

# REQUESTING RECOMMENDATION LETTERS

*from NRCA teachers and staff as well  
as people outside of NRCA*

*Mrs. Susan Etheridge*

Director of Academic Advising  
North Raleigh Christian Academy

# FIRST THINGS TO KNOW

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- Recommendation letters are more important than ever.
- Most colleges require one teacher letter of recommendation. Some require two or three. Some accept as optional but not required.
- The same letter(s) will be sent to all colleges that require a letter and you don't need a separate letter for each application.
- Start with one or two teacher requests. More may be added later if needed.
- You can check the college's website, SCOIR and Common App to find out how many teacher letters are required. These will not be accurate until late summer/early August.



# WHEN TO START

- You may start requesting letters in spring of junior year, or you can wait until the beginning of senior year
- What are the benefits to beginning in spring of junior year?
  - Junior year teachers know you best
  - You need to request IN PERSON
  - Gives recommenders more time
  - Checks this off your To Do list. Senior year is busy!





# HOW TO CHOOSE

## **Choose a person...**

- with whom you have a positive relationship
- who can speak highly as to your classroom performance and engagement, character, work ethic, academic interests, etc.
- who teaches a subject in your area of interest (if possible)

# UNDERSTANDING DEADLINES

- Letters are due to the college approximately 2 weeks after the application is DUE
- You will put the **application** due date on your form and we ask the teacher to have letter finished and uploaded by your earliest application due date.
- The letter does not have to be sent at the same time you submit the application.
- Example: If Application is due November 1, the letter will be due around November 15. Even if you submit the application on October 1, you will still give the teacher the due date of NOVEMBER 1.
- Do not push the teacher to complete the letter! If they do not complete by November 1 (most will), you can remind them gently on that day, and they still have about 2 weeks before it is due.

# OTHER NOTES

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- All letters will be added to SCOIR and sent to the colleges through this portal.
- You will not be able to view the letter in SCOIR.
- You can see in SCOIR if the letter has been uploaded and sent.
- You need to agree to both the FERPA waiver and release in SCOIR before a letter will be sent to a college. This is found on your profile page.
- Mrs. Etheridge will send the required letters to each college in your “Applied” column
- SCOIR indicates how many and what type of letters are needed
- Show appreciation for the letter!
  - Give accurate due date
  - Do not be pushy
  - Write a Thank You note
  - Follow up—let them know if you were accepted



# THE PROCESS

# PROCESS FOR REQUESTING LETTERS FROM NRCA TEACHERS

- ✓ Talk to the teacher **in person** and request a letter
- ✓ If the teacher agrees, he or she will give you a form to complete. **Forms will come from the teacher only!**
- ✓ After completing the form, ask teacher to sign it.

Note: The teacher may give you an additional form/survey to help them write the letter

- ✓ Bring the **signed** form to Mrs. Etheridge (or email it)
- ✓ Request the letter in SCOIR by going to My Colleges/Application Documents

<https://scoir.helpdocs.io/article/8a5m6p2fd4-requesting-teacher-recommendations>

- ✓ Mrs. Etheridge will approve your request in SCOIR, initiating an email to the teacher.
- ✓ Teacher will receive request through SCOIR and upload a letter by the due date.





# REQUESTING LETTERS FOR SCHOLARSHIPS

- If requesting a letter for a scholarship or athletics, or anything else besides college from a teacher, the previous process does not apply.
- Most scholarship sites will ask you to enter the teacher's email address. The teacher will receive a link to upload a letter.
- TALK to the teacher first to be certain they are ok with writing/uploading this letter. That is the polite thing to do!

# COUNSELOR LETTER REQUEST

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There will be a survey for you to complete in SCOIR.

You will receive a notification from SCOIR that the survey is available—usually late summer/early August

By completing that survey, you are requesting a letter and that is all you need to do.

The survey should be filled out thoroughly with as much information as possible for the best letter to be written.



# REQUESTING LETTERS FROM OTHER PEOPLE

If requesting a letter from an NRCA coach, non-instructional staff member, former teacher at another school, an employer, or other non-NRCA person, follow this procedure:

- Ask them if they are willing to write a letter for you.
- If so, give them the deadline that your earliest application is due.
- Ask them to write the letter, save as a PDF, and email it to Mrs. Etheridge.



A close-up photograph of a hand holding a large, three-dimensional '@' symbol made of cardboard. The symbol is positioned on a light-colored wooden surface. The background is softly blurred, showing hints of a desk environment with papers and other objects.

# HOW TO COMPLETE THE RECOMMENDERS SECTION IN THE COMMON APP

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- When filling out the Common App, do NOT include teacher or counselor email address in the recommendations section (It is ok to put names). All recommendations will be done through SCOIR.
- If teachers receive a request through Common App, they will ignore it (same for Counselor Recommendation)
- See *SCOIR Guide to Completing Recommenders Section* for details.



# VERY IMPORTANT STEP

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- After you submit an application to a college, immediately move it to the Applied column in SCOIR. This alerts me to send your letter(s), transcripts, etc. to that college.

