

## Recommendation Letter Request Procedures

Many of you will be applying to college & universities this fall. Some will also apply for scholarships and may be nominated for prestigious book awards. A letter of recommendation is someone's personal opinion of you. Impress them by asking for the letter in a polite manner, providing them with all the information they will need and in a timely fashion.

Below are the procedures for Monarch:

- **Most colleges and universities do not require letters of recommendation**, and some will state that they are optional (in this case, we recommend you do not send them, but discuss it with your counselor). None of the Florida State Schools require nor will read letters of recommendation. Some private universities may ask for recommendations as well.
- Give the person you are requesting the letter from at least **two weeks** to complete your letter.
- Provide a **“Getting to Know” form** (and a resume if you have one), this will allow the person writing the letter to have details about you that they may not be aware of and be able to include some of those details in your letter.
  - Use proper handwriting and grammar so it can be legible and understandable, you may be quoted.
  - Include your Date of Birth, Social Security Number if you have one, and email address. Some scholarships and book awards ask us for your email.
- **Request a transcript** in the Main Guidance Office. Colleges, universities and scholarship programs want to see your transcript when considering your application. \*Make sure you have sent the application before the transcript arrives.
- **Plan ahead.** Do not expect your counselor or teacher to drop everything to write your letter because you need it right away. Lack of planning on your part is looked upon negatively upon the letter writer.
- **Include a self-addressed, stamped envelope for the letter writer.** It can be very time consuming to look up an address on the website. Remember, they are writing a letter recommending you. “Lack of planning” should not be something they have in mind when writing your letter.
- If you are applying somewhere that needs you to include a letter with the packet of materials, it is the counselors' policy to have this letter in a sealed envelope. We do not hand students their letters to copy at leisure. In most cases, the counselors will send your letter directly to the recipient.
- It is your responsibility to know whether or not you need a letter of recommendation and when the deadlines are. We will make every effort to get your letter done on time.