

Letters of Recommendation

Please research each college you are applying to for specific teacher/counselor recommendation requirements & guidelines. Many schools do not require letters of recommendation or limit to one (1) letter.

If you are applying to college via Common App, your counselor will need to write you a letter of recommendation—see **Requesting a Counselor Letter of Recommendation**

You must request letters of recommendations at least 2 weeks before the submission deadline.

Requesting a Teacher Letter of Recommendation:

The link below walks you through the process in Naviance.

https://www.screencast.com/users/Hobsons_Naviance/playlists/College%20Applications%20Video%20Series?mediaSetId=eccfdd78-3854-41a8-b806-15b1bf80bec6

1. Sign into **Naviance.com** (email your counselor if you need your password reset)
2. Select the **Colleges Tab** at the top right of the homepage
3. Select **Apply to College** from the drop-down menu
4. Select **Letters of Recommendation**
5. Click **Add Request**
 - You can choose to request a letter for all colleges in your list, or a specific college
6. Select the teacher from the drop-down menu
7. Include a personal note with any useful information for your teacher.

Requesting a Counselor Letter of Recommendation

1. Complete online survey and attach resume.
 - Go to the AHS website.
 - Select **School Counseling** under the “Academics” tab
 - Select the **College Prep** link at the left side of the page
 - Click on the **Counselor Recommendation Form** link under COLLEGE/CAREER INFORMATION
2. Email counselor to request letter
 - a. Make sure to include the school(s) you need a letter for and the date the letter needs to be sent (you must provide counselors at least 2 weeks to complete letters)

Counselor	Caseload	Email Address
Ms. Platania	A-C	lplatania@aacps.org
Mr. Schaefer	D, PVA	gschaefer@aacps.org
Mr. Omosun	E-J	domosun@aacps.org
Mrs. Richburg	IB	krichburg@aacps.org
Mrs. Jackson	K-Mel, ESOL A-L	jajackson1@aacps.org
Mrs. Isidoro	Men-S	sisidoro@aacps.org
Mrs. Jones	T-Z, ESOL M-Z	nsjones1@aacps.org