

BMCHS COMMON APP RECOMMENDATIONS

IMPORTANT: You must add at least one school to your Common App before you can add recommenders. (www.commonapp.org)

COUNSELOR

1. See Mrs. Welmerink **FIRST**
 - a. Pick up/turn in answers to the Counselor Reflection Questions.
 - b. Turn in a copy of your resume.
 - c. Advise her of your earliest application deadline.
2. Click the Recommenders and FERPA link in the bar on the left.
3. You must sign the FERPA Release Authorization first. Click the “Release Authorization” button and read through the subsequent screens.

We always recommend that you **WAIVE** your right to review all recommendations and supporting documents.
4. Click on the “Invite and Manage Recommenders” button. Enter Mrs. Welmerink’s information. When you click the “Add Recommender” button, an invitation will be sent to submit documents on your behalf through Common App.

TEACHER

1. See the teacher **FIRST**
 - a. **IMPORTANT:** Ask if he/she would be willing to write you a recommendation for your college applications. Advise the teacher of your earliest application deadline.
 - b. Pick up/turn in a completed Teacher Recommendation Reflection Questions.
 - c. Turn in a copy of your resume.
2. Click on the “Invite and Manage Recommenders” button. Enter the teacher’s information. An invitation will not be sent until you assign him/her to a school.
3. When you are on the Recommenders and FERPA page for a school, scroll down to the “Teacher” section. From the drop down list, select the teacher whose recommendation will be submitted to the school.
 - a. Minimum: The number of **required** recommendations
 - b. Maximum: Total number of recommendations allowed (required plus optional)