LETTER OF RECOMMENDATION & COMMON APPLICATION PROCEDURE

For the COUNSELOR to complete the Secondary School Report and/or Letter of Recommendation, please:

1. Go to the Poway High School website. Click on the Academics tab, click on Counseling, and finally click on Letters of Recommendation (to the left).

a. Complete the following steps and return documents to your counselor:

   Completed
   
   Step 1: FERPA Waiver ☐
   Step 2: College Information Form ☐
   Step 3: Personal Information Form ☐
   Step 4: Parent Brag Sheet ☐
   Step 5: Teacher Input Forms ☐
   Step 6: Resume/Extracurricular Log ☐
   Step 7: Request Transcripts ☐

b. On the Common Application
   
   i. Go to the Common App tab within your Common Application account and be sure to enter the information for the counselor who will complete your Secondary School Report (the report includes a letter). See your counselor and he/she will provide you with information you need to enter.
   
   ii. When you add a school to your Common Application account, update your counselor, so he/she can send the needed materials.

For the TEACHER to prepare your Teacher Evaluation/Letter of Recommendation please:

1. Ask teacher if he/she is willing to write you a letter of recommendation. If “YES”, then:
   
   2. Give teacher a copy of the College Information Form so they know which colleges they will be writing a letter for along with the due date(s). If requested, provide teachers with a copy of your resume and school transcript.

SUBMISSION of letters:

- Electronically – Teachers and counselors will submit all materials electronically if you applied via the Common Application.
- Mail – For all other schools requiring a letter, provide teachers and counselors with stamped envelopes addressed to the college(s).

REMINDERS:

- Counselors need a minimum of three weeks upon receipt of ALL required documents to complete your Secondary School Report and Letter of Recommendation.
- Follow up with teachers and counselors to see that they are on schedule to complete letters for you.
- Official Transcripts – Be sure to request transcript from the registrar, your counselor or via parchment.com.
- Send your test scores (ACT/AP/SAT/SAT II) thru www.collegeboard.org and/or www.actstudent.org to the universities when you submit your application.

Letters of Recommendation are a professional courtesy provided by your counselor and teacher(s)!