

## High School Information for College Application

<b>High School Name</b>	Rancho Buena Vista High School		
<b>High School Address</b>	1601 Longhorn Drive Vista, CA 92081	Phone: 760.727.7284	Fax: 760.599.6465
<b>CEEB Code</b>	053668		
<b>Graduation Date</b>	June 3, 2020		
<b>Graduating Class Size</b>	470		
<b>Counselor Information</b>	See the <b>RBV Counseling Website</b>		
<b>What GPA do I use?</b>	Common Application and other Universities use your 9-12 total weighted GPA. CSU/UC will calculate their GPA.		
<b>GPA Scale</b>	4.0		
<b>GPA Weighting</b>	Weighted		
<b>Class Rank</b>	We do not rank		
<b>Course Scheduling System</b>	Semester		

## Transcript Requests

**Common Application:** Go to “My Colleges” tab, click on the “Recommenders and FERPA” tab, and select “FERPA Release Authorization”. Make sure to “Invite” your counselor and add their correct email under the “Recommenders” section.

**Non Common Application Schools:** Go to the **RBV Counseling Website**, and click on the “[Transcripts](#)” link. Follow the directions for **Current Students** and order your transcripts through Parchment.

**UCs and CSUs:** Official transcripts are not required to be sent with your initial applications unless the college contacts you directly and asks you to send it. If so, go to the **RBV Counseling Website** and click on the “[Transcripts](#)” link. Follow the directions for **Current Students** and order your transcripts through Parchment.

## Letters of Recommendation

**Step 1.** Complete the **RBV Brag Sheet**, which is located on the **RBV Counseling Website**.

- 👉 Go to the **RBV Counseling website**, click on the [Letters of Recommendation](#) link on the left, then click on the **RBV Brag Sheet** link.
- 👉 Make a copy of the RBV Brag Sheet, complete it, then save it as a google doc or PDF.
- ✓ *Please note that Letters of Recommendation may also be requested from teachers. Therefore, please save your RBV Brag Sheet to be shared directly with teachers. Request for letters should be made at least two weeks prior to deadline and in person.*

**Step 2.** Scroll down on the *Letters of Recommendation* link and click on the **Letter of Recommendation Request link next to your counselor’s name**. Complete the google form request, and upload your RBV Brag Packet at the end when directed.

- ✓ *Please see your counselor in person to discuss before submitting your request.*

**Step 3.** If applying using the Common Application, complete the FERPA Release Authorization. Afterwards, make sure to assign and invite your Recommenders, including your counselor. Once assigned, your counselor will send your School Report and transcript. In addition to adding your recommenders, you will also need to assign them to each school on your My Colleges list. Check required documents and confirm if letters of recommendation are required for each college. *If applying using any other type of application, follow their procedure.*

**Step 4.** Complete all the steps above to request your letter of recommendation 10 SCHOOL DAYS prior to your application deadline.

**Step 5.** If you add a college and need an additional letters of recommendation after you have already made your initial request, you are REQUIRED to see your counselor/teacher(s) IN PERSON to inform them you need an additional letter of recommendation. Your additional documents may not get sent unless you complete this step.