

Letter of Recommendation Request Form - Dr. Kiehl

Step 1 - Mt. Hebron College Application Process

The HCPSS College Application Process website can be found here:

<https://sites.google.com/hcpss.org/24-25college-app-process/home>
(you must be logged into your HCPSS account)

Your counselor can help you navigate any questions about the process that aren't answered on the website.

The 2025-2026 Application Checklist and Timeline are [here](#).

- Complete each step on the checklist.
- In the fall, you can add "[Colleges I'm Applying To](#)" in [Naviance](#) - this kicks off the official process of requesting transcripts and letters of recommendation.
- **Teachers cannot submit their letters until Student Services processes your transcript request, you [match the Common App](#)/waive FERPA, and you go into Naviance to invite teachers to submit to each of your schools (under the Colleges tab).**

Once Student Services has processed your transcript request and you've matched your Common App and waived FERPA, **complete these steps to request a letter from teachers through NAVIANCE** -

- DO THIS UNDER
 - Colleges Tab
 - "Letters of Recommendation"
 - Select your teacher (drop down menu)
 - Click colleges you want that teacher to send a letter to*
 - Add a personal note to the teacher...a quick thank you would be nice!
 - Click 'Submit Request'

*Do not just select all of the colleges. Some do not take teacher recommendations; some require you to submit letters from specific subject teachers (i.e., math, science, etc.). Carefully select the specific schools you want me to submit to. Once I submit, it cannot be undone.

Step 2 - Kiehl - Letter of Recommendation

Juniors are encouraged to ask for letters of recommendation in May/June, but it's also fine to ask in September of your senior year. Please use the county timeline as a guide. Submit everything requested no later than October 1st.

Every letter is a personal account of my experience working with you, but I also want to highlight key ideas you think are important. While the survey in Naviance is helpful, the information I'm requesting below is what I will use to create your letter.

Please send an email to Dr. Kiehl at mkiehl@hcpss.org with the following -

*****Before you send the email: Is everything ready in Naviance??*****

- Do you have schools with special instructions (i.e., very early deadline, something has to be mailed, there's an extra form, etc.)? If so, please provide the details! If not, please move on...
- So that I can write wonderful things about your accomplishments in my class(es), please provide...
 - The link to your final Research Proposal(s) from IR and/or I/M.
 - If you have taken or are taking Intern/Mentor, your mentor's full name with title and workplace (eg - Dr. Melissa Kiehl, Gifted and Talented Resource Teacher at Mt. Hebron High School)
 - What are you studying this year for your research?
 - Is there anything specific you've done/are doing at your internship that I should highlight?
- If I do not already have a copy of your current resume, feel free to link/attach that. Is there anything you want me to highlight? Do you know

	what you want to study and do you want me to discuss that? • Is there anything you would like me to discuss about your experience in my class(es)? (Or, if you filled out the Naviance survey and already addressed this, just say so!) • Is there anything you would like me to mention about you that is outside of our class? (Or, if you filled out the Naviance survey and already addressed this, just say so!)
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