



## College/Career Center (CCC)

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# Letter of Recommendation and Transcript Request Guidelines

*Instructions: Seniors who are applying to private and out of state college(s) that require letter(s) of recommendation and/or official transcripts **MUST** complete these guidelines.*

*Questions? Email your College/Career Counselor (assigned by last name).*

### Open Your Naviance:

- Go to <https://www.smmusd.org/samohi> → click on Clever → login with your SMMK12 credentials → select Naviance

### Complete your Brag Sheet

- In the top, right corner, click on blue circle with your initials → Surveys from Your School → BRAG SHEET
  - If it's not listed, select "All Progress" under **Filter by** dropdown list, it will then appear
- Fill out accordingly, "save and come back" to continue working on it later, or "save and finish" when completed
  - **MAKE SURE TO SAVE EVERY HALF HOUR; system does not auto-save**
- Teachers and Counselors will have access to it after you have "save and come back" at least once

### College List

**You are responsible for maintaining and updating your college list in Naviance** in order for Counselors and Teachers to submit official documents (i.e., letters of rec, transcripts) correctly. **Update your college list as soon as it changes and communicate this update to your teacher(s) and counselor(s).**

### REQUIRED for those applying to Common App Colleges (two-part process)

*Instructions below are via your **Common App***

1. Create your Common App account at [www.commonapp.org](http://www.commonapp.org) and complete "Common App" tab by filling out your "Profile" section; then complete "Education" section, add Samohi by typing in the full name and ensure **CEEB Code is 053320**
  - FYI – class rank: **NONE**; class size: **670**; GPA scale: **4**; GPA weight: **UNWEIGHTED**
2. In "College Search" tab, add college(s) you're applying to by searching for the college(s) and clicking "+ Add" button
3. From "Dashboard" tab → select any college → Recommenders & FERPA → Complete Release Authorization
  - For more information on FERPA, click "Learn more about FERPA," or, go to <https://appsupport.commonapp.org/applicantsupport/s/article/What-is-the-FERPA-Waiver>; **as always, if you have questions/concerns, contact your Samohi College/Career Counselor**
4. The FERPA Release Authorization will open:
  - Information regarding FERPA and release of school records is available
  - read statements, check off box next to "I have read and understood..." and click "Continue"
  - read statement, check off box next to "I acknowledge that every school...;" click circle next to "I waive my right to...;" check off box "I understand that my waiver...;" type in your name and date, click "save and close"
5. "Invite Recommenders" is only for non-Samohi faculty and staff (ex., Private Music Teacher, Supervisor)

*Instructions below are via your **Naviance***

6. From "Colleges" tab → Colleges I'm applying to → Match Accounts (pink banner) → login to your Common App → read statement and check off box next to "I agree" → Connect
7. You'll be redirected back to Naviance account or login (use Clever and SMMK12 username and password)
8. "Successfully matched" will be in light blue box and your college list will update from Common App

*Brag Sheet deadline: October 1*

**Transcript Request deadlines are based on application deadline; check page 2**

**8/31/2023**

## For those applying to Non-Common App Colleges

- You will manually add UCs, CSUs, Community Colleges and any other non-Common App colleges
  - Go to Colleges I'm applying to → + (blue circle) → type key word of college name in "Which college are you applying to" box and select from dropdown list
    - Complete **App type** and **I'll submit my application** sections - - ***your responses are critical in submitting official documents in a timely manner***
    - Click "Add Application"

## Counselor and Teacher Letters of Recommendation, Secondary School Reports\*

Most colleges require at least one teacher letter of recommendation. Some colleges require a Counselor letter of recommendation and/or a School Report (SSR). **Make sure to ask for your letter(s) in person and with ample time, at least three weeks before the deadline, before completing steps that follow. It's your responsibility to check your college(s)' letter of recommendation requirements.**

- From Colleges tab → Letters of Recommendation
- Add Request → choose teacher under "Select A Teacher" drop down menu
- In question 2, select either option
  - a. General request: your letter will be sent to any and all colleges in your college list – **USE THIS OPTION FOR YOUR Advisor/Counselor**
  - b. Specific request: your letter will be sent to colleges you select only
- Add personal message and click "Submit request"
- If you need to cancel a request, click on the "X" under Cancel Request column, and "Confirm cancel request" button in yellow box
- Per FERPA, letter(s) of recommendation are confidential and will only be shared with college(s)

## Transcript Requests, Fee & Deadlines

Most private and out of state colleges will require an **initial** transcript (final grades for courses taken 9<sup>th</sup> through 11<sup>th</sup> grade). Some colleges may require a **midyear** transcript (final grades for courses taken 9<sup>th</sup> through 1<sup>st</sup> semester of 12<sup>th</sup> grade). Steps below are for **initial** transcript requests only. Midyear transcript request information will be available in January, after fall 2023 final grades are verified and posted.

- Transcript fee: \$2.50 each (first two are free); cash only
  - If you are enrolled in the Free/Reduced Lunch Program, fee is waived
- Transcript requests will be accepted starting Monday, September 11, 2023, during lunch only, in the CCC
- Transcript request deadlines are based on college application deadlines – see below for details

College Application Deadline	Transcript Request Deadline
October 1 – 15	September 27
November 1 – 15	October 25
December 1 – 15	November 27
January 1 – 15	December 15

- We receive about 1000 initial transcript requests each fall semester; please be patient as we process requests, we WILL complete by the college app deadline you have indicated in your Naviance college list
- Lastly, transcripts will NOT be processed during Winter Break; thank you, in advance, for your preparation and completing deadlines above

## For those using the Coalition App

Please connect with your Samohi College/Career Counselor **immediately!**