

How to Request a Letter of Recommendation from the Counseling Department

Please only request a letter of recommendation if it's required or highly recommended by the college or scholarship committee. Not all colleges or scholarships require a letter of recommendation. It is your responsibility to check the admissions requirements for each college.

Steps for requesting a letter of recommendation from your counselor:

1. Ask your counselor if they are willing to write you a letter of recommendation. When asking them, make sure they are aware of your deadline. Counselors require **10 school days** to write the letter of recommendation for you. Please check your deadlines, and do NOT wait until the last minute.
2. Complete the Letter of Recommendation Request Form. You must fill out a request every time you want a new letter of recommendation written.
3. Complete the Letter of Recommendation Information Form.
4. Bring your completed forms to the Go Center and deliver them to your specific counselor.
5. The Counselor will call you in when your letter is complete.

Letter of Recommendation Request Form

Student Name _____ ID# _____

E-mail: _____ Phone: _____

Counselor _____ Date _____

Type of Recommendation (Check One)	
<input type="checkbox"/>	Electronic (send email request to counselor's district email address)
<input type="checkbox"/>	Paper Letter

Use (Check One)	
<input type="checkbox"/>	Specific
<input type="checkbox"/>	General (for multiple scholarships and applications)

Purpose	
<input type="checkbox"/>	College Admission
<input type="checkbox"/>	Scholarship Application

What is the name of the college or scholarship? _____

Counselor Use Only	
Date Received: _____	Date Completed: _____
Signature: _____	

