



# REQUESTING LETTERS OF RECOMMENDATION

1Link --> Clever --> SchoolLinks

1

- Ask the teacher/counselor face to face
- Create resume or brag sheet

2

- Add the school(s) you have already applied to, to your Application List (Colleges -> College Applications)

3

- Click on the college you want to request for. If the school requires LOR, there will be a **+Request Teacher Evalustion** – click this.

4

- Choose **General** (unless you only want the letter to go to one school from that specific teacher you will be choosing.
- **Choose Your Teacher**

5

- Write and email in the box making your request
- Click Submit Request

Teachers/Counselors have 5-10 business days to complete these from the date you submit your request. Please be mindful of their time and your deadlines.