

**Final Check List for College Letter of Recommendation Request
and High School FERPA submission**

We want to support your applications-help us to help you! In order to assure that we have accurate information and do not miss any deadlines, this packet may only be submitted to your counselor/teacher(s) when all steps are complete.

Please read and mark each box that applies to indicate your completion:

1. I asked my teacher and counselor in person to request a letter of recommendation.
2. My Brag Packet is completed and has been submitted to my recommender(s) via email with my name in subject line
3. The **list of colleges** for which I am requesting a form or letter of recommendation and deadlines is **complete and final on my attached FERPA form**. I understand that if it is not, my materials may not be sent to colleges by the deadline. It is my responsibility to notify my letter writer of any changes.

IF Applying to Any College via Common Application

1. All of the colleges to which I am applying via Common App. have been added to my Colleges list in my **Common App** account so that school materials can be uploaded and sent electronically.
2. I invited and assigned my Recommenders (**teacher(s) and counselor**) via the **Common Application Recommenders process for all colleges to which I am applying via Common Application**.

IF Applying to Any* Colleges NOT via Common App that require forms or LOR (*CSU/UC do not accept LOR)

1. I have included a website address and any other specific details needed (e.g. student PIN, applicant number, etc.) and/or have invited my recommender via email through the specific college's application process.
2. If necessary, I have included any paper forms that are required from my counselor or teacher for any non-Common Application college or any scholarship materials which cannot be submitted electronically and an addressed, stamped envelope.
3. **Optional/If required**, I have requested an official transcript from the registrar or Parchment for any* non-Common App college or scholarships which cannot be sent electronically. (*Transcripts are not required for CSU/UC applications)

Your counselor will send the following to EACH college on Common App. and non-Common App that you provide info for:

1. Your high school transcript, including your current courses
2. School Profile
3. Secondary School Report form for the college, if required
4. A letter of recommendation, if required and requested by following the steps above

You must complete ALL the steps and submit this packet in person by the (school name) LOR deadline.

I understand that I am responsible for:

1. Submitting application to each college before its deadline
2. Requesting official test scores be sent to EACH college to which I am applying that requires them
*SAT and AP scores—www.collegeboard.com/ACT—www.actstudent.org
3. Sending transcripts from any school outside of the district (ex. MiraCosta College), even if it is already on my HS transcript
4. Requesting transcripts from the registrar for any university not on Common App. or who has requested it outside of Common App.
5. Notifying my letter writer of any changes at least two weeks ahead of any deadline.

Student Name _____

Signature _____ **Date:** _____