**Class of 2025 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 in paper form (and on school counseling website) and drop off to Mrs. Kozman in C106.

\*College Application Deadline Transcript & Recommendation Request Deadline  
October 15 September 20

November 1 October 10

November 15 October 23

December 1 November 6

January 1 December 2

January 15 December 13

February 1 January 10

February 15 January 24

March 1 February 6

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 in room C106.***