

AUBURN SCHOOL DISTRICT

HOW TO ASK FOR A LETTER OF RECOMMENDATION

STEP 1

DETERMINE IF YOU NEED A LETTER OF RECOMMENDATION.
DO NOT ASK FOR ONE IF IT IS NOT REQUIRED.

STEP 2

FILL OUT THE AUBURN SCHOOL DISTRICT LETTER OF RECOMMENDATION REQUEST FORM*

STEP 3

SEND FORM TO TEACHER/COUNSELOR AT LEAST 2 WEEKS IN ADVANCE.

STEP 4

IF NECESSARY, FOLLOW UP 1-2 DAYS BEFORE THE DAY YOU REQUESTED THE LETTER BY.
DO NOT ASK FOR LETTER SAME DAY.

STEP 5

SEND A FOLLOW UP THANK YOU EMAIL.

*EMAIL YOUR SCHOOL'S CAREER COUNSELOR FOR MORE INFORMATION ON WHERE TO FIND THE REQUEST FORM