

Wilson High School

1151 SW Vermont St.

Portland, OR 97219

Phone: 503.916.5280 :: Fax: 503.916.2705

Letter of Recommendation Checklist

Student Name: _____ Student ID# _____

Home Phone: _____ Cell: _____

Email address: _____

Please complete this checklist for your counselor to write your recommendation letter. Once you have completed the information for the counselor letter, please make an appointment with us **3 weeks prior to your first deadline.**

Letter of Recommendation Process:

- Attend a "College Application 101" lunch meeting OR Visit the College Center in rm. 220 and talk to a volunteer.
- Log into Naviance and do 2 things:
 - Update your **profile** with your current email and phone number
 - Add "**colleges I am applying to**" under the College Tab
- Ask 2 teachers for a letter of recommendation: (use the blue form in this packet)
 - Teacher 1: _____
 - Teacher 2: _____
- Fill out forms in this packet. Note: yellow teacher forms should go to teachers who are NOT writing you a letter of rec.
- Upload your **resume** to Naviance or use the resume tool to build it there
- Under the About Me tab have a parent fill out the "**Recommendation Letter: Parent Questionnaire**"
- Same tab, you will fill out the "**Recommendation Letter: Student Questionnaire**"
- Now you are ready to **make an appointment** with your counselor to review all of the information, answer and ask any questions and be put in our line-up of letters to write.
- Enter your Common App. Username and password into Naviance so that the two systems can communicate with each other.

Once you get the letters of rec. going, here are the steps to take to complete your application process:

1. Create an account on the Common Application website: www.commonapp.org
2. Fill out the Application and any additional supplements for your individual colleges
3. Request official transcripts be sent via Naviance under the "Colleges I am Applying To"
4. Request official test scores be sent from either College Board or ACT websites

*Note: If your private school is not a Common Application school, fill out their application on their website and follow our directions to obtain letters of recommendation.