Letter of Recommendation from your counselor



Who needs a counselor LOR?

- Counselors Letters of Recommendation (LOR) are required for a many Common App schools
- If using another application verify if a counselor letter or school report is needed.
- UCs, CSUs and Community Colleges do not allow LOR (except for EOP)
- Verify if a counselor LOR is required by your college before requesting one.



Boston University

Contact Info

(617) 353-2300 admissions@bu.edu Address: 233 Bay State Rd

Boston, MA 02215

USA

College Website · Virtual Tour · College Navigator







Application Deadlines

September

First Year

Early Decision - 11/01/2021 Regular Decision - 01/04/2022 Early Decision II - 01/04/2022

January

First Year

Regular Decision - 11/01/2021

Application Information

Application Fees:

First Year International Fee - \$80 First Year Domestic Fee - \$80

Standardized Test Policy: (2)

Never required

SAT without Essay or ACT without Essay

Test Policy Information

Courses & Grades:

Not Used

Recommendations:

School Report Required

Counselor Recommendation Required

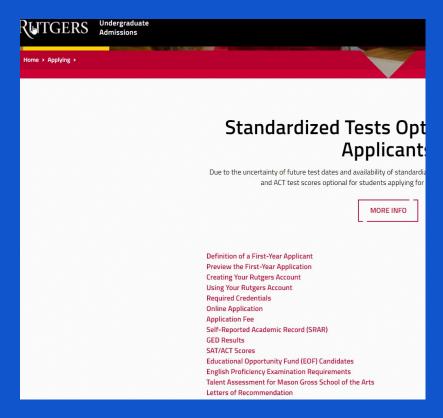
Mid Year Report Required Final Report Required

Teacher Evaluation(s): 1 Required, 1 Optional Other Evaluation(s): 0 Required, 1 Optional

LOR requirements are listed on your Common App

Seniors applying directly on the college website verify the application requirements on their admissions page

Example of admissions website

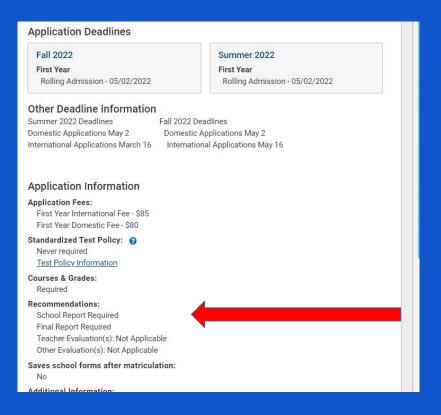


What is in a Counselor LOR?

The counselor LOR will provide descriptions of the students involvement in clubs, sports, volunteering with other pursuits in school and in the community. The letter can also explain the student's transcript in regards to unusual circumstances with performance and/or course selections. The counselor can provide valuable insight to student's positive character attributes.

Students will have input into the content of the letter. You will have the opportunity to share important information with your counselor through the questionnaire, resume, and possibly a personal meeting.

What is School Report?



- Included in a School Report is Carlmont's academic program in general, our transcript information, counselor contact information.
- Counselors will automatically send a School Report with their LOR and your transcript.
- Some colleges will not require a LOR but they will require a School Report from your counselor. Check your Common App or college website to verify they only require a School Report. Inform your counselor if your college only requires a School Report.

Informing your counselor of LOR needs

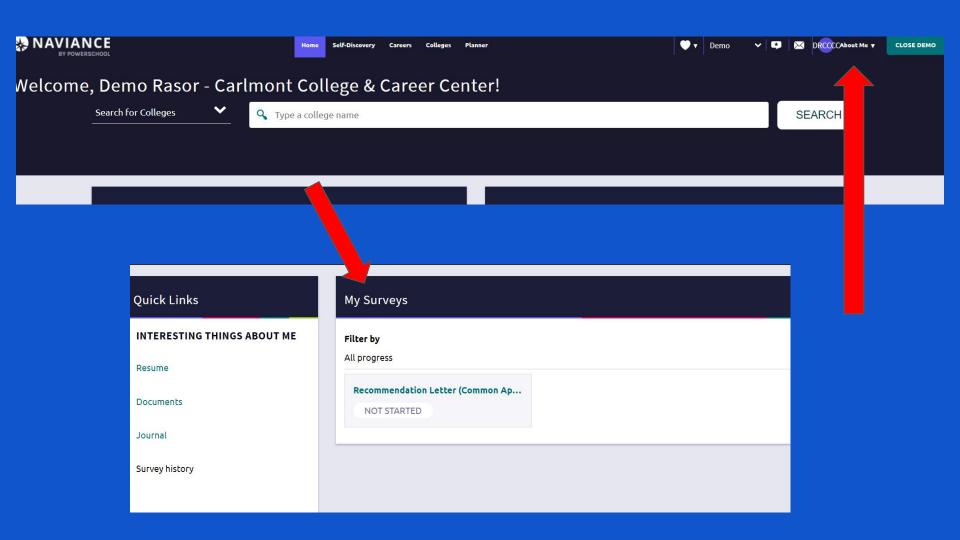


- For the Class of 2023 counselors are making senior appointments to review graduation requirements, general
 check in and college guidance. During your Senior meeting please inform your counselor of any LOR needs.
 Counselors will prioritize their letters according to the application deadline. You can also email your counselor about
 any LOR needs.
- If your application is Early Action or Early Decision and you have NOT informed your counselor, email your counselor today! The subject line of your email should be EA or ED Counselor LOR Request, inform him/her of deadline.
- Important that your deadlines are listed correctly in Naviance.
- Last day to request a LOR for regular decision application is Nov 22 (even if you have an January deadline) or three
 weeks prior to deadline (whichever comes first)
- Counselors may not be able to accommodate your request for a letter if it is less than 3 weeks prior to application deadline.

This process is all about communication - informing your counselor sooner rather than later is the best policy.

Complete prior to counselor writing your LOR

- Recommendation Letter (Common App) Questionnaire
 - Located in Naviance
 - Under the About Me pull down
 - Select Surveys from my school
 - Letter of Recommendation (Common App)



Recommendation Letter (Common App) Questionnaire

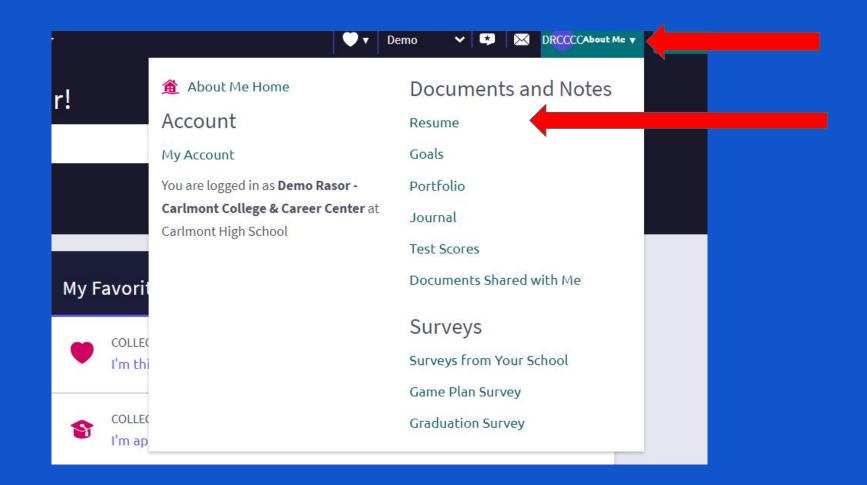
- There are 15 questions in the survey.
- This questionnaire will take about 1 hour to complete. The
 questionnaire times out in Naviance so I suggest copy and pasting the
 questions into a google doc, doing your work there. When completed
 then copy and paste back into the questionnaire in Naviance.
- Your answers will support the letter writing process for your counselor.
- Some teachers will also use this questionnaire to write their LOR.
- Some questions are optional and some are required.
- Be thorough in your questionnaire.



Complete resume to support LOR

- Resume
 - Located in Naviance
 - Under the About Me pull down
 - Select Resume

If you already have a resume created (not on Naviance) send it to your counselor to support your letter



Resume in Naviance

If you need assistance with the Resume:

Creating a Resume



Adding colleges to your application list <u>after</u> your counselor LOR has been sent

- Inform your counselor
- On the Recommenders/FERPA page of your Common App will indicate when your counselor has sent your letter

Example on Common App



Important

Your deadlines must be correct in Naviance on the Colleges I'm Applying to page

Changing your deadline for an application

- You must ask your counselor if he/she can accommodate the date change
- Just changing the deadline in Naviance is not enough.
- You must also ask your teacher if he/she can accommodate the date change.

Important Information

- All colleges must be listed in Naviance
- Naviance must be matched to Common App
- Counselor do not write letters during school breaks or weekend.
- Letters or school reports are not automatically sent, counselors need to go into the senior's Naviance account to send.
- Deadline to request a counselor LOR
 - EA or ED applications 3 weeks prior to deadline.
 - Regular Decision applications Nov 22 or 3 weeks prior to deadline (whichever comes first).
- Your counselor will send your initial transcript with your letter if that is the college requirement.



Questions??

Ask Mrs. Rasor from your College & Career Center nrasor@seq.org