

Letter of Recommendation Request

Wyner 2021

Name: _____

Timeline

For requests submitted before Labor Day or after Veterans' Day, allow up to two weeks for it to be sent.

If you must submit your request between Labor Day and Veterans' Day, please submit it to a different teacher if possible. If you must submit it to me, allow up to six weeks for it to be sent.

Answer the following questions if it may be helpful for the letter.

What do I know about you that makes me an ideal choice for writing your letter?

Do you have any qualities, experiences, or activities that you think I should focus on in your letter?

Please do the following to submit your request.

Get an unofficial transcript from the office.

Put the transcript, this completed form, any directions not already provided, and anything else you would like to include, in a manila envelope.

Write your name and the submission deadline on the manila envelope.

Hand me the envelope at least two weeks before the submission deadline (six weeks if giving it between Labor Day and Veterans' Day).

Three to five days before deadline, check in by email (ewyner@scottsvalleyusd.org) or in person. Your recommendation may not be sent if you do not do this.