



Counselor Letters of Recommendation:

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Requests for a counselor letter are made at the time students submit a transcript request form in the Post Grad Center.

1. Check each of your prospective schools or scholarship programs to see if they require a letter of recommendation from your Counselor (check application check lists or requirements on college websites or google – College Name application requirements. **Do not ask for or send more letters than are required. NOTE:**
 - **Common App schools:** at a minimum require your counselor to complete a Common App Secondary School Report Form (SSR). Some will also require a Counselor Letter of Recommendation to accompany the SSR. Some will also require one or two Teacher Letters of Recommendation to accompany the Teacher Evaluation Form.
 - **Non – Common App Schools:** Some require a Secondary School Report (SSR) and/or a counselor letter of recommendation. If an SSR is required Post Grad will send the National Association of College Admissions Counselor form (NACAC SSR Form) and one or two teacher letter(s) of recommendation if required.
 - Schedule you senior meeting (student only) in the Post Grad Center with your counselor beginning the second Monday after classes begin in the fall. Every senior is required to have a senior meeting with their counselor.
2. **NOTE:** If a school requires a counselor letter of recommendation your senior meeting must take place prior to submitting the transcript and counselor request form (blue form).
3. Prior to your meeting you must complete the senior questionnaire on Naviance. It is also highly recommended, should you be requesting a counselor letter of recommendation, that a parent or guardian complete the senior parent questionnaire.
4. If a school does not require a counselor letter requirement you may submit your request for a transcript any time before or after you senior meeting

To complete these questionnaires:

- Login to [Naviance/Family Connection](#).
- Go to the "about me" tab, click surveys on the left column, and choose "senior questionnaire", parents will choose "senior parent questionnaire."

NOTE: Per Creek 401 each senior is required to complete (whether a student needs a counselor letter of recommendation or not) a Senior Questionnaire on [Naviance](#), as well as **schedule and attend a senior conference** with their counselor.