

Requesting Letters of Recommendation Instructions

Recommendations, if required provide college and university selection committees with a perspective of you that an application and transcript do not provide. These recommendations can significantly impact your application.

Here are some things you can do to ensure the best possible recommendations:

1. Think about who would provide you with a positive recommendation. Request a recommendation from someone who knows you well and has seen you perform at your best academically or in extracurricular activities. Select someone who has known you over a period of time and can add a personal dimension to your application. If multiple recommendations are needed, ask people who can show different aspects of your personality and strengths.
2. Give the person writing your recommendation plenty of time. We recommend two to four weeks minimum.
3. Plan ahead. A January deadline requires you to request letters of recommendation at least 3 weeks BEFORE Winter break.
4. Fill out the **Letter of Recommendation Information Form** thoughtfully. The more we know about you, the better recommendation we can write.
5. Don't be afraid to brag on the **Letter of Recommendation Information Form!** This is your time to shine.
6. Waive your right to access your letter(s). This shows confidence in your recommender and tells colleges that your recommenders have provided support that is candid and truthful.
7. Request letters of recommendation only if the college/scholarship requires them. Submitting documents that are not required can slow down the application review process. More does not equal better when it comes to your application for admission.

To request a letter of recommendation from a **Teacher**:

1. Complete the **Letter of Recommendation Information Form**
2. Request your letter via email and provide the completed **Letter of Recommendation Information Form**
3. Put your request in Naviance. Click [here](#) for video instructions.
 - a. From your Naviance Homepage, navigate to Colleges > Apply to College > Letters of Recommendation.
 - b. Click **Add Request**.
 - c. Select a teacher from the drop down menu.
 - d. Decide if you want the teacher to fill out a recommendation for (1) a specific college(s) from your Colleges I'm Applying to list or (2) All current and future colleges you add to Colleges I'm Applying to.
 - e. Click **Submit Request**.

To request a letter of recommendation from a **Counselor**:

1. Request a transcript in Naviance. Click [here](#) for video instructions. This will serve as a request for a letter of recommendation from your counselor for those colleges that require them.
2. Email the completed **Letter of Recommendation Information Form**.

A-G, Nita Halstead, halstead_n@4j.lane.edu

H-O, Katy McAuliffe, mcauliffe@4j.lane.edu

P-Z, Laura Martin, martin_l@4j.lane.edu

Letter of Recommendation Information Form

Name:

Student ID:

Email:

Date:

Letters of recommendation provide colleges and scholarship selection committees with another perspective of you and can significantly impact your application. To provide the best letter possible, we ask that you and your parent/guardian please complete the following thoughtfully and thoroughly.

Kindly submit request two – four weeks before your letter is due.

Student Assessment

1. List your extracurricular (school or non-school) activities that are the most meaningful to you. Explain why they have been important.

2. Describe two valuable experiences that have contributed to your growth and development since entering high school.

3. Describe your strengths: personal, academic, athletic, social, etc.

4. Describe your future goals.

5. How are you unique? Why should an admissions or scholarship committee choose you over others with a similar academic record?

6. If you could write your own recommendation to the admissions committee, what are the things you would want them to know about you? What would you emphasize?

7. Will you be applying for financial aid? If so, are there any financial hardships you think colleges should be aware of?

I waive my right to review my letters of recommendation.

I do not waive my right to review my letters of recommendation.

Parent/Guardian Assessment

1. What do you consider to be the student's outstanding personality trait?
2. What do you consider to be the student's outstanding accomplishments during the past three or four years?
3. Are there any unusual or personal circumstances that have affected your student's educational or personal experiences?
4. Thinking about the next five years, what do you think will be the student's greatest contribution to our world?