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 3rd is the deadline for the November 1st college deadlines!)

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.

Directions for Parents

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

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!