



# REQUESTING A COUNSELOR LETTER OF RECOMMENDATION

## STEP 1

### COMPLETE YOUR SENIOR PROFILE

- ☐ Complete your Senior Profile (brag sheet) in Naviance by **September 16**. *Counselors will not complete your LOR without this!*
- ☐ You may include a resume or any other information that you would like shared in your letter. More information about you = a quality letter.

## STEP 2

### SUBMIT YOUR LETTER REQUEST(S)

- ☐ Submit your request for a Counselor LOR here: [www.bit.ly/miltonLOR22](http://www.bit.ly/miltonLOR22)
- ☐ Counselors will **begin writing** letters **September 1**.
- ☐ Don't forget to ask up to 2 teachers to complete a LOR for you. Be sure to see the Requesting a Teacher LOR checklist for the process. Instructions for requesting the Teacher LOR are linked [here](#).

# HOW TO REQUEST TRANSCRIPTS THROUGH YOUR COUNSELOR

- ☐ Your first task is to match your CommonApp and Naviance accounts. *Directions here:* <https://www.screencast.com/t/gxEQkElyo1>
- ☐ To directly access information on the topics below, [click here](#).
  - Links to most commonly used Application Platforms
  - Requesting Transcripts for COMMON APP schools
  - Requesting Teacher Letters of Recommendation in Naviance
  - Video overview of Naviance
- ☐ If you need to send transcripts for any other reason, [click here](#) for further instructions. This includes sending transcripts for NON-COMMON APP schools, driver's permits, scholarship applications, etc.

Reach out to your assigned counselor if you have any further questions. Thank you!