

2018 Senior Focus Recommendation Letters



Go to the DGS home page.

Select: "Students" tab

Then select: "Access Naviance"

STUDENTS

PARENTS

ALUMNI

COMMUNITY

STAFF

I WANT TO...

- Read the Daily News and Announcements
- AP Exam Registration
- Log into Home Access Center
- Access Gmail
- Check out Google Apps
- Access Naviance
- Find a Teacher
- Read the Blueprint Newspaper
- Access the Web Store/Pay Fees
- Listen to WDGC-FM radio

More Options...

TELL ME ABOUT...

- 2018 Senior Letter and 2018 Newsletter
- 2018-19 Academic Planning
- 2018-19 Student Handbook
- 1:1 Learning and Chromebooks
- Mustang Way
- Resource rooms and the library
- Opening Doors Classroom
- Absent? Parent must call 602

Login to Naviance

Current Students

Username is your student e-mail address.
Password is your ID number.

New Students

Click on “I need to Register”

Enter your ID number. Then, setup your username as your school e-mail address, and password as your ID number.



Welcome to Naviance Student

Email or Username

Password

☐ Remember me

Login

Are you new here?

[I'm a guest](#)

[I need to register](#)

Downers Grove South High School

1436 Norfolk Street

Downers Grove, IL 60516-2600

p: (630) 795-8500

www.csd99.org/south

[Privacy Policy](#)

All important instructions regarding college applications process are listed at the bottom of the Home Page in Naviance Student.

From My School

LINKS

[Frml Cnlr/Tchr Rec](#)
["Big Future"](#)
[10 popular sites](#)
[ACT](#)

[View all from my school](#)

PAGES

[COLLEGE APPS INSTR](#)
[DGS App Deadlines](#)
[TRANSCRIPT REQUEST](#)
[REC LETTERS INSTR](#)

UPDATES

[New Scholarship Search!](#)
[Families with Multiple students at DGS](#)

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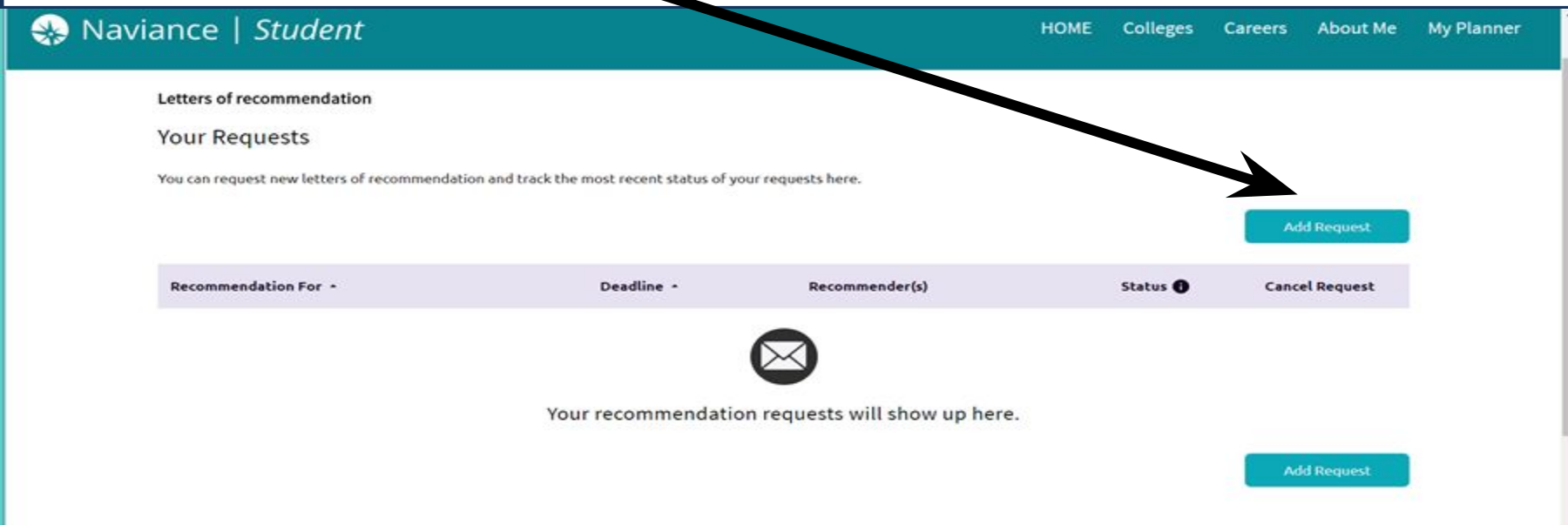
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logged in as **Michael Mustang**
[LOG OUT](#)

Letters of Recommendation

- Not all colleges require letters of recommendation. It is your responsibility to find out if you need letters, and how many letters you need. OR, find out if you do not need them at all.
- **Not All Common Applications** require Letters of Recommendation from a Counselor and/or Teacher(s). Common App has a list of how many teacher letters of recommendations are needed on their website. It is your responsibility to find out how many letters you need for your Common App.
- If you need a letter of recommendation from your counselor, you are required to complete steps A, B, and C, which will be discussed on the following slides.
- If you ONLY need a letter of recommendation from a TEACHER, only complete step C.
- **NOTE: DO NOT COMPLETE STEPS A, B, AND C UNTIL YOU ARE CERTAIN YOU NEED LETTERS OF RECOMMENDATION (located under “Pages” select: “Rec Letters Instr”)**

Step A: Request INFORMAL TEACHER Evaluations

1. Make a personal contact with 3-4 teachers (preferably from junior year) to ask if they will provide feedback for your counselor recommendation letter. Do this before completing the following steps!
2. On the “Home” page of Naviance Student Select “Colleges” tab
3. Under “Apply to Colleges” select “letters of recommendation” and select “add requests”.
4. **Remember: In Naviance it states “Recommendations”- when you email a teacher via Naviance, you are requesting an INFORMAL TEACHER EVALUATION, which is stored in Naviance and is only seen by your counselor. These evaluations are never sent to your college(s).**



Naviance | Student


HOME Colleges Careers About Me My Planner

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For -	Deadline -	Recommender(s)	Status ⓘ	Cancel Request
				
Your recommendation requests will show up here.				
Add Request				

After you have spoken to teachers in person, select “who you would like to write this evaluation”.

- Remember in Naviance it states “Letters of Recommendation”. Teachers will provide feedback for counselor recommendation letter.
- These are **INFORMAL EVALUATIONS** from your teachers. Choose 2nd option- “All current and future colleges...”
- Your school counselor will use your teacher informal evaluations to write a required letter of recommendation if needed.

Naviance | Student

HOME Colleges Careers About Me My Planner

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

☐ Choose specific colleges from your Colleges I'm Applying To list

☒ All current and future colleges I add to my Colleges I'm Applying To list ⓘ

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

2018 Senior Focuspdf

Show all

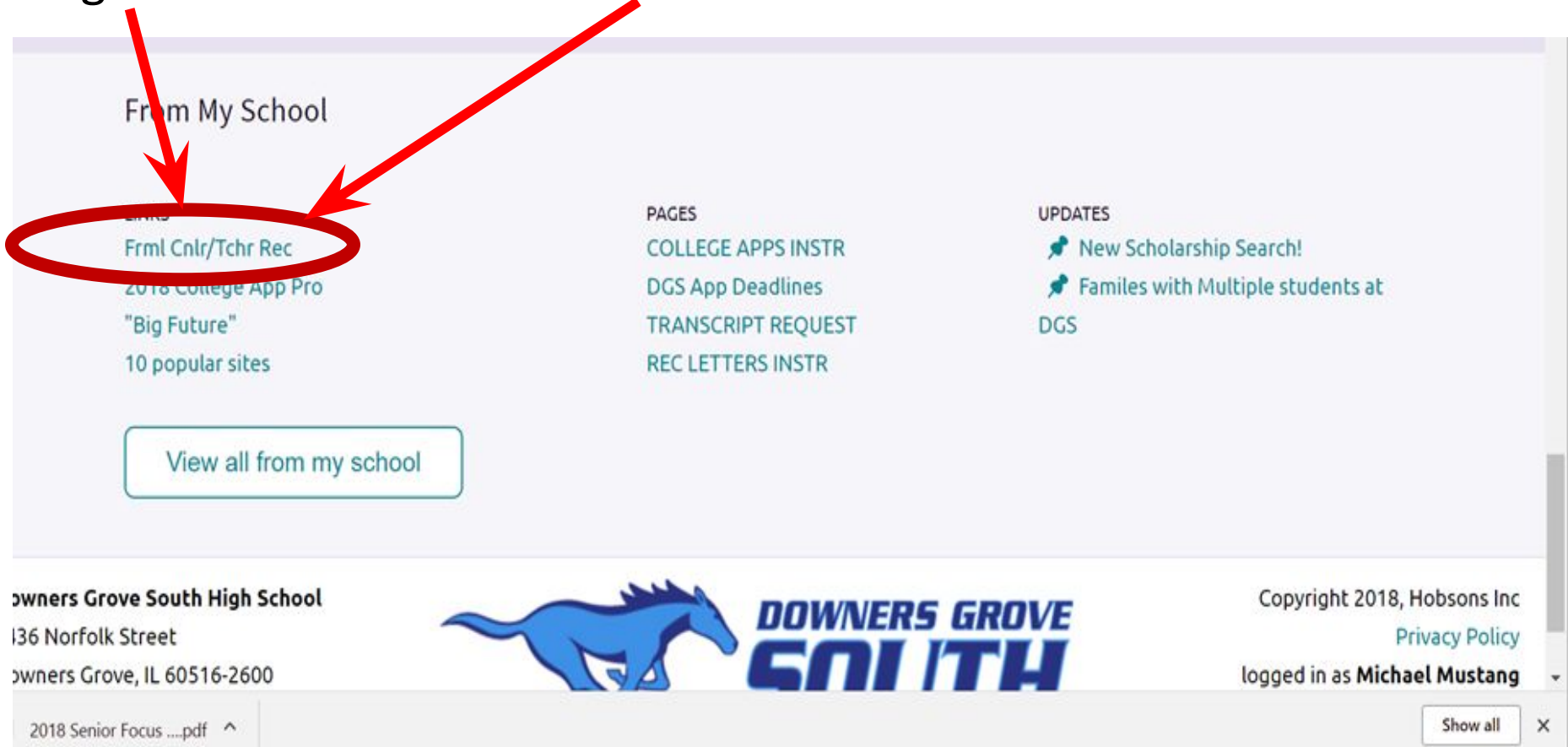
Step B: Required Questions for College and/or Scholarship Recommendations

1. Select “About Me” then REQUIRED Questions for College Recommendations

The screenshot displays the Naviance Student interface. At the top, the navigation bar includes links for Home, Colleges, Career, **About Me**, and My Planner. The 'About Me' section is active, showing the user's name, Michael Mustang, and his class year, Class of 2019. Below this, there are links for Account, Resume, Test Scores, and Portfolio. The main content area is divided into two columns. The left column, titled 'My Surveys', shows 'Surveys Progress' with two items: 'REQUIRED Questions for College Rec...' and 'Freshman Four Year Plan Survey', both marked 'IN PROGRESS'. A red arrow points to the 'REQUIRED Questions for College Rec...' link. The right column, titled 'My Assessments', shows 'Assessments in Progress' with the message 'You haven't started any assessments yet.' and 'Assessments to Take' with links for 'Career Cluster Finder', 'Career Interest Profiler', and 'Career key'. A 'See all Surveys' button is located at the bottom of the left column.

Step C: Requesting **FORMAL COUNSELOR** and/or **TEACHER** **Recommendation Letter**

Select: “**Frml Cnlr/Tchr Rec**” located on the bottom of the “Home Page” of Naviance Student under “Links”



The screenshot shows the Naviance Student Home Page. Under the "From My School" section, the link "Frml Cnlr/Tchr Rec" is circled in red. Two red arrows point from the instruction text above to this link. Other links in the "From My School" section include "2018 College App Pro", "Big Future", and "10 popular sites". A button labeled "View all from my school" is located below these links. To the right, under the "PAGES" section, are links for "COLLEGE APPS INSTR", "DGS App Deadlines", "TRANSCRIPT REQUEST", and "REC LETTERS INSTR". Under the "UPDATES" section, there are two items: "New Scholarship Search!" and "Families with Multiple students at DGS". The footer contains the school name "Downers Grove South High School", address "136 Norfolk Street", phone "Downers Grove, IL 60516-2600", a blue horse logo, the school name "DOWNERS GROVE SOUTH", copyright information "Copyright 2018, Hobsons Inc", a "Privacy Policy" link, and the user login "logged in as Michael Mustang". A "Show all" button is in the bottom right corner.

From My School

Frml Cnlr/Tchr Rec

2018 College App Pro

"Big Future"

10 popular sites

View all from my school

PAGES

COLLEGE APPS INSTR

DGS App Deadlines

TRANSCRIPT REQUEST

REC LETTERS INSTR

UPDATES

New Scholarship Search!

Families with Multiple students at DGS

Downers Grove South High School

136 Norfolk Street

Downers Grove, IL 60516-2600

DOWNERS GROVE SOUTH


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logged in as Michael Mustang

2018 Senior Focuspdf

Show all



2018-19 DGS Formal Counselor/Teacher Recommendation Request Form

Stop!! YOU MUST COMPLETE STEPS A (the informal teacher feedback) and B (the required questions for college in Naviance) before completing this Recommendation Letter Request.

Note: Formal Teacher Recommendation Letter does not require a fee.

Please Complete this form to request a FORMAL COUNSELOR/TEACHER RECOMMENDATION LETTER.

✓ Fill in all areas of the Google form: “**2018-19 DGS Formal Counselor/Teacher Recommendation Request Form**”.

✓ Create a **separate request** for each college that requires a Formal letter of recommendation.

REMEMBER to complete the below steps prior to completing this Google form (Step C):

1. Step A (Informal Teacher feedback is needed) &
2. Step B (Required Questions completed by the student)

2018-2019 DGS COLLEGE APPLICATION DEADLINES

The following deadlines have been established to ensure that your college materials leave the College Career Center in time to meet the application deadlines set by the college or university to which you are applying. It is YOUR RESPONSIBILITY to plan ahead and meet these deadlines!

I. FOR APPLICATIONS REQUIRING RECOMMENDATIONS:

Allow at least **THREE WEEKS** (15 working days) for processing.

**If your application has to
be received by:**

**Please complete Steps A, B, C
and request transcript by:**

October 15.....September 14

November 1.....October 5

November 15.....October 12

December 1.....November 2

December 15.....November 16

December 31/January 1.....December 3

January 14.....December 3

February 1.....January 9

February 15.....January 18

March 1.....February 1

March 15.....February 15

II. FOR APPLICATIONS NOT REQUIRING A RECOMMENDATIONS:

Allow at least ONE WEEK for your transcript request to be processed.

You'll be able to monitor when your FORMAL recommendation letter(s) and transcript(s) have been sent:

- **Select “Colleges I’m Applying To”, click on “application milestones”.**

The screenshot displays the 'Application Milestones' interface. On the left is a sidebar with 'Quick Links' including 'MORE SEARCH OPTIONS' (SuperMatch®, Advance college search, College lookup) and 'MY COLLEGES' (Upcoming college events, Colleges match). The main area is titled 'Application Milestones' and includes a search bar. Below the title is a link to 'Back to Colleges I'm applying To'. Two college profiles are shown: 'College of DuPage' and 'Illinois State University', both at 0% completion. The College of DuPage profile shows 'PENDING' status for 'Secondary School Report & Transcript' and 'Counselor Recommendation Letter'. The Illinois State University profile shows 'INITIAL MATERIALS SUBMITTED' for the same items. Both profiles have a 'Show more' button.

College	Progress	Status	Items
College of DuPage	0%	PENDING	Secondary School Report & Transcript Counselor Recommendation Letter
Illinois State University	0%	INITIAL MATERIALS SUBMITTED	Secondary School Report & Transcript Counselor Recommendation Letter

Do you need a visual tool to help understand the DGS College Application process?
The ["DGS College Procedure Flowchart"](#) can be a very helpful document for you. Click here to see the Flowchart. You can also see the documents by Clicking on "Document Resources" near the bottom of the Naviance Student homepage. Then, click on DGS Procedure Flowchart. Open the document in Adobe.

REMINDERS

- All instructions for completing applications and requesting transcripts & letters of recommendation are listed on the [DGS College Application website](#).
- Allow **3 weeks** to process applications that require letters of recommendation. Refer to “DGS APP DEADLINES” located on the bottom of the “Home Page” of Naviance Student under “Pages”.
- Counselor and/or Teacher recommendations will be sent electronically to the colleges that participate in Naviance.
- Scholarship opportunities are listed in Naviance, however, you cannot send recommendation letters or transcripts electronically. You will need to provide an addressed envelope with postage and all supporting documents to the College and Career Center, Room A109.

Additional Reminders:

- ✓ Steps A (teacher evaluations) and Steps B (required questions for college recommendations) have to be completed before completing Step C (Formal Counselor and/or Teacher Letter of Recommendation).

A good rule of thumb is to check your on-line college status weekly. If you have any questions regarding your college status, you can always call the college admissions office directly.

If you have further questions, review the presentations and information found on the [DGS College Application Process website](#), meet with your school counselor, or visit the College & Career Center, Room A109 if you have additional questions after you have reviewed all resources.