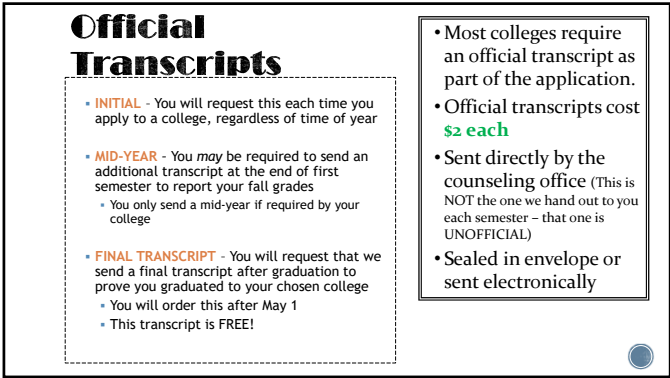
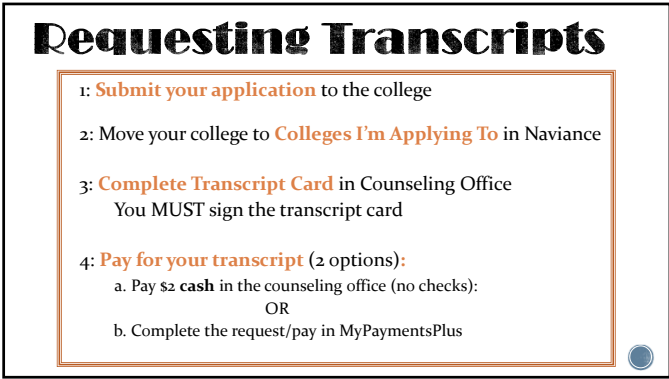




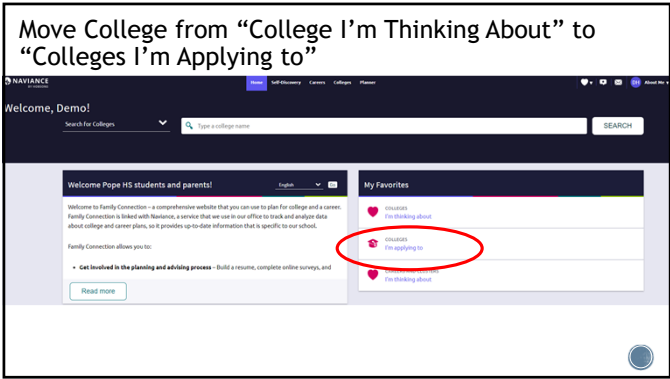
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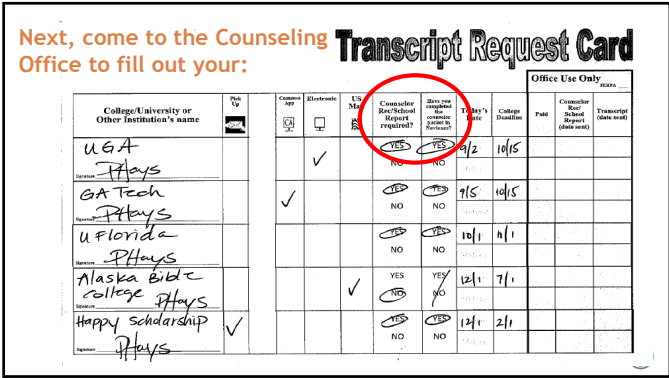
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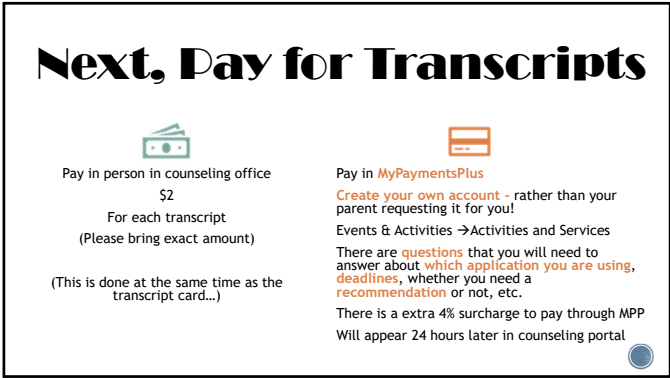
3



4




5



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Counselor Recommendations

Also known as a Secondary School Report



- Know if it is required by the college or not
 - If it is not required, **DO NOT** request one
- You officially request a Counselor Recommendation on the **Transcript Request Card**
- Three items are needed for a Secondary School Report/Counselor Recommendation:
 - Student Self-assessment (ABOUT ME → Surveys)
 - Parent Assessment (Parent account ABOUT ME → Surveys)
 - Resume (Create directly in Naviance or upload to your journal in Naviance)

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WARNING:
DEADLINES ARE CLOSER
THAN THEY APPEAR!



All documents required for a counselor recommendation must be RECEIVED by your counselor.....

NO LATER THAN TWO WEEKS PRIOR TO THE COLLEGE DEADLINE.

The steps to request the counselor recommendation are:

- Application Submitted
- Transcript Request
 - This is also your official counselor rec. request
- Student Self-assessment
- Parent Assessment
- Resume

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Work Backwards to Determine All Your Deadlines:

Example:


- Application deadline for the college is: **Oct 15.**
- Counselor recommendation request deadline : **Oct 1st** (2 weeks prior).
- The sooner you complete the application, transcript request, 3 counselor rec requirements in Naviance, the sooner your rec can be completed!

This means you have:


- submitted the application to the college
- completed your self-assessment, parent assessment, and resume
- Requested your transcript in Naviance, paid \$2, and signed your transcript card

by Oct. 1st for an October 15th deadline.

(Since we are on September break Oct. 1, we will allow submission by Oct. 4)



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Procrastination on your part does not constitute an emergency on my part

someecards
USER CARD

Your recommendation is guaranteed to be done **by the deadline** only if you complete requirements by the counselor rec deadline!!

Counselors have many recs to do so they may not be done the day (or week) after you request it but it **WILL** be **done by the counselor rec deadline**.

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Teacher Recommendations

- Know if it is required by the college or not
 - If it is not required, **DO NOT** request one
- Ask the teacher(s) if they would be willing to write a recommendation **BEFORE** you submit a request in Naviance
 - They may require info from you (resume, info sheet, etc.)
 - They may not complete the rec until you speak with them
 - They may say "no"
- Inform your teacher which college(s) you are requesting recommendations to and what their deadlines are.
 - Some teachers have deadlines to request a rec but if they don't it is recommended to give them **at least two weeks** to write your recs.
 - MORE TIME IS BETTER!!**
- Make the request in Naviance

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WE ARE EXCITED TO WORK WITH YOU THIS YEAR!



A-E: Ms. Blount
F-La: Mrs. Shearstone
Le-R: Mrs. Gully
S-Z: Mrs. Hamrick

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