

Directions for Letter of Recommendation Request Form:

- Complete the form in ink (pencil does not copy well). Include as many details as possible and refrain from using abbreviations. Present a copy of the form to each recommender.
- Personally ask your recommenders to write you a letter of recommendation. If a letter is needed for Common Application schools, you will need to schedule an appointment with your counselor.
- Allow three weeks for your recommender to write your letter of recommendation prior to any college application deadline.
- Log into your Naviance account and upload the schools you are applying to and then electronically invite the teachers you are requesting a letter from. Do not exceed the maximum number of letters accepted by the schools. Your counselor's letter does not count in the total.
- Be sure to thank your recommenders in person or by sending them a thank you note.