

Procedure for Requesting Letters of Recommendation

To request a letter from a teacher or a counselor

1. **Select teachers** - Choose the teachers from whom you would like to ask for a letter of recommendation. Most colleges will require letters from your counselor and a teacher. Select teachers wisely and be aware that they may receive requests from several other students.
2. **Obtain a verbal agreement** from the teachers you want to represent you in a letter. Please understand that teachers reserve the right to limit the number of letters or decline altogether, especially since they will be asked for letters by many students.
3. **Fill out the recommendation *Student Brag Sheet*:** You can find this recommendation fact sheet on the Springwater website under College & Careers - Letters of Recommendations. Create a google doc and share with your teacher & counselor.
4. Stop by the Counseling Office to **request a release of information** for the letter of recommendation. Our school district requires that a permission slip, signed by your parents, must be on file before an employee can write a letter about you. Return that permission slip to your counselor. (**see form online- on the Springwater website under College & Careers - Letters of Recommendations.**)
5. Provide teachers with **a resume or activities list (see form online- on the Springwater website under College & Careers - Letters of Recommendations.)**
6. Provide **at least** two week's turn around time for the letter to be completed. If you don't allow two weeks, don't expect your letter to be a good one or even to be done at all! Be very grateful.. Be sure your name is on all forms.
7. **One week before the deadline**, politely remind your teachers.
8. Write your letter of recommendation write a thank you note. It needn't be long or fancy. Just say thank you for the time they took to make you look good.