

# OAKLAND MILLS HIGH SCHOOL TRANSCRIPT AND LETTER OF RECOMMENDATION PROCESS

**SENIORS MUST COMPLETE ALL OF THE FOLLOWING STEPS IN ORDER TO HAVE TRANSCRIPTS AND LETTERS OF RECOMMENDATIONS SENT TO COLLEGES**

*All forms can be found on OMHS's website under Student Services: Essential Resources*

<http://omhs.hcpss.org/student-services/overview>

## **Directions for requesting transcripts and letters of recommendations from your COUNSELOR**

- Step 1: Complete waiver of rights form and turn into registrar in Student Services.
- Step 2: Make sure you have completed the counselor input form on Naviance.  
*This is found under the About Me tab on the left side*
- Step 3: Sign up and attend your senior conference with your counselor. Letters of recommendation cannot be written without a senior conference.
- Step 4: Turn in transcript request form to registrar in Student Services. List all colleges to which you are applying and include \$4 per transcript. This is due 20 days prior to your earliest deadline. **(October 3<sup>rd</sup> is the deadline for the November 1<sup>st</sup> college deadlines!)**

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## **Directions for requesting letters of recommendations from TEACHERS**

- Step 1: **PERSONALLY** ask teachers to write a letter of recommendation.
- Step 2: When the teacher agrees, complete the teacher information form on Naviance.  
*This is found under the About Me tab on the left side.*
- Step 3: Request teachers on Naviance.
- Click on Colleges Tab
  - Click on Colleges I'm applying to
  - Under teacher recommendations, click on add/cancel teachers.
  - Select two teachers from the drop down menu.
- Step 4: Submit the teacher recommendation form listing all of your colleges to which you are applying.

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## **Directions for Parents**

- Step 1: Complete the parent input form found under the About Me tab on YOUR (the parent) Naviance page.

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## **LAST, BUT VERY IMPORTANT STEP**

- Step 1: If you are applying to a common app school, create an account with common app and add at least one school.
- Step 2: Match your common app account and your Naviance account. Watch instructional video found on the home page of Naviance to learn how to match these accounts. The video is called [common app-match video](#).  
**THIS MUST BE DONE IN ORDER FOR US TO SEND TRANSCRIPTS AND LETTER OF RECOMMENDATIONS TO ANY COMMON APP SCHOOLS!**