



Baldwin High School Counseling Department Guide to Recommendation Letters

Seniors: Many colleges, trade schools, and employers will request at least one letter of recommendation as a part of your application. Students should complete the following steps to request a letter of recommendation.

1. Find out if your post-secondary institution requires a recommendation or reference letter. Check the school's/employer's website. Colleges and trade schools will typically have this information under their Admissions web pages.
2. Some colleges will require a Secondary School Report Form as part of the recommendation. Check the school's admission page or the recommender section of the application to find this information.
3. Ask the appropriate recommender (in-person, if possible) if he/she would be willing to write you a letter. Sometimes post-secondary institutions require a letter from a specific person (i.e. a teacher, coach, or previous supervisor).
4. Be sure to give your recommenders enough notice to write you a thorough recommendation. Ask as soon as possible or AT LEAST three weeks before the deadline.
5. Share how the recommender is to submit his/her letter (i.e. upload directly to Common App or school's website OR send via USPS mail with your official transcript). Letters for the counselor should be given by the teacher directly to the counselor in person or by email.
 - a. Electronic Submission: If the recommendation letter is to be submitted electronically, students should add the recommender's contact information (email address) to the application where appropriate.
 - b. Counselor: If the school counselor should submit the recommendation, please ask your recommender to send or provide a hard copy of the letter in advance of the college/post-secondary due date. Students should notify their school counselor how the recommendation should be sent on the transcript request form.
6. Write a thank you note or email to your recommender.

Recommendation Letter from Your School Counselor: If your post-secondary institution requires a letter of recommendation from your school counselor, please complete the Counselor Recommendation Letter form and turn it in to your school counselor. This form can be found on the website and on the Senior Counseling Canvas page. Recommendation letter requests are due at least two weeks prior to the admission deadline.

***Students should waive their right to view the recommendations if given the option by the college/post-secondary institution.*

