

UNIT 4



College Application Documents

Letters of Recommendation



Who will you ask for a Letter of Recommendation?



Naturally, you will want to select a teacher who knows you well and who you have an established rapport with.

But before you decide who to ask, you need to look at the requirements of the colleges/universities that you are interested in attending and find out the letter of recommendation requirements.

- Do they want the letter to be from a teacher in the subject area you will pursue in college?
- Do they want the letter to be from a core subject area teacher?
- Make sure you are following the guidelines set by your post-secondary institutions.

Letters of Recommendation



How to ask for a Letter of Recommendation



- **Ask** for the letter, **do not tell** them you have chosen them to write you a letter
- Be considerate of the person's time. **Do not** wait until the last minute!
- Consider sharing why you are asking them in particular
- Consider sharing what you hope to do post high school
- Understand that some teachers have a limit on how many they will write, so do not procrastinate and do not have hurt feelings if they say no
- Once the teacher/counselor agrees, fill out a Letter of Recommendation form and give it to them

Transcripts



All post-secondary institutions will need a copy of your transcript. All transcripts are processed through [Parchment](#), so you **must** request your transcript through Parchment. If you don't have an account already, you will need to make one.

Some things to be aware of when you are creating your account:

- **DO NOT** use your school email address to create your account. You will need to access your parchment account every time you need to order your transcript. Sometimes, this may be well after you have graduated. Using a personal email address ensures that your account will always be accessible to you.
- Make sure that all your information matches! The three biggest things that will get a transcript request cancelled are when your name doesn't match (name you have/had while attending), your birth date doesn't match, or your grad year doesn't match. If you transferred out of Grand Blanc schools into another school, you can put the year you left, even though it's not the year you graduate. However, if you are a CURRENT GBHS student, your grad year needs to be the correct year you graduate. If any of these do not match, your request will be cancelled until you correct the information on your parchment account.



Transcripts



How to create a Parchment account and order your transcript:

The link to Parchment is on the previous page.



Send Transcripts Electronically

❖ Click on the following link:
<https://www.parchment.com/u/registration/98795/account>

❖ Register New Learner Account:



4. Verify your Email Account:

❖ Check your inbox for a message from Parchment

5. Save your security settings: Colleges recommend waiving FERPA rights

6. Select a destination: Add the school(s) you want to receive your transcript

A screenshot of the 'Select a destination' form. The title is 'Select a destination'. Below it is the question 'Where would you like to send your credential?'. There are two radio button options: 'An Academic Organization, Institution, Office, Business, or Other Organization' (selected) and 'Yourself or Another Individual'. Below these is a search box with the placeholder text 'Search by organization name, e.g., NCAA, Common App, Parchment University' and a green 'Search' button. At the bottom right, there is a link for 'Advanced Search'.

7. Review Order & Provide Consent

8. Track Order via Email:

Order Confirmation

Your order has been placed. You should receive an email confirmation for this order.

High Five! You've successfully placed your order, and it's on the way!