

REQUESTING RECOMMENDATION LETTERS

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

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FIRST THINGS TO KNOW

- 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. This info may not be accurate until late summer/early August of your senior year.



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)

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.
 - ✓ 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
 - ✓ 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.

Request for Teacher Recommendation

Step 1

Fill in this form, have it signed by the teacher, submit it to Mrs. Etheridge.

Get form directly from the teacher after he or she agrees to write your letter.

Process

- Fill out this form and have it signed by the teacher. It is fine if the information changes later.
- Turn in the form to Mrs. Etheridge, either printed or emailed.
- Request the recommendation letter in SCOIR by going to My Colleges and clicking on the Application Documents box above the chart. Select the teacher, write a quick note and submit.
- The teacher will upload the letter to SCOIR and Mrs. Etheridge will send it to colleges who will accept a letter.
- Do not pressure your teacher to finish the letter. Letters are typically due about 2 weeks after the application is due, not at the same time you send it.
- If you need the letter to only go to specific college, communicate directly with Mrs. Etheridge.
- Write a note of thanks and let your teacher know the results!

Student Name _____ Date _____

I would like to request a recommendation from _____ (teacher/staff name).

COLLEGE	NUMBER OF LETTERS ACCEPTED	APPLICATION DUE DATE

What is your EARLIEST application DEADLINE? _____

Why have you selected this teacher to write your letter of recommendation?

TO BE COMPLETED BY THE TEACHER

I agree to write a Letter of Recommendation for _____ and

upload it to SCOIR by _____ (deadline of student's earliest application above).

Teacher Signature: _____

Find this info on Common App or the college's website

This is the deadline your teacher will use to determine when his or her letter is due.

Step 2: Request the Letter in SCOIR

[SCOIR: Requesting Letters of Recommendation](#)

UNDERSTANDING DEADLINES

- Letters are typically due to the college approximately 2 weeks after the application is DUE if the college has an application deadline. If you apply earlier, they will not review your application until the deadline passes, so there is no need for the letter to be sent at the same time as the application.
- 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.
- If you apply to a college that accepts “rolling” applications, they will review once they receive all materials.

OTHER NOTES



- 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



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

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 hand holding a pen over a desk with a large cardboard '@' symbol.

HOW TO COMPLETE THE RECOMMENDERS SECTION IN THE COMMON APP

- When filling out the Common App Recommended section, do NOT include teacher or counselor email address (It is ok to put names). All recommendations for college applications 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

- 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.

