

Teacher and Counselor Recommendations

Heads up!
The process is different



Sure! I'll write you a recommendation, but you **MUST** follow these steps!

The Arc of Glory

Learning Targets

**College timeline,
Common App,
Colleges in
Naviance**

I can..

Set up common
app

Enter key details
into C.A.

Add colleges to
C.A.

Have the pink
form &
application
Checklist

**More Common
App**

I can..

Complete and
sign the FERPA
release in C.A

Add colleges to
my Naviance
Account

Identify HOW I
am applying in
Naviance
i.e. C.A. or Direct
to Institution

**Linking Naviance &
Common App.
Sending
Transcripts**

I can..

Officially request
transcripts

choosing the
accurate “type” of
application for
each school. ED,
EA, Rolling

Link C.A and
Naviance

**Letters of
Recommendation**

I can..

Follow the
appropriate
process to
request teacher
letters of
recommendation

Follow the
appropriate
process to
request counselor
letters of
recommendation

**FAFSA & paying for
college**

I can identify..

Where and how to
start the FAFSA

Where and how to
start the VT state
grant

Start finding \$ for
college using
scholarship tools
like the fastweb,
CHS website,
Naviance and

**VSAC and Local
Scholarships**

I can..

Identify multiple
resources I can
use to apply for
scholarships

Describe how to
apply for VSAC
scholarships

Identify at least 1
scholarship I am
eligible for in the
VSAC booklet

**Graduation
Tasks**

I can..

Take the
graduation
Survey on
Naviance

Request final
transcript on
naviance

Take the CHS
exit survey on
naviance



It is your responsibility to check individual school websites to find out how many recommendations are **REQUIRED/ALLOWED** and which type of recommendations you need for your applications.

There isn't one steadfast rule. Each school has different requirements around recommendations. Some schools i.e. Champlain **REQUIRE** a counselor recommendation while UVM does not.



Recommendations

- If a teacher or counselor letter of recommendation is REQUIRED, ask the teacher/teachers/counselor at LEAST 3-4 weeks in advance of your first deadline. (Do not ask for a letter of recommendation if the college does not require one)
1. Ask a teacher and give them a [“Teacher Recommendation Request Form”](#) that can be found in guidance.
 2. After you have spoken with your teacher, add your recommender’s names to your Naviance account and use the text box that pops up to write a note to your teacher thanking them in advance for writing you a letter. **This does not supplement a hand written thank you note.** (See next slide for instructions). Here’s how to do that in Naviance....

Teacher Letters of Rec

Go to Colleges I'm applying to

Class of 2017

Welcome to Family Connection by Naviance!

Colchester High School's Family Connection site is designed to assist our students with college and career planning. Utilizing the tools in the tabs above will help you:

- search for colleges that will enhance your education and allow

My Favorites

COLLEGES
I'm thinking about

COLLEGES
I'm applying to

CAREERS AND CLUSTERS
I'm thinking about

 COLLEGES
Home

COLLEGES
I'm thinking about

 COLLEGES
I'm applying to



Find Your Fit

Research Colleges

Apply to College

Scholarships and Money

Scroll down to Letters of Recommendation Link

<input type="checkbox"/>	Northern Vermont University-Johnson	RD	Regular Decision	-	no request	Pending		Unknown ▼	 EDIT	MORE ⋮
<input type="checkbox"/>	Rensselaer Polytechnic Institute	RD	Regular Decision	January 15	no request	Pending		Unknown ▼	 EDIT	MORE ⋮
<input type="checkbox"/>	University of Vermont	RD	Regular Decision	January 15	no request	Pending		Unknown ▼	 EDIT	MORE ⋮

College that I'm attending:

Castleton University



Update

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information

Here you can ask a teacher to write you a letter of recommendation for schools in your colleges / in applying to school. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Save

1. Select a teacher

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

☐ All

Colleges ^

☐

Castleton University

1 required / 2 allowed / 0 requested

☐

Champlain College

1 required / 1 allowed / 0 requested

☐

Johnson State College

-- required / 5 allowed / 0 requested

☐

University of Vermont

-- required / 3 allowed / 0 requested

Don't select all. Choose which schools you want the teacher to send your recommendation to.

****If you add schools, you need to tell your teachers and counselor as these do not get sent automatically.**

***Look at required/allowed**

Jan 15 2017

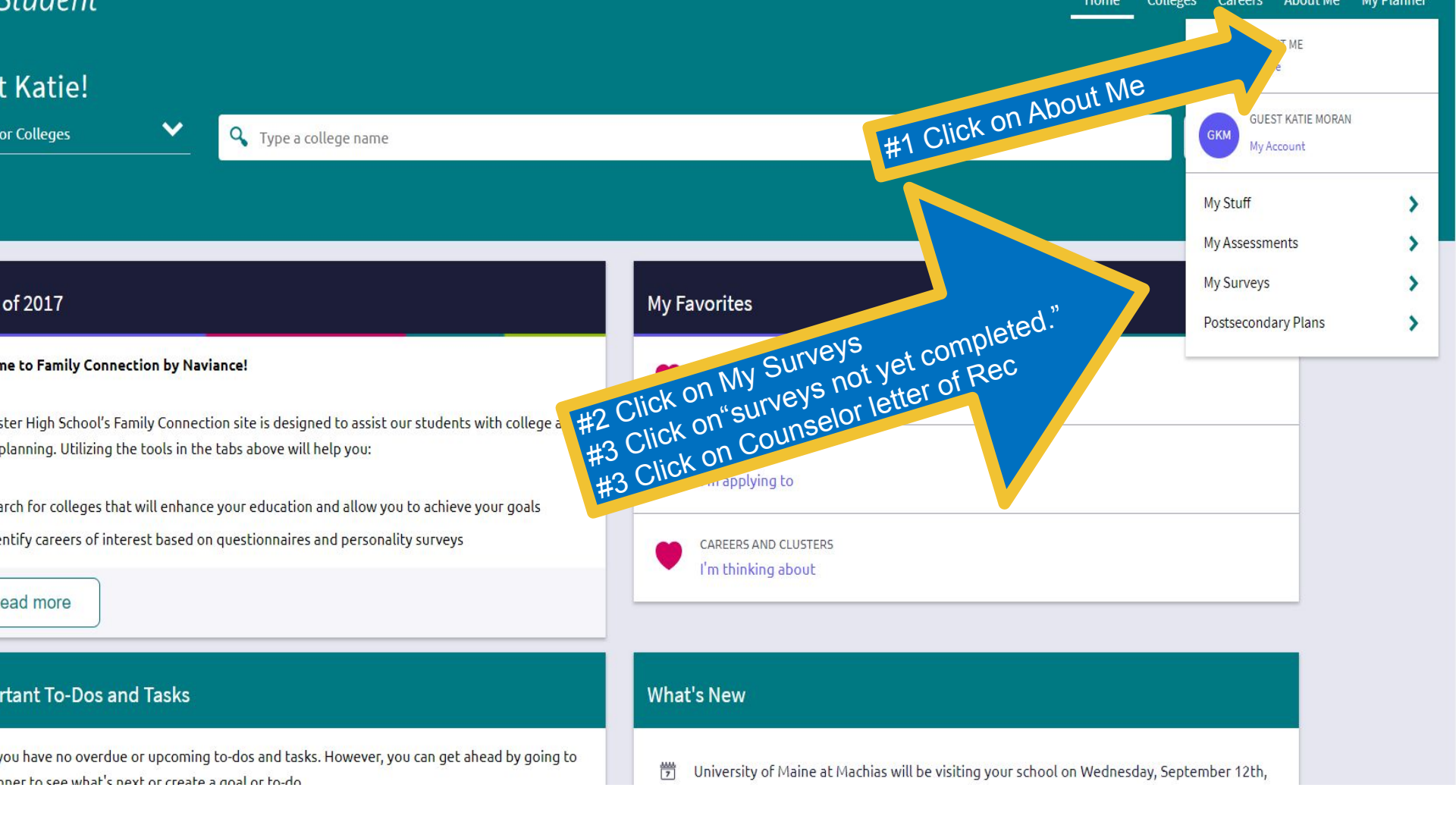
2. Select the school(s)

3. Write a note to each teacher

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

If you need a counselor recommendation, the process is a bit different, so follow along...





t Katie!

or Colleges



Type a college name

#1 Click on About Me

#2 Click on My Surveys
#3 Click on "surveys not yet completed."
#3 Click on Counselor letter of Rec

GKM

GUEST KATIE MORAN

My Account

My Stuff

My Assessments

My Surveys

Postsecondary Plans

of 2017

me to Family Connection by Naviance!

ster High School's Family Connection site is designed to assist our students with college a
planning. Utilizing the tools in the tabs above will help you:

search for colleges that will enhance your education and allow you to achieve your goals

identify careers of interest based on questionnaires and personality surveys

ead more

My Favorites



CAREERS AND CLUSTERS

I'm thinking about

rtant To-Dos and Tasks

you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to

anner to see what's next or create a goal or to-do

What's New



University of Maine at Machias will be visiting your school on Wednesday, September 12th,

1. Fill out the Counselor Survey. The more info, the better!

2. Make an appointment with your counselor.

3. Your counselor will only write your recommendation AFTER this meeting has occurred.

Counselor Letter of Recommendation

Note: Please save your answers often if you need longer than one hour to complete this form. You will be logged out of the survey after one hour if you have not changed the page.

Please be as honest as possible as this survey is only read by your counselor so that he/she can know you better. Your thoughtful assessment of yourself will make your letter of recommendation stronger.

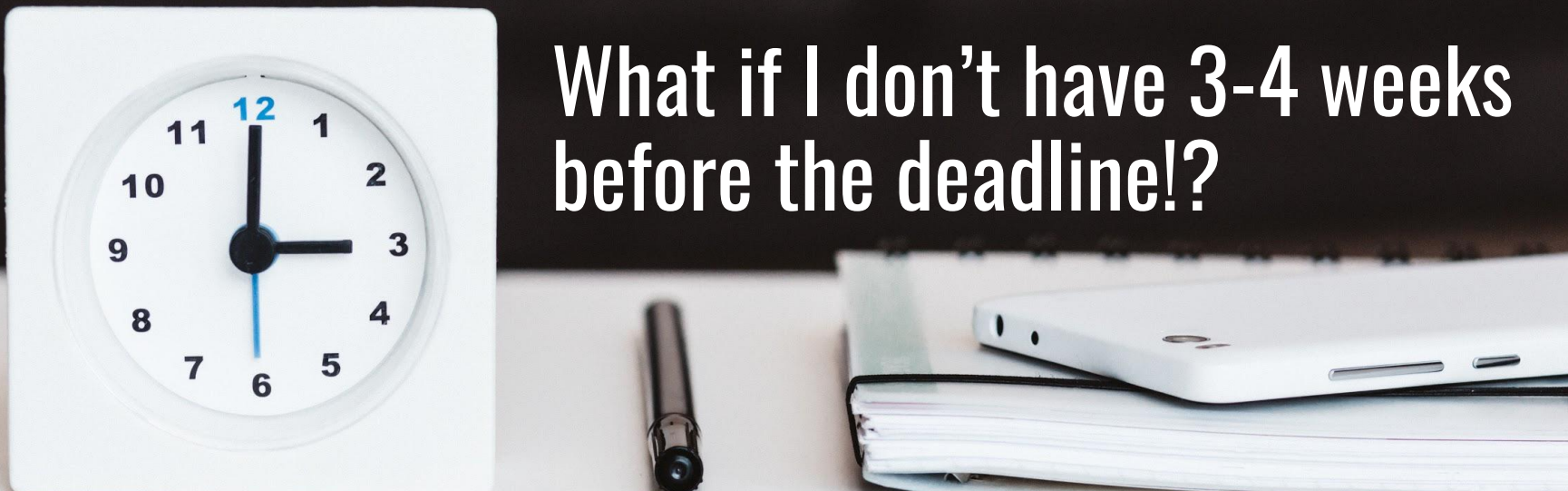
* 1. Name

* 2. Did one or both of your parents graduate from college?

☐ Yes

☐ No

* 3. What is your intended major? Why does it interest you? If undecided, what are your strongest interests?



What if I don't have 3-4 weeks before the deadline!?

- ❖ Contact the school and let them know YOUR part of the application will be on time, but the school's information may come in late.
- ❖ In order to avoid this issue make sure you give your recommenders plenty of time. Asking as soon as TODAY or tomorrow is a good idea!
- ❖ REMEMBER: You do **NOT** need to wait for recommendations to be sent before you submit your application. These are 2 separate processes.

Thank You Notes

- It is **HIGHLY** recommended that you write your teachers, coaches, counselors, etc. a **THANK YOU** note after they have written a letter of recommendation for you. This is a life skill that will go a *looooooong* way.
 - Don't forget. Write one right away.

