



Letters of Recommendation

(LOR's)

TEACHERS

- As you determine the need for letters of recommendation, ask two of your teachers to write a recommendation for you.
- Give each teacher a copy of the completed Teacher Letter of Recommendation (LOR) Form.
- Provide the teachers with your current resume.
- The teacher's recommendation will be completed online unless otherwise specified by the school.
- Provide a list of the colleges and their deadlines. Indicate on this list if they should be online or mail, along with email addresses.
- If your schools require letters be sent by mail, provide a stamped, addressed envelope for each college.
- If mail, provide the teacher recommendation form, with the student section completed and signed. The teacher will send the letter directly to the school.
- Teachers are not required to write recommendation letters! Ask politely, allow plenty of time, and be sure to share your admissions results with them!

COUNSELORS

- State Universities in Texas do not have a Counselor Form. They do not require a counselor recommendation.
- Every student must submit a folder to the counselor containing a list of colleges needing a letter and their deadlines, and updated resumes.
- If the letter needs to be mailed, the folder must also contain a stamped, addressed envelope.
- Take this counselor folder to the counselors' office by the Mailing Schedule deadline.
- Your alpha counselor must have your Naviance Survey and resume on file in order to write a recommendation.

Schedule for Counselor and Teacher Recommendation Letters

- A **minimum of 10 school days** must be allowed for SHS administration & faculty to complete their recommendations for you. *If you turn in your folders/requests after the deadline below, the counselor and teachers are NOT required to meet the college deadlines and will submit recommendations in the order received.*
- Carefully note application deadlines.
- Note deadlines on this chart for counselors and teachers.
- **Transcripts** are not processed on demand. The registrar requires a 48-hour turn-around, and it takes longer during peak deadlines. Holiday breaks and semester exams require EARLIER DEADLINES and are underlined and noted with an *.
- Remember that SCHOLARSHIP REQUEST DEADLINES follow this same mailing schedule.
- Folders are filed by the order in which they are received and according to the **actual College Deadline Date**.
- The counselor will meet all deadlines if your folder is turned in according to this submission schedule. This is our guarantee to you!
- If your materials are submitted late, your forms will be prepared and sent ASAP.

DEADLINE DESIGNATED REQUEST DUE TO WILL SUBMIT/MAIL BY: BY THE COLLEGE: COUNSELOR/TEACHER:

<u>College Deadline:</u>	<u>Request due to Counselor/Teacher</u>	<u>Will submit/mail by:</u>
October 1	September 4	September 18
October 15	September 18	October 2
November 1	October 4	October 18
November 1	October 18	November 1
December 1	November 3 *	November 17
December 15	November 17	December 1
*January 1	December 1	December 15
January 15	December 15	January 5
February 1	January 4	January 18
February 15	January 18	February 1
March 1	February 1	February 15
March 15	February 15	March 1
April 1	March 5	March 19
April 15	March 19	April 2

*Extra