

# How to Request Letters of Recommendation

## What if I need a counselor recommendation?

- All college recommendations are to be submitted electronically through either the Common Application, Send Edu, or the college's preferred online portal.
- Enter your counselor's name and email address (verify you entered the correct address)
- Recommendation Forms for scholarships or other institutions which are not available electronically should be printed out. The student should complete/sign the necessary sections as indicated.



## Go to the Class of 2015 Quick Link [www.mycentennialcounseling.com](http://www.mycentennialcounseling.com)

- Complete both the Student and Parent portions of the CHS Senior Profile.
- Save and email to your counselor or print out a copy to attach to your recommendation request card you will submit.



## Fill out a Counselor Recommendation Request form in the counseling office.

- Indicate on the card your deadline and which electronic recommendation portal the counselor should receive your online request from.



**Give your counselor at least 10 school days complete recommendations.**



*Requests for counselor recommendations and transcripts for applications with a deadline which falls between December 15<sup>th</sup> and January 5<sup>th</sup> must be submitted by Dec 12<sup>th</sup> to ensure on time delivery.*

# How do I request a teacher recommendation?

**Ask your selected teacher(s) in advance if they will write a recommendation on your behalf**



**Provide them with a copy of your Senior Profile and/or resume**

- All college recommendations are to be submitted electronically through either the Common Application, Send Edu, or the college's preferred online portal. Enter your teacher's name and email address (verify you entered the correct address)

**Allow your teacher plenty of time to complete your recommendation – at least 10 school days**

