



## College/Career Center (CCC)

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# Letter of Recommendation and Transcript Request Guidelines

### Open Your Naviance:

- Go to <https://www.smmusd.org/samohi>, click on Clever, login with your SMMK12 username and password, select Naviance logo

### Complete your Brag Sheet

- Under **About Me** (top, right side), select “My Surveys,” then “Surveys Not Started,” the “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 click “save and finish”

### Update Test Scores (if available)

- Under **About Me**, select “My Stuff,” then “Test Scores”
- Click + (in pinkish circle) and update accordingly

### College List

**You are responsible for maintaining and updating your college list** 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).**

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

Instructions below are via your **Common App**

If you prefer to watch a video about instructions, go to

<https://drive.google.com/file/d/1bpsQUYhT5LHCixcrumY8DVreLqzU45R2/view?usp=sharing> (SMMK12 login required)

OR

- Create your Common App account at [www.commonapp.org](http://www.commonapp.org) and complete info in the “Common App” tab by filling out your “Profile” section; then complete “Education” section, add Samohi by using **CEEB Code 053320**; add college(s) you’re applying to using the “College Search” tab
  - FYI – class rank: **NONE**; class size: **715**; GPA scale: **4**; GPA weight: **UNWEIGHTED**
- From “Dashboard” tab, click on a college, next to “Recommenders & FERPA” click “Complete Release Authorization”
- The FERPA Release Authorization will open:
  - Information regarding FERPA and release of school records is available
  - read statement, 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”
- For more information on FERPA, go to <https://appsupport.commonapp.org/applicantsupport/s/article/What-is-the-FERPA-Waiver>; **as always, if you have questions/concerns, email your Samohi College/Career Counselor**
- “Invite Recommenders” is only for non-Samohi faculty and staff (ex., Private Music Teacher, Supervisor)

Instructions below are via your **Naviance**

- Once logged on, click on “COLLEGES I’m applying to” on right side, click on pink banner “Match Accounts,” enter Common App email address and Date of Birth, then click “Match Accounts” and your college list will be updated based on your Common App info

Brag Sheet deadlines: October 1

Transcript Request deadlines based on application deadline; check page 2

9/22/2020

## For those applying to Non-Common App Colleges

- You will manually add UCs, CSUs, Community Colleges and any other non-Common App colleges
  - From your “COLLEGES I’m applying to” page, click + (in pinkish 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
    - **These sections are crucial 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 Secondary School Report (SSR). **Make sure to request your letter(s) 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.*

- Go to **Colleges** tab at the top, right corner, click “Apply to Colleges” then “Letters of Recommendation”
- Click “Add Request” button and choose teacher under “Select A Teacher” drop down menu
- In question 2, select either option “All current and future colleges...” or “Choose **specific** colleges...”
  - a. For your Counselor, do the same, except you’ll select “All current and future colleges...”
- 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
- Please note, per FERPA, you will NOT have access to letter(s) of recommendation

## Transcript Requests

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 2020 final grades are verified and posted.

- Go to your **Colleges I’m applying to**; above your college list, on the right side, click “+ **REQUEST TRANSCRIPTS**” and the **Request College Application Transcript** page will open
- In the “What type of transcript are you requesting?” question, select “**Initial**”
- In the “Where are you sending the transcript/s?” question, select college(s) you want your initial transcript sent, and click “**DONE**”
- Review information selected and if all is correct, click “**Request and Finish**”
- Please do not request an initial transcript for UCs and CSUs, they do not require nor want it; any requests received will be cancelled

| Application Deadline     | Transcript Request Deadline |
|--------------------------|-----------------------------|
| October 15               | October 12                  |
| November 1 – 15          | October 26                  |
| December 1               | November 23                 |
| December 15 – January 15 | December 9                  |

- We receive about 1000 initial transcript requests each fall semester; please be patient as we process requests, we WILL complete by your app deadline in Naviance 😊
- 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

Connect/email/text/send a pigeon to your College/Career Counselor **immediately!** Though we are not together on campus, we continue to be available virtually.

*Brag Sheet deadlines: October 1*

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

**9/22/2020**