Student Instructions for
FCHS Letters of Recommendation

1. *Please limit requests for letters to one or two teachers who know you well. Most colleges will accept only one or two letters of recommendation. Colleges sometimes require recommendation letters from counselors as well. Check with each institution for specifics.*

2. *Please ask your teacher/counselor in person if they'd be willing to write a letter for you. Be sure to clearly communicate what you need and when you need it. If in-person contact is not possible, an email inquiry will suffice. Remember -- you're asking them for a favor!*

3. **Please allow your recommender at least two weeks** *to write a letter for you. Your deadlines are your responsibility.*

4. *Fill out the* ***FCHS Academic Profile for Letters of Recommendation*** *for whoever is writing a letter for you. The profile provides the in-depth information your recommender needs to craft a meaningful letter. Find the form on the FCHS Student Services website or request it from Mr. Huelle in the Career Center: chuelle@psdschools.org*

   Some teachers prefer to use their own forms. Please check with them first.

5. *Optional but helpful: Provide your recommender with a copy of your resumé.*

6. *Optional but helpful: Provide an unofficial transcript, available at no charge from Mr. Huelle in the Career Center: chuelle@psdschools.org*

7. *Letters of Recommendation at Collins are considered confidential (which is preferred by colleges). Teachers may elect to give you a copy of your letter as a courtesy, but they are not required to do so. Teachers will submit their recommendations directly to your colleges.*

   On-line college applications (including the Common Application) will ask for the names and email addresses of your recommenders. Admissions offices will then send them a direct link to allow them to upload letters and fill out any required forms.

   Electronic letters are preferred by colleges and universities. Please encourage your recommenders to use the links they are sent. Paper submissions are still accepted but can significantly delay the processing of your application.

8. *Students are responsible for asking teachers and counselors for letters of recommendation and for following up on requests as necessary.*

Carson Huelle is in the College & Career Center can help with any problems: chuelle@psdschools.org