

*** Class of 2024: Counselor Letter of Recommendation:***

→ Purpose of Counselor LOR:

Private/Independent Universities

Most private schools require a Counselor Letter of Recommendation for students applying to their schools. The counselor adds this letter to a “counselor report” that includes your grades, and information about you as a student. The purpose is to give admissions officers a picture of who the student is in the context of the school and community, confirm a student’s academic standing, and to highlight information that may not be elsewhere in your application.

- General - same letter is submitted to all schools
- Short - 3 paragraphs long at most
- Best when collaborating with student (so it’s HIGHLIGHTING strengths vs. summarizing info already in letter.)

→ Due Dates to request letter of rec through Naviance

- **If you would like Ms. Gasco to write your counselor letter of recommendation, you *must* make a [formal request](#) and submit your [Naviance survey](#) by **June 5, 2023**
- *The following deadlines will apply to you only if you do not request to have Ms. Gasco write your letter of recommendation:*
 - First College Deadline needing a letter on or before Nov. 20th - **9/24/23**
 - All Other Deadlines - **11/12/23**
****Students who request letters after that time cannot be guaranteed to have a quality letter submitted on time*

Scholarship/EOP/Internship:

Some students will need letters from their counselor for additional programs. Those are typically requested later in Senior year (between January and March) But we will use a similar process for requesting a letter. Rule of thumb - letters must be requested **2 weeks prior to your due date**. The student is responsible for sharing submission information with their counselor.

Letter of Recommendation Tools and Process!

*[Naviance Senior Survey](#)

*[Naviance Survey Screencast](#) (created for the class of 2022, but still very relevant and helpful!)

*[Teacher Letter of Recommendation Policy/contract](#)

*[Understanding the Recommendation Process](#) (Resource!)

[Ms. Gasco's Letter of Rec. Request Form](#) (Must complete by June 5th)



Timeline:

End of Junior Year:

- Review teacher Letter of Rec Policy
- Determine teachers you are planning to ask
- Informally confirm with teachers that you will request a letter in the fall
- Start working on Naviance Senior Survey for counselor letter and **submit by June 5th** if you would like Ms. Gasco to write your counselor letter of recommendation.

Summer between Junior & Senior Year:

- Complete/work on Naviance Survey
- Create [Common App](#) account
- Determine early action schools and deadlines

Fall of Senior Year:

- Attend [Common App/Naviance Matching workshops](#), and connect Naviance and Common App Accounts
- Formally request Counselor (**if you did not request from Ms. Gasco) and Teacher through Naviance before Deadline
- Complete [Letter of Rec policy/contract](#) and submit to teacher-recommenders by Deadline
- COMPLETE Naviance Senior Survey by LOR request deadline. **(NOTE - Counselor will not be able to write a letter for a student who has not completed a senior survey!)**
- Counselor will set meeting if necessary fine-tune counselor letter plans
- Once letter is submitted, send thank you notes to folks who have written you letters!