

REQUESTING LETTERS OF RECOMMENDATIONS IN SCHOOLINKS



- Please give recommenders at least 3 weeks to write letter of recs.
- Ask recommenders who know you well enough to highlight your strengths.
- Remember: quality letters take time, and our timeline has no exceptions.

1

- **Mandatory:** Complete your Brag Sheet in SchoolLinks (College --> College Applications--> Complete brag sheet)
 - This helps staff to write thorough, individualized letters.
 - If your recommenders can't see your responses, you can download it & share with them.
- Ask the staff member face to face

2

- Add the school(s) you have **already submitted**. (College --> College Applications--> Add application)
 - Be sure you've submitted your application because letters send automatically and need an application to attach to.

3

- Select the pencil icon next to the college.
 - If it requires letters of recommendations, click **+Add Recommender**
 - If its optional, it will say **+Request Teacher Recommendation**

4

- **Choose General**
 - Only choose College-Specific if you only want the letter to go to one specific school.
- Choose your staff member
 - For anyone outside FBISD, click **Add them manually**

5

- Write an email in the box making your request.
- Click **Add Recommender**