



Protocol for Requesting Recommendations

Whether you are asking teachers or your counselor to write a letter of recommendation for you, the following procedures should ease the process:

1. Read the directions on the application. What kind of recommendation is requested? A character reference? An academic reference? Someone who can present your athletic qualifications, etc.?
2. Based upon the kind of recommendation needed, seek out the person(s) who knows you best and who can write the best letter for you. If the application specifies that only certain individuals may write the letters for you, then you must follow those directions.
3. You will be asked to fill out the Buckeye Central Student Information Sheet to assist the recommender in writing your letter. Return it in a timely manner with the recommendation form. Your parents may also respond to the Parent Questionnaire.
4. Make sure to put identifying information on your recommendation form, i.e., name, address, social security number, etc. Teachers and counselors receive several forms. If your name is not on it, we may not recall who gave it to us. If there is no recommendation form, then give the recommendation writers a copy of the directions for reference.
5. In the case of scholarship recommendations, it is very helpful to give a copy of the criteria for the award, so that the recommendation writers can gear their letters to that criteria. If the recommendation is for college, make sure faculty members know to which college you are applying. This is especially true if you are applying to a specialized program in art, engineering, pre-med, etc.
6. Inform the teachers or counselor of the date the recommendation is due. Specify if it is to be postmarked or received by a certain date. Make sure you allow the recommendation writers at least two weeks to complete your letter. Remember, they are writing several letters and cannot do you justice if you give them a couple of hours or a day in which to write. If you want them to do their best, they need lead time. After a week has passed, ask them if they need any additional information in order to complete your recommendation.

7. Do not expect to be given your recommendation. Teachers and counselors ordinarily do not share that information with you. Just as your transcript is sealed in a Buckeye Central envelope and mailed directly for you, so also are your letters of recommendation.

8. Thank the teachers for their time and effort on your behalf. Let them know the outcome of their letters.

9. If you find, at a later date, that you need another set of recommendations, it is OK to ask the same teachers again. They usually keep copies of the letter they write.