

Letter of Recommendation Procedure

UC/CSU DO NOT REQUIRE A LETTER OF REC or SCHOOL REPORT

Deadlines for Letter of Recommendation

Applications due by January 1, 2018: Students must complete the steps below **NO LATER than November 27, 2017.**

For other application deadlines (check college admissions website):

Complete the process below **at least 4 weeks prior to application deadline, not including school holidays.**

If you are applying to a school via the Common Application:

• Steps you need to do for your DNHS Counselor:

1. At least 4 weeks prior to the earliest college application deadline, ask your counselor, in person, if he/she would complete a school report and write a letter of recommendation. You must confirm which colleges/universities you are applying to require or accept letter(s) of recommendation.
2. Log onto Naviance at www.connection.naviance.com/delnorte. On your homepage click on **Document Library**, then click on **College Application Forms**.
 - a. **FERPA Waiver:** Complete and return to your school counselor
 - b. **Counselor College Information Form:** Complete and return to your school counselor.
 - c. **Teacher Input Forms:** Print three copies. Be sure to complete the top portion then *ask* three teachers if they would complete it for you. Allow 2 weeks for teachers to complete. Teachers will return forms to counselors. It is the student's responsibility to see that teachers return the forms, by the due date, to your counselor.
3. On Naviance, select the **About Me** tab.
 - a. **Letter of Recommendation Student Form:** Complete questions and save.
 - b. **Letter of Recommendation Parent Brag Form:** Ask your parent or guardian to complete and save.
 - c. **Resume:** Add all information that applies to you, such as extracurricular activities, jobs, or volunteer service.
4. On 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 Account Matching section.
 - b. Enter the email address used to register for the Common Application website into the box and click **Match**. By completing this step, your Naviance account becomes linked with your Common Application account.

• Steps you need to do for your Teacher:

1. Check to see if the college(s) you are applying to requires 1 or 2 teacher's letter of recommendation. Next, ask 1 teacher, or 2 if needed, if he/she is willing to write a letter of recommendation. If yes, then:
 - a. Provide any additional information requested by the teacher, including the **Teacher College Information Form** from the **College Application Forms** in your Naviance Document Library.
 - b. Let your teacher know that they can submit their Teacher Evaluation/Letter of Recommendation electronically through Naviance.

If you are applying to NON- CSU, UC, or Common App school:

- In addition to the above instructions, please give your counselor and teacher (if there is a teacher portion) the following materials, if needed:
 - A stamped envelope, addressed to the college, if counselor is to mail materials
 - Any counselor or teacher forms, if the college requires them
- Send your official transcript to the universities when you submit your application. You will also send a mid- year and final transcript. Download the transcript request form on Naviance, or from the counseling website (found under *Records*), and follow instructions on the form.

Facts you may need to know for your college applications:

DNHS CEEB Code: 054351	Del Norte does NOT rank	Senior class size: 497	Report <i>Academic</i> GPA
GPA is on a 4.0 Scale	Academic GPA is weighted	Grading System: A, B, C, D, F	UC/CSU apps: Enter DNHS courses as <u>SEMESTERS</u>