- LOS ALTOS HIGH SCHOOL -

COUNSELOR LETTER OF RECOMMENDATION WORKSHOP

2024-2025

ADMISSION FACTORS

Colleges & universities may consider the following factors for admission:

- Rigor of coursework
- Grades & GPA
- SAT/ACT results
- Extracurricular activities

- Civic engagement
- Interview
- Application questions/essay
- **Teacher & counselor recommendations**

Check each college/university website for details on specific admission criteria

LETTERS OF RECOMMENDATION

- Required by most private 4-year colleges & Common App schools

- UC/CSUs do NOT accept letters*, nor do most out-of-state public colleges
  - *UC Berkeley may request recommendations from some students after applications have been submitted*

- Typically 1-3 letters are required from teachers & counselor
  - Some colleges also accept a supplemental letter from a boss, coach, etc.

TEACHER LETTERS OF RECOMMENDATION

- Separate from the counselor letter of rec process

- Teachers have their own deadlines & requirements

- Teachers use Naviance to send their letters

- **Do not use the "recommender" feature in *Common App* for MVLA teachers/staff**

    - This will break the connection between your Common App & Naviance accounts

TEACHER LETTERS OF RECOMMENDATION

- 11th grade teachers preferred

- Academic subjects preferred (unless applying for special programs like Visual/Performing Arts colleges)

- Ask teachers in person, then add them as recommenders in Naviance once you have synced your Common App account

COUNSELOR LETTER OF REC FORM - IMPORTANT DATES

9/9

If your first deadline is on or before Nov. 15 (EA, ED, scholarship), you must submit your LOR Request Form by **Monday, Sept. 9, 2024**

10/7

For deadlines after Nov. 15, submit your request by **Monday, Oct. 7, 2024**

12/13

The last day to request any counselor forms or initial transcripts for submission before holiday break is **Friday, Dec. 13, 2024**

COUNSELOR LETTER OF RECOMMENDATION

- The counselor letter provides a holistic view of the student beyond academics

- Letter reflects on:
    - Academic achievement
    - Character/attitude
    - College readiness
    - Contributions to community
    - Special circumstances

- LAHS counselors use input from personal interactions, teachers, parents, and students all compiled in the **Counselor Letter of Recommendation Request Form**

COUNSELOR LETTER OF REC REQUEST

Can I still add more colleges after I submit my letter of rec request? **Yes, and...**

- Tell your counselor ASAP <u>if you first college deadline changes</u>

- Be sure to change on Common App **and** Naviance

The College & Career Center sends scholarship & visit info to you based on your list - we don't want you to miss out on events!

COUNSELOR LETTER OF REC REQUEST

Fall/Winter:
- Counselor submits LOR, Secondary Report, transcript
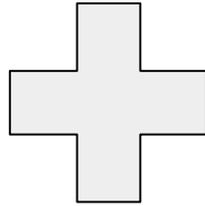
End of January:
- Counselor submits MidYear Report & midyear transcript

June/July:
- Student requests final transcript in Naviance (sr.checkout)
- Counselor completes Final Report
- Registar submits final transcript/report

NAVIANCE & COMMON APP MATCHING INSTRUCTIONS

FERPA WAIVER

common app

Release authorization

✓ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*
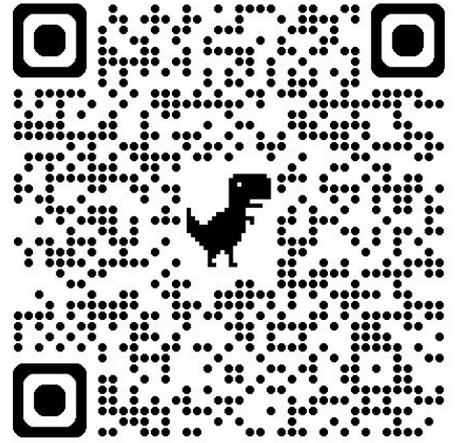
Please select one: *

○ I waive my right to review all recommendations and supporting documents.

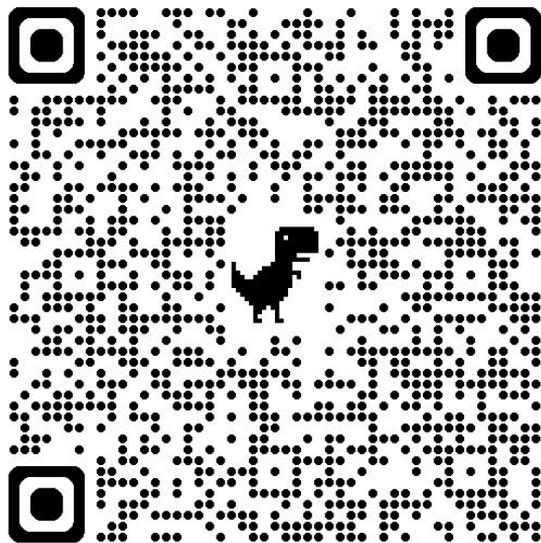○ I do NOT waive my right to review all recommendations and supporting documents.

☐ 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 sign and click Save**

Back   Save and Close

LAHS COLLEGE SUPPORT

- College & Career Center drop-in

- 1:1 college advising appointments with Ms. Price

- ACT Workshops- sign up on Teachmore

- School Counselor senior check-ins

CLASS OF 2025 COLLEGE QUICK GUIDE

COUNSELOR LOR REQUEST FORM & STUDENT QUESTIONNAIRE

QUESTIONS