

HOW TO REQUEST A RECOMMENDATION LETTER, COLLEGE FORM COMPLETION OR OFFICIAL TRANSCRIPT

Most college applications require form completion by the high school, official transcripts to be sent and often a recommendation letter. Here are the steps to take.

1. Complete a "Letter of Recommendation Form for Seniors." You may get this from the Counseling Secretary in the Business Office or from the Sprague web site>Counseling/CIS.
2. Bring the completed form and copies of the college forms (often a Common Application) to the Counseling Secretary in the Business Office. She will give the information to your counselor to complete. **WE MUST HAVE AT LEAST 2 WEEKS FOR ANY RECOMMENDATION LETTER OR FORM COMPLETION.** Be sure to check when you need the forms back and allow enough time! If you need only short comments, or we have previously written a letter for you, please allow at least one week. Attach a resume and any additional information regarding your activities that might be helpful.
3. Order an "Official Transcript" from the Counseling Secretary in the Business Office. It will cost \$1.00 per transcript. Order as many as you need.
4. When your letter and the forms are completed by your counselor, we will give them **to you** in a sealed envelope, for you to mail. Do not open the envelope.
5. Be sure to mail the forms by the deadline. Deadlines vary by college.
6. Give the Counseling Secretary the forms required to send your end-of-semester transcript and also your end-of-year transcript. We will do these from the office.
7. We are unable to do the Common Application online. However, teachers are able to submit their letters that way. Teachers may have different forms for you to fill out to provide information to them. Teachers who know you well are the best ones to ask for a recommendation letter!