

How To: Request a COUNSELOR Letter of Recommendation

Step 1:

- ⇒ Complete your [Senior Brag Sheet](#) and submit your TYPED responses to your assigned counselor via email or print/deliver no later than **September 15**. ***Counselors will not write you a letter without a Senior Brag Sheet!***
- ⇒ You may also submit a resume or any other information that you would like shared in your letter. More information about you = a quality letter.

Step 2:

- ⇒ Officially request a Counselor LOR by completing this form: www.bit.ly/miltonLOR25
- ⇒ Counselors will **begin** writing letters on **September 1**.
- ⇒ Counselors require at least **10 SCHOOL DAYS** to write/upload your letter. **Pay attention to your deadlines!**

Sending Transcripts:

- ⇒ Counselors will send transcripts through your application platform (Common App, Coalition, GaFutures, Common Black App). **Add your assigned counselor to your portal** and we will receive an email where we can access your account and upload materials.
- ⇒ If you apply **direct to the institution** (college website), you can request a transcript via ScribOrder: [Fulton County Schools Transcripts and Records Requests \(scriborder.com\)](http://FultonCountySchoolsTranscriptsandRecordsRequests.scriborder.com)
- ⇒ You can also use ScribOrder for any other reason, such as driver's permits, scholarship applications, etc.

Reach out to your assigned counselor if you have any further questions.

How To: Request a TEACHER Letter of Recommendation

Identify Your Recommender(s):

1. Choose up to **two** teachers who know you well, based on your academics or extracurriculars. Be aware of how well teachers may know you if you take a virtual class with them. They may not know you well enough to write a letter.
2. Ask the teacher **in person** to write a letter for you. If in person is not an option, send a personal email to the teacher. Be sure to request your letter at least **10 SCHOOL DAYS** before your application due date.

After Your Recommender(s) Agree To Write Your Letter:

1. Provide a copy of your senior brag sheet or resume to assist him/her in writing your letter. A teacher may ask you to provide **additional information** to help write a quality letter.
2. Provide the teacher with a list of all schools you want your letter sent to in addition to the application due dates. ***The due dates you give your teachers must line up with the due dates in your application portal.***

Reminders:

- ⇒ Many of the same teachers are asked to write letters each year, and some may reach a capacity to the number of letters they can write in addition to their other responsibilities. **Ask early and have a backup plan if one of your top two teachers cannot write you a letter!**
- ⇒ Teachers and Counselors may be given a deadline later than the application deadline to submit your materials.
- ⇒ Teachers want to support you in your college goals and are happy to help you! However, teachers are NOT required to write letters and may decline your request due to time limitations, limited knowledge of you, etc.
- ⇒ Teachers always appreciate a **thank you** and love to hear the outcome of your admissions/scholarship; let them know if you're accepted!