



2025-26 Directions for Counselor Letter of Recommendations

If you need a counselor letter of rec., submit all paperwork to your counselor by the following deadlines:

Early Applications: (your app is due on or before 11/15) **Deadline is September 12, 2025**

Regular Applications: (your college app is due after 11/15) **Deadline is October 29, 2025**

- **Meet with your counselor in-person or email a request:** Formally request a letter of recommendation from your counselor. They will provide you with the necessary paperwork and explain next steps.
- **Fill out the [FERPA: Permission to Release Educational Records and Information](#):** List ALL universities and/or scholarships for which you are applying. Include the deadline and specify if schools need letters of recommendation from a counselor. As well, make sure both your parent/guardian and you sign the form. Return to your counselor.
 - UC's & CSU's do not take letters of recommendation or transcripts
 - For non-Common App schools, inform the counselor of how to send the documents
 - If this list changes it is the student's responsibility to notify their counselor
- **Complete the [Letter of Recommendation Survey](#):** It will require clicking "Make A Copy". Once you complete the survey, share your document with your counselor.
- **Common Application Schools:** Ensure that all schools you are applying to via the Common App have been added to the "My Colleges" list in your Common App account.
 - Invite and assign Counselor Recommender via the Common App Recommenders
 - Complete the FERPA in the Common App on the "My Colleges" tab, under the "Recommenders and FERPA" tab.
- **Non Common Application Schools:** Make sure you know the colleges' requirements and find out how your counselor can submit these documents.
 - **If you need documents mailed:** Provide a large, double-stamped, [pre-addressed envelope](#) for each school and any necessary paper forms.
 - **If we need to submit documents electronically:** Email your counselor the link or add your counselor's name and email address in the university/scholarships application. Confirm your counselor received the link.
- **I understand that I am responsible for:**
 - Submitting college applications before the deadline
 - Requesting official SAT/ACT score reports are sent to each college that requires them
 - SAT & AP Scores-www.collegeboard.com ACT Scores -www.act.org
 - Sending transcripts from any school outside of the district (i.e. MiraCosta), even if it is already on my high school transcript.
- **Return FERPA form and share letter of rec survey to your counselor:** Return the completed paperwork electronically to your counselor. This must happen by the counselor deadlines and with at least **two weeks** prior to the application deadline.