

Union County Early College High School
4209-A Old Charlotte Highway
Monroe, NC 28110
704-290-1565
School Code: 342687

RECOMMENDATION LETTER CHECKLIST

Students who plan to request recommendations, scholarships or other institutions should follow the below procedures for requesting letters from teachers or counselors. All items should be submitted together and in a timely manner to be considered for a recommendation.

_____ Ask teachers (in person) if they will consider writing recommendations for you. **Each teacher may only write a limited number of student recommendations.** Request your recommendations early, no later than October if applying to colleges.

_____ Complete a TEACHER RECOMMENDATION REQUEST FORM and submit to teacher.

_____ Provide the teacher or counselor with an updated resume or HIGH SCHOOL BRAG SHEET.

_____ Provide your GPA, weighted and unweighted, and class rank if you desire.

_____ If the college requires a specific recommendation form for the teacher, it must be submitted to the teacher **with all information completed in black ink or typed EXCEPT** for the teacher comments.

_____ If an online recommendation is an option, the student must provide the teacher with the password information needed to complete the recommendation online. Sometimes your social security number or student ID (the # provided to the student by the college) is needed.

_____ If a college requires a Secondary Report Form from the counselor, make sure to complete the student portion of the form before submitting to your counselor.

_____ Submit your recommendation letters with your application/scholarship packet. Students are responsible for mailing recommendation letters that are not sent with the application packet.

_____ Write a **thank you note** to the teachers who take their time to recommend you!

Allow a minimum of 3 weeks for the teacher to complete the recommendation letter. Check back with the teachers within a couple days to see if they have everything they need from you in order to write a good recommendation.

TIPS: Consider your future major when seeking subject specific recommendations. For example, if you are going to major in science, ask a math and a science teacher for recommendations. If you will pursue humanities, you might ask a social studies, world language, or English teacher. If you are not sure if a teacher will write you a good recommendation, then don't ask them!

SEE YOUR COUNSELOR FOR ANY QUESTIONS