn in your packet.** Once that is completed, there will be a few steps to get your Common App and Naviance accounts "matched" so that your recommenders can actually submit documents to the colleges.
 1. In Common App, complete the "Education" section, including all counselor information.
 2. In Common App, go into the "My Colleges" tab, and on the left side, under your first college, you should see an "Assign Recommenders" link. Click that and complete your FERPA Release.
 3. Log into Naviance, and in the "Colleges" tab is a link for "colleges I am applying to." At the top of that page is a box that will say "Common App Account Matching – Incomplete." Type the email you used to sign up for your Common App Account into that box and submit.
 4. In the same tab, scroll to the bottom of the page and click on the "letters of recommendation link" to invite teachers to submit letters of recommendation. Do not try to invite counselor recommenders.
 5. Make sure you have added **all** the schools you want to apply to into your "colleges I am applying to" list.
 6. If you have any difficulties or questions, see one of the Academic Counselors in the CRC.

IMPORTANT: Recommenders will only submit letters to the colleges on the coversheet of the packet you gave them. If you add or delete colleges from your list, your recommenders will not know unless you tell them. Let them know ASAP or all your letters may not be submitted on time!

TRANSCRIPT INFORMATION

You should have received a copy of your unofficial 6th semester (9-11th grade) transcript for your Letter of Recommendation packets from a counselor during tutorial. If not, order an unofficial transcript from Mrs. Johnson, the Registrar, in the Main Office. The cost is \$1.00 and you must pay in cash. There is a two school day turn around for your transcript.

Transcripts from all other institutions including college or summer transcripts: If a college requires transcripts from other institutions that you have attended (online classes, college classes and SJCC classes offered at Leland) it is **your responsibility** to follow the instructions from the college or institution to obtain copies and send those transcripts to colleges.

FERPA Waiver Instructions in Common App

Matching Your Common App and Family Connection (Naviance) Accounts

The following steps are REQUIRED if you are applying through Common App. Completing these steps allows your transcripts and recommendations, which are in Naviance, to be matched with your Common App. You CANNOT match your Common App with Naviance until you turn in your counselor packet in the Academic Counseling Office. We will provide you with the contact info for your counselor letters of rec AND we will assign you your counselor in Naviance! You will see your counselor updated in your Common App by the end of the next school day.

Section 1: Common Application Instructions:

1. Log into your Common App account.
2. Under the "Common App" tab, complete the entire "education" section (when completed a green checkmark will appear) using the "Information for Letter of Recommendations" document that was provided you when you submitted your counselor packet. That document will include your Counselor recommender contact information and Leland's senior class information. Leland does not weigh your GPA or provide exact class rank. Only rank by decile will be provided. Your graduation date is June 6, 2018.
3. Go to "My Colleges." If no colleges are listed, go to "College Search" add the independent colleges to which you'll be applying.
4. Click one of the colleges, select "assign recommenders". Click the FERPA Release Authorization. Leland **requires you to waive** this if you want us to complete your recommendations. Follow the instructions and click these items:
 - * I authorize every school that I have attended to release all requested records...
 - * I waive my right to view all recommendations and supporting documents....
 - * I understand that my waiver or no waiver selection above pertains to all colleges...

Release Authorization

1 ✓ Instructions > 2 Form


I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

Please select one:

- I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed once I invite my first recommender. .

Signature

Date 

Please look at this example closely before you submit because **you cannot make changes after you click Save.**

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Section 2: Naviance Instructions:

1. Login into Naviance.
 - a. Enter S and your Leland Student ID Number (without the 0's) before the number). Unless you've changed it, your password is your birth date in six digits (MMDDYY)
2. Click the Colleges tab. Click "Colleges I'm applying to" and then click on Common Application Account & Match.
 - a. Enter the email address used to sign into your Common App account.
3. If you've done this correctly, you should see this box:

colleges I'm applying to

Common App Account Matching - Complete

Your Common App account was successfully matched.

● FERPA Status: Waived

4. Selecting Teacher Recommenders: in the same page you matched your Common App account, send a request to each of your teacher recommenders.
 - a. Navigate to the Colleges tab in your Naviance Account
 - b. Click "Colleges I'm Applying To"
 - c. Click on the "letters of recommendation link" near the bottom of the page.
 - d. Click on the "Add Request" button.
 - e. For each teacher recommender, select their name from the drop-down menu and add a note to the teacher, if desired.
 - f. Click "Submit Requests"
5. **Update Naviance with your colleges**
 - a. Select "Colleges I'm Thinking About" and ensure you have listed all of your colleges.
 - b. Select your colleges and click the button "Move to Application List".
 - c. Ensure all colleges are now listed on your "Colleges I'm Applying to" list.

Instructions for Mailing Recommendations:

If a college requires recommendations to be mailed, you will need to go to the Common Application Home Page, log in to your Common App Account, click on Help on the right. Click on assign recommenders, click on the offline form, and print the Teacher Recommendation Form. Your name and info should be on the right top corner. You will need to place this form in the packet. Ask your teacher if they want one form that they will complete and then make copies or if they want a form for each college.

Paper recommendations only (not online): Items you are required to provide to each recommender:

1. Properly address (landscape) a 9"x12" envelope for each college. Follow each college's instructions. If a college provides a label make sure that it is securely attached. Make sure that it is printed neatly and is correctly addressed, with the name of the school. See example below.
2. Place three 44 cent stamps in upper right hand corner of every 9"x12." Place completed form in the in 9"x12" envelope. Do not fold the form or envelope. If college will only accept paper SSR/Counselor Recs, place the official transcript in that envelope. You will need to order an official transcript from our Registrar, Mrs. Johnson, in the Main Office. Cost is \$5.00 each with a two school day turn around.

Leland High School
6677 Camden Avenue
San Jose, CA 95120

Three 44 cent stamps here

College/University Name
College Admission Office Address
Street Address
City, State, Zip