

## Letters of Recommendation Guidelines



***Three letters of recommendation are required to complete your scholarship application. The three letters should replace this page in your scholarship application.***

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- ❖ **“Letters of Recommendation” forms** are available below on the district website or from your counselor. You, the student, fill out these forms with your information to give to the people you ask to write your letter of recommendation.
  
- ❖ **One letter must be from your school:** a coach, teacher, counselor, staff person, etc.
  
- ❖ **Two letters from the community:** an employer, church person, family friend, outside sport coach (recreation) etc. (This may **NOT** be a family member)
  
- ❖ **Only three letters may be submitted!**
  
- ❖ **If you are having a challenge obtaining three letters,** contact the District Scholarship Coordinator
  
- ❖ **Select letters that reflect who you are!**
  
- ❖ **In some cases, you may receive letters of recommendation in a sealed envelope** or the writer may share they will send the letter of recommendation directly to the District Scholarship Coordinator. This is acceptable. Ask the District Scholarship Coordinator if she has received the letter, if sent to her.
  
- ❖ **Letters MUST be one page only and TYPED and MUST include the person’s name, address, and phone number or school letterhead)!!**