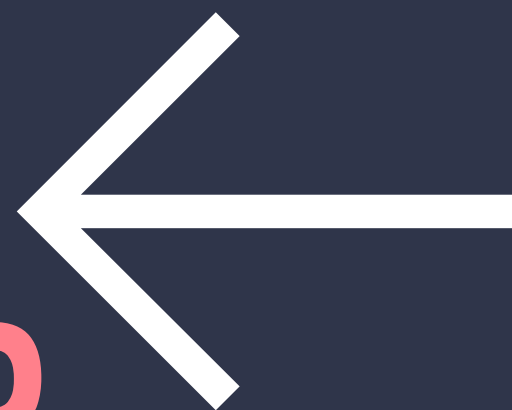


**ARE YOU APPLYING TO  
SUMMER PROGRAMS  
OR OTHER  
EXPERIENCES THAT  
REQUIRE A TEACHER OR  
A COUNSELOR LETTER  
OF RECOMMENDATION?**



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**IA EAST HAS A LETTER OF  
RECOMMENDATION POLICY TO  
ENSURE THAT TEACHERS AND  
COUNSELORS HAVE ADEQUATE  
TIME TO WRITE YOU THE BEST  
LETTER OF RECOMMENDATION  
POSSIBLE & HAVE ALL THE  
INFORMATION NECESSARY TO  
HELP YOU SUCCEED IN YOUR  
APPLICATIONS!**

**DO YOU NEED A  
COUNSELOR LETTER OF  
RECOMMENDATION OR A  
TRANSCRIPT FOR A  
PROGRAM?**



**HERE'S WHAT YOU DO...**

- COMPLETE THE VIRTUAL ROUTER FORM AT LEAST 15 SCHOOL DAYS PRIOR TO THE DEADLINE
- ANY RECOMMENDATION FORMS NEED TO BE SENT AT LEAST 15 SCHOOL DAYS PRIOR TO THE DEADLINE AS WELL.

[HTTPS://FORMS.GLE/WWAGQ4WC2SHWXHBD7](https://forms.gle/wwagq4wc2shwxhbd7)

FILLING THIS OUT TELLS US...

- WHAT WE NEED TO SEND
- THE DEADLINE
- WHERE WE SEND IT

IF YOU NEED A LETTER OF  
RECOMMENDATION... PLEASE  
ALSO COMPLETE OUR  
QUESTIONNAIRE FOR A  
SUMMER PROGRAM LETTER  
OF RECOMMENDATION

[HTTPS://FORMS.GLE/4SKSAQ  
Z38GUH7JOT9](https://forms.gle/4SKSAQZ38GUH7JOT9)



**DO YOU NEED  
A TEACHER  
LETTER OF  
REC?**


EMAIL THEM AT  
LEAST **15 SCHOOL  
DAYS** IN ADVANCE  
OF THE DEADLINE  
ASKING FOR A  
LETTER OF  
RECOMMENDATION  
AND STATE WHAT  
IT'S FOR

EXAMPLE:

"GOOD AFTERNOON MS. BESKI! I AM CURRENTLY APPLYING TO \_\_\_\_\_ SUMMER PROGRAM AND IT REQUIRES A TEACHER LETTER OF RECOMMENDATION. I ENJOY MATH AND BELIEVE THAT MY ATTITUDE DURING YOUR CLASS IS A GOOD REPRESENTATION OF WHO I AM AS A STUDENT. WOULD YOU BE WILLING TO WRITE ME A LETTER OF RECOMMENDATION FOR THIS PROGRAM? THANK YOU SO MUCH FOR YOUR CONSIDERATION.

SINCERELY, MS. PHELPS"

# TIP!



Make sure to include a question mark (?), so it is a question, not an order!



AFTER YOU SEND AN EMAIL, PLEASE FOLLOW UP WITH THE TEACHER DURING THEIR NEXT OFFICE HOURS TO DISCUSS IT WITH THEM FURTHER AND REITERATE YOUR REQUEST IN PERSON – USE RESPECTFUL COMMUNICATION SKILLS!



# TIPS!

- IF YOU ARE FILLING OUT AN APPLICATION AND IT ASKS FOR A TEACHER OR A COUNSELOR EMAIL ADDRESS, PLEASE MAKE SURE YOU ARE ASKING PRIOR TO FILLING IN THEIR INFORMATION, OTHERWISE, IT WILL SEND THE RECOMMENDATION REQUEST EMAIL BEFORE YOU HAVE THE OPPORTUNITY TO FOLLOW THESE STEPS, WHICH IS NOT THE BEST OR MOST RESPECTFUL PRACTICE.
- SENDING 1 KIND EMAIL REMINDER A FEW DAYS BEFORE THE DEADLINE IS HELPFUL AND ENCOURAGED! THIS IS A GOOD POINT TO ASK IF THERE'S ANYTHING ELSE THEY NEED FROM YOU.
- MAKE SURE TO THANK YOUR RECOMMENDER AND FOLLOW UP LETTING THEM KNOW YOUR SUMMER PLANS!



HAPPY APPLYING! save for later

