

Springfield High School
RECOMMENDATION LETTER CHECKLIST

TIMELINE

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|----|---|--------------------------|
| 1. | Ask letter writer for recommendation | 2 weeks before deadline |
| 2. | Give writer fact sheet | 2 weeks before deadline |
| 3. | Give writer a friendly reminder of due date | 1 week before deadline |
| 4. | Follow up with letter writer to make sure there are no problems or questions. | 3 days before deadline |
| 5. | Send writer a Thank You Note | 1-2 weeks after deadline |

This is very important - This person just did you a huge favor
and you need to acknowledge that!!!

- * The guidance department has extra fact sheets for you. You need to fill out a fact sheet for EACH recommendation letter you request. The best thing to do would be to fill ONE out completely, except for the name of the scholarship or college, deadline, address, etc. PHOTOCOPY the original as many times as you need to, then all you have to do is to fill out the top part for each different letter.

- * The Recommendation Letter Fact Sheet needs to be filled out carefully and accurately. Please return it (along with any other helpful written information) to your 12th grade guidance dean.