

## **Letter of Recommendation Instructions**

### **Grades 9-11:**

1. Complete your personal student data sheet.
2. Be as specific as you can (i.e. leadership in classroom, activities, etc.) so the writer can speak to the requirements of your request

### **Grade 12:**

1. Submit Letter of Recommendation Info Form to the teacher, administrator, counselor, community member (non-relative), etc. from whom you are requesting a letter.
2. Watch “deadlines.” A writer should be allowed at least 2 weeks to complete their letter.
3. Set your date to pick up the letter a day or two before you need it.
4. Follow-up receiving your letter with a thank you notes or a “thank you” to the writer the very next day.
5. If you “hit” on a scholarship, let the letter writer and your counselor know.
6. Ask permission to photocopy your letter; it will save you and the writer time.
7. Make photocopies of applications, essays, letters of recommendations, etc. for your own records