

# A QUICK GUIDE TO THE COUNSELOR RECOMMENDATION

This guide previews the different sections of the Common Application Recommender system for counselors so you will be ready to get started as soon as you have an account. Counselors at schools using Naviance edocs should refer to Naviance tools and support for information about the recommendation process.

## PROFILE

Collects information about you, your school, and the graduating class

### Personal Details

Name, Title, Phone, Email, School Profile URL

### School Details

School lookup (name, CEEB code, city, country) and website

### School Profile

Graduating class size, 2-year/4-year college matriculation, student body demographics, school setting, AP/IB/Honors course offerings, block schedule reporting, graduation date, school location

Do you complete applicants' academic ratings on the Common Application School Report? (Yes/No)

Does your school require students to perform volunteer service? (Yes/No, free response on requirement if 'Yes')

Upload School Profile document

### Class Rank

How class rank is reported

*Optional: If you choose to respond, answer will populate for all students*

### GPA

Scale, date ranges, weighting, school's passing mark, highest GPA in class

*Optional: If you choose to respond, answer will populate for all students*

### Transcript

Indicate what is/isn't listed (current courses, college entrance examination scores), most recent grades on form

*Optional: If you choose to respond, answer will populate for all students*

### International School

Primary language of instruction, standard leaving exams, grading scale

*Applicable only for schools outside of the US who do not use an AP curriculum*

	<p><i>Optional section: If you choose to respond, answers will populate for all students</i></p> <p><b>Certifications</b> Transcript affirmation and communication opt-in</p>
<p><b>STUDENTS</b> Lists all the students who have invited you to submit a recommendation on their behalf</p>	<ul style="list-style-type: none"> <li>• Search for a particular student by name</li> <li>• Sort outstanding tasks by deadlines and form requirements</li> <li>• Access the Application Requirements Grid for the full list of Common App member colleges and their application requirements</li> <li>• Export your student data to Microsoft Excel</li> <li>• Track completion progress for each section of the application, college-specific questions, and recommender invites</li> <li>• See a student’s college list and teacher invitations</li> <li>• Access PDF preview of in-progress and submitted applications*</li> </ul> <p><i>*If given permission to access by applicants</i></p>
<p><b>WORKSPACE</b> Used for completing work on school forms one student at a time</p>	<p><b>School Report</b> Class Rank, GPA, Curriculum level of difficulty, Ratings, Disciplinary History, Transcript, International School</p> <p>Upload Official Transcript document</p> <p><i>For the Ratings section to appear you must answer ‘Yes’ to the question “Do you complete applicants’ academic ratings on the Common Application School Report?” in the Counselor Profile (School Profile section)</i></p> <p><i>Your school must be located outside of the United States and not use an AP curriculum for the International School section to appear</i></p> <p><b>Early Decision Agreement</b> When applicable, affirm that you have advised applicant to abide by the Early Decision commitment</p> <p><b>Fee Waiver</b> When applicable, select student’s indicator(s) of economic need</p> <p><b>Counselor Recommendation</b> How long you have known student, context, words to describe student</p> <p>Upload Letter of Recommendation document</p> <p>OR</p> <p>Provide a short evaluation (1000 words or less)</p> <p>OR</p> <p>Check box indicating you will not supply a written evaluation</p>

**Optional Report**

The Optional Report form is intended to be used as a way of updating colleges about a student's academic progress subsequent to submitting the initial School Report form.

**Mid Year Report**

The Mid Year Report form is intended to be used at the midway point of the school year to update colleges about a student's academic progress subsequent to submitting the initial School Report form.

**Final Report**

The Final Report form is intended to be used at the end of the school year as a way of updating colleges about a student's academic progress subsequent to submitting the initial School Report form. Once the Final Report has been submitted, no other forms may be submitted.

**RESOURCES**

Essential resources  
gathered in your  
recommender account

Links to video tutorials, Solutions Center, blog, partner organizations, and letter writing resources