xello

How to request a recommendation letter

Use Xello to ask a teacher, coach, or other adult to write a recommendation letter for your college applications.

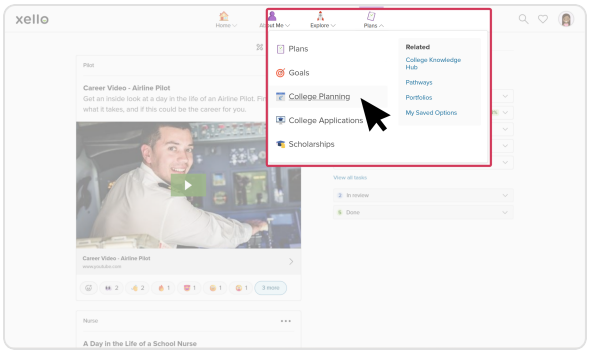
Send a request

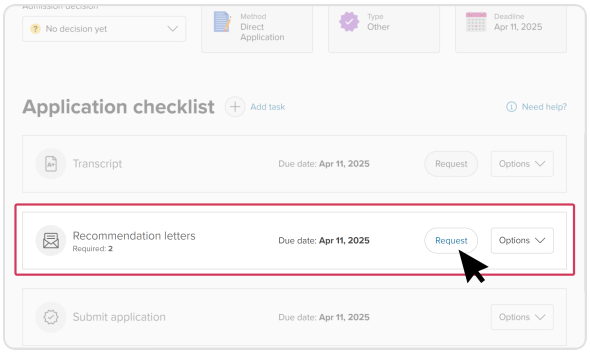
You'll use the **College Planning** tool and **Application tracker** to make the request.

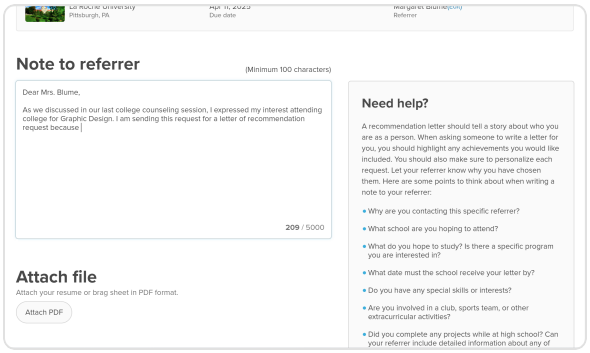
Note: Make sure you've already created an application tracker for the college you want to request a letter for. If you haven't created one yet, from the **College Planning** page, click **Create new application** and follow the prompts.

To send a request:

1. In your Xello account, go to **College Planning**. You can get here by opening **Plans** and clicking **College Planning.**.
2. Click on the college you'd like to request a recommendation letter for.
3. You'll see the list of tasks you need to complete for the application under **Application checklist**. Look for **Recommendation letters**.
4. Click **Request**. The next page will be a list of educators at your school.
5. Find the educator you want to request a letter from. If you don't see them listed, or they're from outside your school, enter their name and email address.
6. Write a personal note explaining why you're reaching out to them. Check out the **Need help?** section for tips and ideas on what you can write.
7. Click **Send**.
   - The referrer will get a notification that you've sent this request.







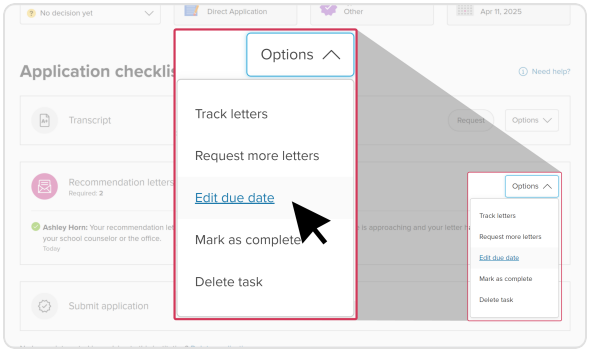
How to request a recommendation letter

Edit the due date on a request

Your request will include a due date based on when your application deadline is, but you can change the date to request it earlier and to make it easier to track your tasks.

To change the due date on the request:

1. Go to the application tracker of the college with the request.
2. In the **Application checklist**, find **Recommendation letters**.
3. Click **Options**, and select **Edit due date**.
4. Enter the date and click **Save**.
    - The due date will be updated in your application tracker and also for the referrer you sent the request to.



Track the progress of your request

You can check back in on the progress of your request. You'll be able to see the following statuses:

- When your request was sent
- When your referrer sent the letter to your high school
- When your high school delivered the letter to the college
- When the letter was downloaded by the college
- If the due date passed

To track the progress of your request:

1. Go to the application tracker of the college with the request.
2. In the **Application checklist**, find **Recommendation letters**.
3. Click **Options**, and select **Track letters**.

