

# REQUESTING A COUNSELOR LETTER OF RECOMMENDATION

## STEP 1

### COMPLETE YOUR SENIOR PROFILE

- Complete your Senior Brag Sheet in Naviance by **September 15**.  
**Counselors will not write you a letter without this!**
- You may include a resume or any other information that you would like shared in your letter. More information about you = a quality letter.

## STEP 2

### SUBMIT YOUR LETTER REQUEST(S)

- Submit your request for a Counselor LOR here:  
[www.bit.ly/miltonLOR24](http://www.bit.ly/miltonLOR24)
- Counselors will **begin writing** letters **September 1**.
- Don't forget to ask up to 2 teachers to complete a LOR for you. Be sure to see the Requesting a Teacher LOR checklist for the process.

## HOW TO REQUEST TRANSCRIPTS FOR COLLEGE APPLICATIONS

Many of the college application platforms will allow your school counselor to upload your high school transcript. **Counselors will send transcripts through your application platform (Common App, Coalition, GaFutures, Common Black App).** **Be sure to add your assigned counselor to your portal! Our emails can be found on the Milton Counseling website.**

If you apply **direct to the institution** you can request a transcript via ScribOrder:  
[Fulton County Schools Transcripts and Records Requests \(scriborder.com\)](http://Fulton County Schools Transcripts and Records Requests (scriborder.com))

You can also use ScribOrder for any other reason, such as driver's permits, scholarship applications, etc.

Reach out to your assigned counselor if you have any further questions. Thank you!