

NAVIANCE

TEACHER RECOMMENDATION MANAGER

Carmel High School

Experience Excellence ...

Explore Opportunities ...

Realize Potential

520 East Main Street (Map It!)
Carmel, IN 46032
Phone: (317) 846-7721
Fax: (317) 571-4066
Mr. John Williams, Principal



[Registration](#) | [Directory](#) | [Counseling Services](#)

IN THE NEWS

UPCOMING EVENTS

SEP. 02: COMEDYSPORTZ AUDITIONS

SEP. 05: LABOR DAY - NO SCHOOL

SEP. 05: LABOR DAY

MORE...





COUNSELING CENTER

Carmel High School Counseling Center

The Counseling Center provides services to students regarding academic, personal/social, career, college, and testing throughout the high school experience. We have 13 counselors available to assist every student. We also have two part-time College Advisors who work in our College and Career Resource Center on gold days.

[2016-2017 College Admissions Representative Visit Schedule](#)

[PSAT Prep Course at CHS: Fall 2016](#)

[**2016 Academic Transition Night Information \(please click on the link\)**](#)

[8th-9th grade scheduling powerpoint](#)

[Freshmen Scheduling Packet](#)

[Courses Available to Freshmen](#)

[AP and IB Powerpoint](#)

NAVIANCE: FAMILY CONNECTION

The Carmel High School Counseling Department began using Naviance/Family Connection in the fall of 2015 to assist students and parents with college and career preparation. Students will use Family Connection to request transcripts,

- Counseling Center
 - Staff
 - Grade Level Information
 - Naviance/Family Connection
 - Enrollment Information
 - College App Process
 - Scholarship Process
 - Financial Aid
 - NCAA Eligibility
 - Testing Information
 - College/Career Center
 - Dual College Credits
 - Foreign Exchange Policy
 - Study Skills
 - Bullying Prevention
 - J. Everett Light
 - Alumni Resources
 - Summer Programs

QUICK LINKS

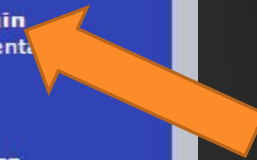
- [Program of Studies](#)
- [CHS Profile](#)
- [AP Exam Registration](#)
- [Family Connection: Student Login](#)
- [Naviance: Staff Login](#)
- [Admissions Representative Schedule a Visit](#)

TRANSCRIPT REQUESTS

[Current Students](#)

[Alumni](#)

go





Username should be the same as your regular login. If you do not remember the initial password you added during your account creation, email Kevin McDonough

Account

User Name

Password

Remember me

[I forgot my password](#)



Quick Links


[Teacher Recommendations](#)


Carmel High School :: Carmel, IN :: U.S.

Welcome, Gary Greyhound!

Your local time is September 20, 2016 12:52 PM

Teacher's Desk

 [Manage and complete your college recommendations](#)

 [Find students](#)

NEED HELP?

 [Contact our Customer Support team for help](#)

You will receive an email from Naviance once a student has requested a letter of recommendation via Family Connection. Naviance has now set the system up to where you will receive one email a day indicating you have a new recommendation request. You can then login to Naviance to view your entire list of requests.

Quick Links

Teacher Recommendations

Teacher Recommendations

requests

Grade/Class:

<input type="checkbox"/>	Student	Request Date	Note	College	Action	Status
<input type="checkbox"/>	Carly Greyhound	09/02/2016 10:48 AM	N/A	Indiana University at Bloomington	Upload file	Requested

Process selected recommendation requests:



This page will list each of the students who have submitted an electronic request for a letter of recommendation via Family Connection. Once you have the letter completed, you will click on the "Upload File" link.

- General
- Plan
- Scores
- Assessments
- Colleges
- eDocs
- Resume
- Scholarships
- Journal
- Documents
- Careers
- Success Plan

Student Details **Prepare** Send Print Submission Status Previous Years View eDocs Destinations

Common App **NOT MATCHED** CA FERPA Waiver **INCOMPLETE** Active Transcript **NONE** Date of Birth **MISSING**

Documents Checklist [^ Hide](#)

Initial Checklist	Mid-year Checklist	Final Checklist	Teacher Checklist
<ul style="list-style-type: none">- Initial Transcript- Transfer Transcript- Written Evaluation- Other School Report- Leaving Exam Results- Common App School Report- Common App Counselor Recommendation- NACAC School Report- Current Courses	<ul style="list-style-type: none">- Mid-year Transcript- Optional Transcript- OR Explanation of Change- Other Optional Report- MR Explanation of Change- Other Mid-year Report- Grade Report/Report Card- Common App Mid-year Report- Common App Optional Report- NACAC Mid-year Report	<ul style="list-style-type: none">- Final Transcript- Other Final Report- FR Explanation of Change- Common App Final Report	<ul style="list-style-type: none">- Common App Teacher Evaluation- Letter of Recommendation

The "Upload File" link will bring you to the student's Family Connection account. Your name (author) and the college's name will be listed with an Upload button.

Teacher Documents [+ Add](#)

Type	Author	Date	Size	Actions
(Requested) Letter of Recommendation (Indiana University at Bloomington)	Gary Greyhound			Upload

No documents have been added.



Add a Teacher Document



Upload a File



Prepare a Form

A pre-populated *Add a Teacher Document* box will pop-up. Under “Application” you will either select the specific school they have requested (customized letter), or you will select *All Applications* to send to all current and future school requests.

Find your file and select Upload File.

Application: *

Indiana U Bloomington

Type: *

Letter of Recommendation

File Name: *

Choose File

Browse

File upload size cannot exceed 500kb.

Average processing time is currently less than 1 minute .

Cancel

Upload File

Carly Greyhound Class of 2017



- General
- Plan
- Scores
- Assessments
- Colleges
- eDocs
- Resume
- Scholarships
- Journal
- Documents
- Careers
- Success Plan

- Student Details
- Prepare**
- Send
- Print
- Submission Status
- Previous Years
- View eDocs Destinations

- Common App **MATCHED**
- CA FERPA Waiver **WAIVED**
- Active Transcript **NONE**
- Date of Birth **MISSING**

Documents Checklist [^ Hide](#)

Initial Checklist	Mid-year Checklist	Final Checklist	Teacher Checklist
<ul style="list-style-type: none"> - Initial Transcript - Transfer Transcript - Written Evaluation - Other School Report - Leaving Exam Results - Common App School Report - Common App Counselor Recommendation - NACAC School Report - Current Courses - NACAC Fee Waiver 	<ul style="list-style-type: none"> - Mid-year Transcript - Optional Transcript - OR Explanation of Change - Other Optional Report - MR Explanation of Change - Other Mid-year Report - Grade Report/Report Card - Common App Mid-year Report - Common App Optional Report - NACAC Mid-year Report 	<ul style="list-style-type: none"> - Final Transcript - Other Final Report - FR Explanation of Change - Common App Final Report 	<ul style="list-style-type: none"> - Common App Teacher Evaluation ✓ Letter of Recommendation

For Common Application schools, you will need to complete the Common App Teacher Evaluation Form. You will not be able to send the Letter of Recommendation until this form is completed. Select *Add Teacher Document*



Teacher Documents [+ Add](#)

Type	Author	Date	Size	Actions
Letter of Recommendation (Indiana U Bloomington)	Gary Greyhound	09/02/2016	208.97 KB	View Replace Delete

Add a Teacher Document



Upload a File



Prepare a Form

Select *Prepare a Form, Common App Teacher Evaluation and Prepare Form*

Type: *

Common App Teacher Evaluation

Cancel

Prepare Form

Common App **MATCHED** CA FERPA Waiver **WAIVED** Active Transcript **NONE** Date of Birth **MISSING**

Common Application Teacher Evaluation

All fields marked (*****) are required.

Applications:

Background Information

How long have you known this student and in what context? *****

Characters Remaining: 10000

What are the first words that come to your mind to describe this student? *****

Characters Remaining: 10000

In what subject did you teach this student? *****

You will need to answer each of the questions on the Common Application Teacher Evaluation Form including the Rating Form at the bottom (There are more items on the form not shown on this slide).

- General
- Plan
- Scores
- Assessments
- Colleges
- eDocs
- Resume
- Scholarships
- Journal
- Documents
- Careers
- Success Plan

- Student Details
- Prepare
- Send**
- Print
- Submission Status
- Previous Years
- View eDocs Destinations

Once your letter of recommendation is ready to be sent (along with the Common App Evaluation Form when applicable), you will select the Send link under the eDocs tab for that student.

- Common App **MATCHED**
- CA FERPA Waiver **WAIVED**
- Active Transcript **NONE**

Send Documents Expand All

Last updated with Common App Online: 09/20/2016 02:22 Refresh i

College	Initial Report	Midyear/Other Report	Final Report
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CA Indiana University at Bloomington

[Hide full details](#)

- Application started by student through Common App
- Written evaluation not required
- Teacher LORs: 0 min / 1 max
- 0 teacher LORs have been submitted

You will be able to click on the selection button for each college in which the student has requested a letter of recommendation. If you cannot select the college, you will not be submitting a letter for that school. It is recommended that you click "View Full Details" so that you can view the listed items being sent.

This is a Common App college - select the forms you'd like to submit online and click "Review and Submit".

Form	Why are some forms unavailable for selection?	Information	Actions
<input type="checkbox"/> School Report			View
School Profile		<i>uploaded on August 26, 2016 by Kevin McDonough</i>	View
Active Transcript		required in order to submit School Report	View
<input checked="" type="checkbox"/> Common App Teacher Eval.		<i>prepared on September 20, 2016 by Gary Greyhound</i>	View
Letter of Recommendation (Student Requested)		<i>uploaded on September 2, 2016 by Gary Greyhound</i>	View
<input type="checkbox"/> Midyear Report			View
Active Transcript		required in order to submit Midyear Report	View
<input type="checkbox"/> Optional Report			View
Active Transcript or Grade Report/Report Card		required in order to submit Optional Report	View
<input type="checkbox"/> Final Report			View
Active Transcript		required in order to submit Final Report	View

College	Initial Report	Midyear/Other Report	Final Report
<input checked="" type="checkbox"/> CA Indiana University at Bloomington Full details <ul style="list-style-type: none"> • Application started by student through Common App • Written evaluation not required • Teacher LORs: 0 min / 1 max • 0 teacher LORs have been submitted 	- 1 Letter(s) of Recommendation ready to send		
<input type="checkbox"/> CA Miami University, Oxford Full details <ul style="list-style-type: none"> • Application started by student through Common App • Written evaluation required • Teacher LORs: 0 min / 2 max • 0 teacher LORs have been submitted 			
<input type="checkbox"/> CA Purdue University Full details <ul style="list-style-type: none"> • Application started by student through Common App • Written evaluation not required • Teacher LORs: 0 min / 1 max • 0 teacher LORs have been submitted 			
<input type="checkbox"/> CA Stanford University Full details <ul style="list-style-type: none"> • Application started by student through Common App • Written evaluation required • Teacher LORs: 2 min / 2 max • 0 teacher LORs have been submitted 			
<input type="checkbox"/> CA University of Notre Dame Full details <ul style="list-style-type: none"> • Application started by student through Common App • Written evaluation required • Teacher LORs: 1 min / 1 max • 0 teacher LORs have been submitted 			

Review and Submit




Select Review and Submit

Review and Submit Documents

This page summarizes the forms you selected for submission. Please review them carefully and make any necessary changes prior to submitting it.

Indiana University at Bloomington

[Edit](#)

 These documents will be submitted electronically via the Common Application.

	Last edited by	Date Changed
Common App Teacher Eval.	Gary Greyhound	September 20, 2016

[Cancel](#)[Submit](#)

Select Submit



Quick Links
Teacher Recommendations

Teacher Recommendations

requests

Grade/Class: class of 2017 (grade 12) ▾

previous | next

<input type="checkbox"/>	Student	Request Date	Note	College	Action	Status ?
<input type="checkbox"/>	Greyhound, Carl	09/20/2016 02:55 PM	view	All Applications	Upload file	Requested
<input type="checkbox"/>	Greyhound, Carly	09/02/2016 10:48 AM	N/A	Indiana University at Bloomington	Upload file	In Progress

Process selected recommendation requests: Select... Go



- Select...
- Select...
- Mark as "Requested"
- Mark as "In Progress"
- Mark as "Submitted"
- Mark as "CANCELLED"



You can now return to your Teacher Recommendation Manager and mark the student's recommendation as *Submitted*.

Where Do I Go for Help?

If you run into any issue with submitting your recommendation letter for a student, **please contact the counselor for that specific student**. There may be issues with that particular student's account that need to be resolved in order for you to submit the letter of recommendation.

Any general questions about the recommendation process or accessing your Naviance account can be directed to Kevin McDonough at kmcdonou@ccs.k12.in.us