

Counselor or CCC Coordinator Authorization for Teacher LOR

Attention: Teacher(s)

I have met with the student listed below and have reviewed their college application requirements. This student needs _____ letter(s) of recommendation from a core teacher(s) (including World Language). This letter should come from a teacher(s) they have had in their Junior or Senior year. This student is asking you to write a letter for them. You are under no obligation to write a letter but by writing one, you would be doing this student a favor. If you agree, the student must:

- Give you at least two weeks' notice in advance of their first deadline
- Invite you to write the letter through Xello which will then be auto-uploaded to their Common App or institutional application.

Student Name _____ Date of first deadline _____

Teacher Letter #1 Name _____

Teacher Letter #2 Name _____

Counselor/CCC Signature _____

Date _____

This form simply needs to be presented to the teacher(s). It need not be kept or returned. It is merely to provide evidence to the teacher that the school counselor has reviewed the student's college applications and has verified the required number of LOR the student needs.

Students should return this to their school counselor to pick up a new form if the teacher is unable to write a letter.

