

# 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

Phone: [\(617\) 353-2300](tel:(617)353-2300)

Email: [admissions@bu.edu](mailto:admissions@bu.edu)

Address: *233 Bay State Rd*  
*Boston, MA 02215*  
*USA*

Links: [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: [?](#)

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

The screenshot shows the Rutgers Undergraduate Admissions website. The header includes the Rutgers logo and 'Undergraduate Admissions'. A breadcrumb trail reads 'Home > Applying >'. The main heading is 'Standardized Tests Optional for Applicants'. Below the heading, a paragraph states: 'Due to the uncertainty of future test dates and availability of standardized tests, SAT and ACT test scores optional for students applying for admission to Rutgers University.' A 'MORE INFO' button is located to the right of this text. A list of links is provided below, including: 'Definition of a First-Year Applicant', 'Preview the First-Year Application', 'Creating Your Rutgers Account', 'Using Your Rutgers Account', 'Required Credentials', 'Online Application', 'Application Fee', 'Self-Reported Academic Record (SRAR)', 'GED Results', 'SAT/ACT Scores', 'Educational Opportunity Fund (EOF) Candidates', 'English Proficiency Examination Requirements', 'Talent Assessment for Mason Gross School of the Arts', and 'Letters of Recommendation'.

# 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 ?

**Application Deadlines**

<b>Fall 2022</b> <b>First Year</b> Rolling Admission - 05/02/2022	<b>Summer 2022</b> <b>First Year</b> Rolling Admission - 05/02/2022
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**Other Deadline Information**

<b>Summer 2022 Deadlines</b> Domestic Applications May 2 International Applications March 16	<b>Fall 2022 Deadlines</b> Domestic Applications May 2 International Applications May 16
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**Application Information**

**Application Fees:**  
First Year International Fee - \$85  
First Year Domestic Fee - \$80


**Standardized Test Policy:** [?](#)  
Never required  
[Test Policy Information](#)

**Courses & Grades:**  
Required

**Recommendations:**  
School Report Required  
Final Report Required  
Teacher Evaluation(s): Not Applicable  
Other Evaluation(s): Not Applicable

**Saves school forms after matriculation:**  
No

**Additional Information:**



- 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)



# Welcome, Demo Razor - Carlmont College & Career Center!

Search for Colleges ▾

🔍 Type a college name

SEARCH

## Quick Links

### INTERESTING THINGS ABOUT ME

[Resume](#)

[Documents](#)

[Journal](#)

[Survey history](#)

## My Surveys

### Filter by

All progress

[Recommendation Letter \(Common Ap...](#)

NOT STARTED



# 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

DRCCCCAbout Me ▾

- About Me Home
- Account**
  - My Account
  - You are logged in as **Demo Rasor - Carlmont College & Career Center** at Carlmont High School
- Documents and Notes**
  - Resume
  - Goals
  - Portfolio
  - Journal
  - Test Scores
  - Documents Shared with Me
- Surveys**
  - Surveys from Your School
  - Game Plan Survey
  - Graduation Survey

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# Resume in Naviance

If you need assistance with the Resume :

## Creating a Resume



Adding colleges to your application list after 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

The screenshot shows the 'Counselor' section for Melissa Manning, a School Counselor invited on 07/26/2019. A table lists the status of various reports: School Report (Not Started), Counselor Recommendation (Not Started), Optional Report, Mid Year Report, and Final Report. Below the table is an 'Enable Preview' button and a help icon (question mark). A red arrow points to the 'Not Started' status of the Counselor Recommendation, and a green arrow points to the help icon.

Report Type	Status
School Report	Not Started
Counselor Recommendation	Not Started
Optional Report	
Mid Year Report	
Final Report	

It will state the submitted date

# 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](mailto:nrasor@seq.org)