

Requesting Teacher Letters of Recommendation

****NOTE: All requests for recommendations should be placed 2 weeks before the application deadline in order for requests to be fulfilled.***

- Teachers @ MHS via Naviance
 1. Click on the Colleges Tab
 2. Bottom Left go to “Apply to Colleges”> Letters of Recommendation> Add Request> Follow the instructions on screen
- Teachers outside of MHS via Common App
 1. Go to the Recommenders Tab
 2. Click on “Other Recommenders”> input teachers information> follow instructions on the screen



Requesting Counselor Letters of Recommendation

****NOTE: All requests for recommendations should be placed 2 weeks before the application deadline in order for requests to be fulfilled.***

- Counselor Recommendations via Common App
 1. **NO LONGER DONE IN COMMON APP!**
 2. Go into Naviance
 3. Complete the Senior Information Survey
 4. Counselors will fulfill recommendation requests on Wednesdays in the order they were received. *(Only those with the survey complete will be fulfilled)*
- Counselor Recommendations outside of Common App - Complete the request as indicated by the college/university.



Requesting Transcripts

- Naviance-Go to List of Colleges I'm Applying to and request transcripts and select the schools you want to send transcripts to
 - Common App Schools- Requests will be filled on Wednesdays
 - Other Schools- Requests will be filled on Fridays
- Schools with a stamp indicator in the "Delivery Type" column will need to be sent via hard copy.
 - Go to the Counseling Office and complete a Official Transcript request form
 - Ms. Bryant will email you when it is ready to pick up
 - You will be responsible for sending the transcript to the appropriate school once complete

