

Request a Recommendation Letter

- Students are able to request a recommendation letter from their counselor or teacher **AFTER** they have attended orientation in the College and Career Center. Orientation happens through Senior English classes during the first 2 weeks of school.
- On August 30, 2018, the forms will be available in the CCC. The request form will need to be completed by the student in our office so that we can keep a record of the request made.

3 GUIDELINES FOR MAKING A REQUEST

- “Brag Sheet” questions in NAVIANCE STUDENT need to be completed by the student and a parent/guardian **BEFORE** making the request.
- The student’s application needs to be submitted to the college **BEFORE** a recommendation letter can be written.
- Our staff requires 15 school days to write and submit your letter on your behalf. Please plan accordingly!



Please only make a request if it is required or highly recommended by the college or scholarship committee. It is the student’s responsibility to know the admissions requirements of each college.

If you have questions please see Mrs. Hollie or Mrs. Gilstrap in the College and Career Center, room 251, or email us at ahollie@conroeisd.net or egilstrap@conroeisd.net.