



## **Letters of Recommendation or Requests for Transcripts** **2015-2016**

### **Letters of Recommendation:**

- When requesting letters of recommendation to be filled out by teachers, please give the request at *least two weeks in advance of the due date*, especially if you have more than one. It is best to have your child ask the teacher personally or drop off the forms in the teacher's mailbox in the Main Office with a note. Please make sure you place a stamp on the envelope.
- If you are requesting a letter of recommendation from a counselor/administrator, please come to the Counseling Office to complete a "*Counselor Recommendation Letter Form*" to assist the counselor. Please make sure you place a stamp on the envelope.

### **Request for Transcript:**

The following steps are necessary to request transcripts.

- Come to the Counseling Office to complete a "*Record Request Form*"
- Bring a legal size self-addressed envelope for each school you request transcripts
- Make sure each envelope has **3 stamps** to ensure that the transcripts are not returned due to insufficient stamps

**\*Note: The school will send a temporary transcript to the school(s) requested, but the Official transcript will be sent at the conclusion of the Fall Semester.**