

Requesting Letters of Recommendation Instructions

Recommendations provide a perspective of you that an application and transcript does not provide. These recommendations can significantly impact your applications.

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.

TO REQUEST A LETTER OF RECOMMENDATION FROM A TEACHER OR COUNSELOR:

If you need a letter for a college or university:

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. See pages 5 - 7 for instructions.**

If you need a letter for anything other than a college or university such as a scholarship, job application, military application, etc.:

1. Complete the **Letter of Recommendation Information Form**
2. Request your letter via email and attach the **Letter of Recommendation Information Form**
3. In your email include the following information:
 - a. The purpose of the letter (scholarship, job application, military, etc.)
 - b. How the letter should be submitted; mail, email, uploaded to a website, sent to you
 - c. Where to submit the letter:
 - i. Name and address (physical address or email) of the person or organization to which the letter should be sent.
 - ii. Website where the recommender will upload the letter if applicable

Counselors:

Joni Sherman, A-G, sherman_jo@4j.lane.edu
Liana Parish, H-O, parish_l@4j.lane.edu
Laura Martin, P-Z, martin-l@4j.lane.edu

Letter of Recommendation Information Form

Name:

Student ID:

Email:

Date by which letter is needed:

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 selection 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?

Letters of Recommendation Quick Guide

Key Features

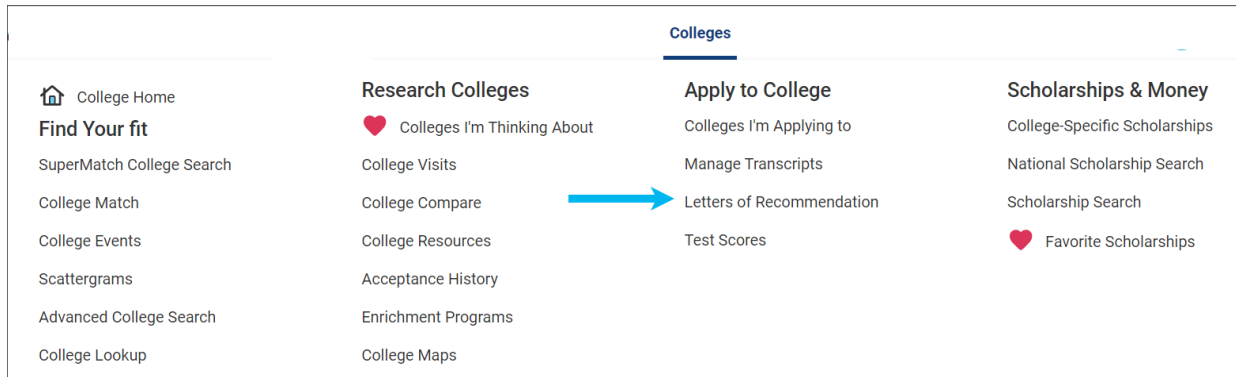
- Access the Letters of Recommendation page in Naviance Student by selecting Colleges and choosing Letters of Recommendation.
- From Letters of Recommendation:
 - Review the number of requests required, allowed, and requested for colleges in your Colleges I'm Applying To list.
 - Select specific colleges and specific teachers for whom you want to write a recommendation. The page displays a notification if the college does not allow letters of recommendation (LORs), or if you have already requested the maximum number of LORs allowed by the college.
 - Make a general request if you do not have any colleges in your list of Colleges I'm Applying To or if you do not have a preference for which teachers will send a recommendation to each college.
 - Review the status of all requests.
 - Review the submission date and time for each requested LOR as well as the date and time of each status change and the person who made the change.
- You cannot request more than the maximum number of LORs allowed by the college when requesting letters for specific colleges.
- When you delete an application, the corresponding LOR request is automatically removed from the LOR status page. If you restore the application, the request repopulates your list of requests.

Request Information

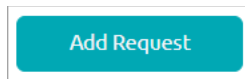
Column Title	Description
Recommendation For	The college or university where the LOR will be sent.
Deadline	The application deadline for the way you are applying, such as ED, EA, and RD.
Recommender	The teacher whom you requested to write the LOR.
Status	The status of the LOR request: Requested: You requested the LOR In Progress: The teacher wrote the LOR Submitted: A high school staff member sent the LOR to the requested colleges. Canceled: Either you, the teacher, or the counselor canceled the request.
Cancel Request	You can cancel an LOR request if the status is Requested . For any other status, you will see a message to contact the teacher or your counselor for help.

Request a Letter of Recommendation

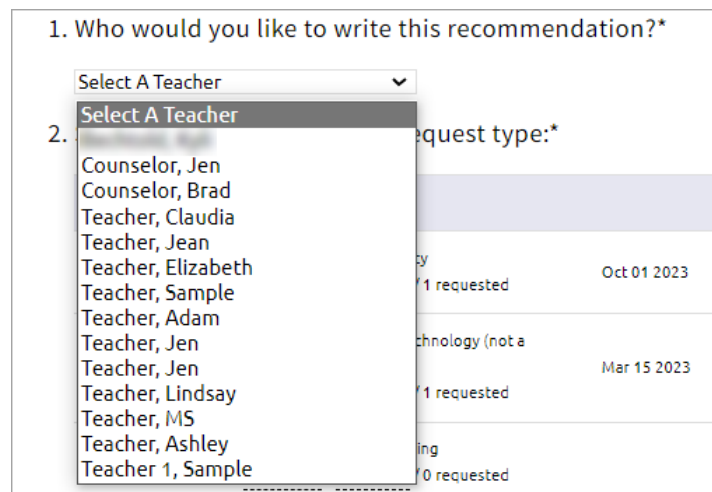
1. Select **Colleges** and choose **Letters of Recommendation** from Apply to College.



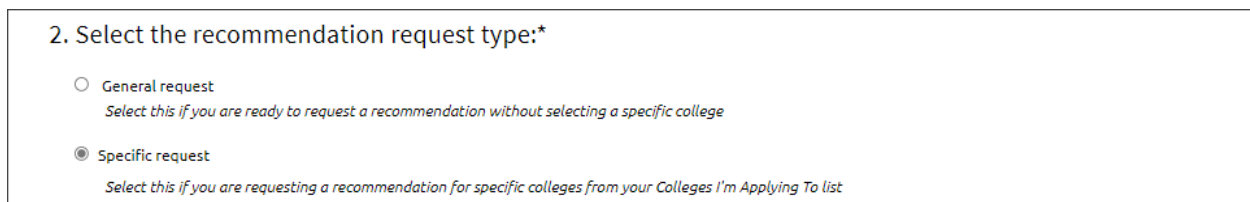
2. Click **Add Request**.



3. Select a teacher from the list. If a teacher is not listed, let your counselor know.



4. Select **General request** or **Specific request**.



5. If you selected **Specific request**, select all colleges or individual colleges.

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Alabama A & M University -- required / -- allowed / 1 requested	Oct 01 2023
<input type="checkbox"/>	Docufide Institute of Technology (not a real school) -- required / -- allowed / 1 requested	Mar 15 2023
<input type="checkbox"/>	St. Paul's School of Nursing -- required / -- allowed / 0 requested	
<input type="checkbox"/>	Texas A & M University-College Station 0 required / 0 allowed / 0 requested <i>This college does not accept Letters of Recommendation</i>	Dec 01 2023

6. Enter a personal for the recommender listing your great qualities and any specifics about your request.

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

7. Click **Submit Request**.