

How to Request a Counselor Letter of Recommendation

Remember, if you are applying using the Common Application (you've applied and ordered a transcript), it is an automatic letter request and your counselor already knows.

If you are applying to a **NON Common App School or a SCHOLARSHIP**, you need to complete the blue Counselor Letter of Recommendation Request form located in the 4th floor Admin Office on the bookshelf.

Place in Counselor's Box when done.

