

# Samohi

## Process for Letter of Recommendation from Advisor

### STUDENT PROCESS:

- 1) Student needs to have their Brag Sheet completed in Naviance.
- 2) Student is required to ask advisor in person (NOT parent/guardian). **Minimum 2 weeks in advance; 3 or more is recommended.**
- 3) In Naviance student has to make sure that they to make sure that the **CA FERPA WAIVER – was WAIVED.**

The screenshot shows the Naviance eDocs interface. At the top, there are tabs for General, Plan, Scores, Colleges, eDocs, Resume, Scholarships, Journal, Documents, Careers, and Success Plan. Below the tabs, there is a 'Student Details' section with a 'Prepare' button. Underneath, there are three status boxes: 'Common App MAYCHED', 'CA FERPA Waiver WAIVED' (highlighted with a red circle), and 'Active Transcript NONE'. Below this is a 'Documents Checklist' section with four columns: Initial Checklist, Mid-year Checklist, Final Checklist, and Teacher Checklist. The Teacher Checklist includes 'Common App Teacher Evaluation' and 'Letter of Recommendation', both of which are checked.

- 4) Student then must request the advisor on Naviance for a letter of recommendation.
- 5) Student must make sure the college deadlines are accurate for when applying. **THIS IS VERY IMPORTANT**

### PARENT/GUARDIAN PROCESS:

Often times parent/guardian can remember more or different parts of their student's high school career that could be very important for colleges to know. We are providing you with some questions that you can answer and email your student's advisor to give more information regarding your student. The sooner we get this information the better. Remember advisors have many letters to write and many deadlines to get them done by. **Keep your students first deadline in mind.**