

How to Request a Counselor Letter of Recommendation

Please only request a letter of recommendation if it's required or highly recommended by the college or scholarship committee. Not all colleges or scholarships require a letter of recommendation. It is your responsibility to check the admissions requirements for each college.

Steps for requesting a letter of recommendation from your counselor:

1. We give counselors 10 school days to write the letter of recommendation for you. Please check your deadlines, and do **NOT** wait until the last minute.
2. Complete the Counselor Letter of Recommendation Student Brag Sheet.
3. Complete the Counselor Letter of Recommendation Request Form.
4. Bring your completed forms to the College and Career Center (Room B202). You can also email them to Ms. Gibson (magibson@conroeisd.net) or Mrs. Houston (mhouston@conroeisd.net).
--We will document the requests for you and give the counselor access to upload your letter to Naviance. We also help remind counselors of the deadlines for the letters.
5. The counselor will return the letter to the College and Career Center, and we will notify you that your recommendation has been completed.

We will not send your letter of recommendation to the college or scholarship committee until you give us confirmation that you are ready for that to happen!

TIPS:

- ❖ Be thorough on the Counselor Letter of Recommendation Student Brag Sheet. This helps the counselor write a strong letter of recommendation for you.
- ❖ It's always nice to send a thank you note or email to your counselor once the letter of recommendation has been completed.