

Letter of Recommendation/Secondary School Report Request

Letters of Recommendation can be a very important piece of your college application and we want to be able to write you the best letter possible! To help facilitate a smooth process, please follow the following steps:

- 1) Determine whether you will need a Letter of Recommendation or Secondary School Report from your counselor.
 - The Common App, SendEdu and many private schools require the counselor to fill out a secondary school report.
 - Letters of recommendation are commonly used by private schools and in some cases when applying to CSU and UC schools.
- 2) Ask your counselor if they will write a letter/secondary school report for you (in person or email)
- 3) Make the request at LEAST 2 weeks before the deadline. Special Note: If your school's deadline is over winter break (e.g. Jan. 1st), the request must be made 2 weeks before the last day of school. Counselors will not write letters or check email over winter break.
- 4) Add your counselor's contact information (name, email, phone #) to your application (Common App, SendEdu, etc.)
- 5) Complete "Student Information Sheet" and turn in to your counselor (this must be done 2 weeks before deadline)
- 6) You will receive notification when the letter/secondary school report is submitted.