Jordan High School

Letter of Recommendation Request Process

Students: The following steps must be completed to successfully request a Letter of Recommendation from a teacher at Jordan High School.

Required Steps

Step	Action	Details
1	**Speak with Your Teacher**	Have an in-person conversation with the teacher from whom you will be requesting a Letter of Recommendation. This professional courtesy allows the teacher to confirm their availability and willingness to write a recommendation on your behalf.
2	**Complete the Letter of Recommendation Request Form**	Complete the Letter of Recommendation Request Form at: **Letter of Recommendation Request-Class of 2027 - Fill out form**
3	**Submit Your Request Through SchooLinks**	Complete the recommendation request process in SchooLinks so that your teachers receive the notification and can upload their Letters of Recommendation directly to your college applications.

Important Information

- Students may request up to five teacher Letters of Recommendation through this process.
- Only one submission of the Letter of Recommendation Request Form will be accepted. Please ensure that all requested teachers are included before submitting your form.
- This process is intended only for college application Letters of Recommendation.
- Scholarship recommendation requests are not included in this process and must be requested directly from teachers, counselors, or other recommenders outside of the JHS Letter of Recommendation Request process.
- If you are applying through Common App, you will need a counselor Letter of Recommendation. Through this process, you may request a recommendation from your counselor and up to five additional teachers. The first seven names listed alphabetically on the request form are the Jordan High School counselors.
- Please allow adequate time for teachers and counselors to complete recommendation letters, especially during peak application periods. We recommend submitting requests at least two weeks before any application deadline.

Thank you for following this process and for providing teachers and counselors sufficient time to support your college application goals. We wish you the best in your post-secondary planning and future endeavors.