

Need a Letter of Recommendation?

A Step-by-Step Guide for Seniors

Getting a letter of recommendation from your counselor is a straightforward process, but it requires some planning. Follow these steps to ensure your letter is submitted on time!

1. Reach Out To Your Counselor (After August 1st)

Email or message your counselor through Schoology after August 1st to request your letter of recommendation.

2. Check Your Email and Complete Your Brag Sheet

Your counselor will send you a "Student Brag Sheet" to complete. This request will arrive in your email from **CollegeVine**. Once you fill out and submit this brag sheet, your counselor will begin writing your letter.

3. Plan Ahead (3-Week Rule)

Be highly aware of your college deadlines. You must allow a minimum of **three weeks** for processing from the exact date you submit your brag sheet.

4. Check College Requirements

Colleges handle letters of recommendation differently. Read all application directions carefully and ask questions if you are confused:

- Some colleges require it to be uploaded through Common App.
 - Some colleges require the counselor to upload it directly to a student portal.
 - Some colleges do not want letters of recommendation at all.
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5. Waive Your FERPA Access

When completing your applications, you will want to waive your access (FERPA) to the letter of recommendation. This ensures the integrity and confidentiality of the letter, which admissions offices strongly prefer.

Cypress Woods High School Counseling Department

Have questions? Message your counselor through Schoology.

