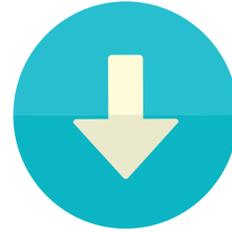


PROCESS FOR REQUESTING SR/LOR

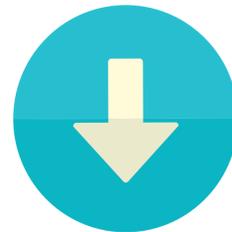
STEP 1

Student receives SR/LOR Request Google document via Google Classroom after senior grade level meeting on Sept 2, 2020.



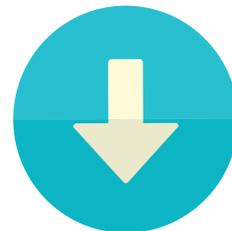
STEP 2

Student completes **ALL** items on SR/LOR Google document. To obtain teacher/s signatures, you must share the document with your teacher/s and give editing rights.



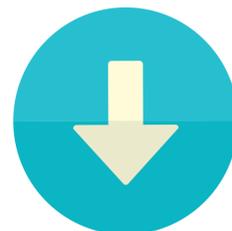
STEP 3

Student will use Calendly to schedule an appointment to review completed SR/LOR Google document.



STEP 4

During appointment, counselor will sign SR/LOR Google document and ask student to submit document in Google Classroom. Student, teacher/s, and guardian/s will receive a PDF of the completed SR/LOR document.



STEP 5

Student completes all components of their college applications. Counselor and teacher/s will send all required documents by stated deadlines on SR/LOR document and Naviance.

***If you plan on adding or canceling colleges, please contact your counselor by email. You will need to submit an add/drop college Google document through Google Classroom.**