

Letter of Recommendation Request

Wyner 2016

Put the following items in a manila envelope.

- this form
- an unofficial transcript
- any required forms, with your sections all filled out
- a sheet of SVHS letterhead (from the office) if you need a formal hard copy

Allow plenty of time to have it sent in completed and on time. Check one of the following.

- The deadline is at least four weeks from today.
- The deadline is at least two weeks from today and is not in October or November.
- It is okay if the recommendation is sent late, but it needs to be good.
- It is okay if written sections of the recommendation are very brief, but it needs to be sent on time.

Answer the following questions.

Exactly what hard copies are needed? Specify the names of the schools or scholarships and their addresses.

Exactly what do you need done electronically? Specify the names of the schools, scholarships, or forms. If the application is not through Common App, specify any login information needed.

Are there specific criteria that need to be addressed (e.g., leadership skills, community service)?

What are some aspects of yourself that you think would be beneficial to discuss in the letter?

Do the following.

Today: Fill out the blanks below, copy them information to the outside of the manila envelope, and turn it in to me personally.

Three to five days before deadline: Check in by email (ewyner@scottsvalleyusd.org) on the status of your letter. Failure to do so may result in your letter not being sent on time.

On deadline: Pick up hard copies.

Your Name:

Today's Date:

Deadline:
