**Class of 2026 College Application Process- Step 5 (if applicable)**

**Requesting Counselor Recommendation**

If your college ***requires*** a Counselor Letter of Recommendation, you must follow these steps to request the letter from your counselor.

1. Complete the **Counselor Recommendation Questionnaire** in *Naviance* (click your initials in top right corner > Surveys from my School). This must be completed before your counselor can write you a recommendation.
2. Fill out the **Counselor Recommendation Request** paper form (you can find this form in C106 or on the school counseling website) and drop the completed form off to Mrs. Kozman in C106.

Please remember to request the Counselor Recommendation at least 15 school days prior to any application deadline. See the chart below for the most common application deadline and when your requests need to be in.

\*College Application Deadline \*Recommendation Request Deadline  
October 15 September 22

November 1 October 10

November 15 October 24

December 1 November 5

January 1 December 3

January 15 December 15

February 1 January 9

February 15 January 26

March 1 February 5

Counselor Recommendation Request

School counselor recommendations are classified differently than teacher recommendations. **Not** every college requires a school counselor recommendation. Please check each college application checklist on their website and Common Application before submitting this form.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I confirm that I have submitted a transcript request for this college via Naviance.
* I confirm that I have completed the Counselor Recommendation Questionnaire on Naviance.
* I acknowledge that recommendations are confidential in nature and understand that they are not part of my educational record, so I do not have access to them.
* I confirm that the following college requires a school counselor recommendation.

* Name of College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Please note you only need to submit this form one time.  When you request transcripts in Naviance for any subsequent colleges, the counselor recommendation will be automatically sent if the college requires it.**

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please submit to Mrs. Cynthia Kozman in the School Counseling Office, room C106.***