

Letter of Recommendation Request for College Application

- 1) Ask your recommender in person if they would be willing to write you a letter of recommendation.

Things to consider before asking for a letter:

- a. **Does the college require a letter of recommendation?**
 - b. **How well does this recommender know you?** Bonus if they teach a subject related to your potential major or if it was a rigorous course.
 - c. **When do you need your letter of recommendation?** (Your recommender will need at least 2-3 weeks to write a good letter).
- 2) **Complete** the [Letter of Recommendation Student Information Sheet](#) and **share** with your recommender **(INCLUDING your counselor if you need a counselor rec.)**

- Are you applying through the Common App?
 - * If your teacher is at BHS, request in Scoir.
 - * If you are asking a teacher who does not work at Blaine High School, you will request them as an "Other Recommender" in the common app. [See here.](#)

- 3) Request the Letter in Scoir
 - a) Log into your Scoir account.
 - b) Go to the **My Colleges** page.



- c) Click **Application Documents** button to open the **Application Documents** window and then click the **Request a Recommendation** button.



Teacher Recommendation Status

TEACHER	STATUS	ACTIONS
Art Teacher	Created Aug 18, 2020	
Susan Teacher	Created May 17, 2021	


[Request a Recommendation](#)
[Close](#)

- d) Search for your teacher recommender by typing their last name in the 'Teacher' box.
If the person you are requesting to write a recommendation for you is not in your high school as staff, they will not show up as an option and you will need to contact your Counselor or Career & College Specialist.
 - e) Specify whether or not you'd like the recommendation to be for a specific college.**We recommend general recommendations as they can be sent to multiple colleges.**
 - f) Compose the request by editing the Subject and Message. Once finished, click **Send**.
- 4) Follow-up with your recommender to be sure they have received your Letter of Recommendation form and the request in Scoir.
 - 5) Thank your recommender. This can be done by email or a handwritten note.

The screenshot shows the Scoir website with the 'My Colleges' tab selected. The main content area displays a 'Welcome to Your Scoir Account' message and a survey titled 'First Generation Student?'. The survey asks if the user is a first-generation student (neither parent nor guardian has received a 4-year college degree) and provides 'Yes' and 'No' radio button options. Below the survey, there are sections for 'Visits & Deadlines', 'Upcoming Visits & Office Hours', 'Surveys', and 'Links', each with a 'Show' button and a dropdown arrow.