

REQUESTING A **COUNSELOR** LETTER OF RECOMMENDATION

STEP 1

COMPLETE YOUR SENIOR PROFILE

- Complete your Senior Brag Sheet in Naviance by **September 15**. **Counselors will not write you a letter without this!**
- You may include a resume or any other information that you would like shared in your letter. More information about you = a quality letter.

STEP 2

SUBMIT YOUR LETTER REQUEST(S)

- Submit your request for a Counselor LOR here: www.bit.ly/miltonLOR23
- Counselors will **begin writing** letters **September 1**.
- Don't forget to ask up to 2 teachers to complete a LOR for you. Be sure to see the Requesting a Teacher LOR checklist for the process.

HOW TO **REQUEST TRANSCRIPTS** FOR COLLEGE APPLICATIONS

Many of the college application platforms will allow your school counselor to upload your high school transcript. Beginning in the 2023-2024 school year, *you no longer need to request a transcript via Naviance*. **Counselors will send transcripts through your application platform (Common App, Coalition, GaFutures, Common Black App). Be sure to list us!**

If you apply **direct to the institution** you can request a transcript via ScribOrder: [Fulton County Schools Transcripts and Records Requests \(scriborder.com\)](http://scriborder.com)

You can also use ScribOrder for any other reason, such as driver's permits, scholarship applications, etc.

Reach out to your assigned counselor if you have any further questions. Thank you!