How to Handle Letters of Recommendation

DO…

• Remember that all counselor/teacher recommendations are confidential and will be sent directly to the requesting campus. They are not returned to the student, nor seen by the student (department policy).
• Give your recommenders plenty of time to write a letter (3 weeks minimum, 4 weeks is preferred). If a counselor letter is required, recommendation requests are due to your counselor and teacher by Friday, September 15, 2017.
• Provide you recommender with a copy of your Senior Profile.
  o You can access the Senior Profile from the JGHS College Counseling website (Tabs: Students/College & Career/Colleges & Universities/Files & Links “Senior Profile” or on Naviance.
• Clearly communicate due dates for each letter.
• If the college to which you are applying does NOT allow letters to be submitted electronically, you MUST provide stamped addressed envelopes (TWO STAMPS per envelope) with JGHS as the return address: Joseph A. Gregori High School 3701 Pirrone Road Modesto, California 95356
• Waive your confidentiality rights through your Naviance account; failure to do so may give colleges the impression that your recommender did not feel the freedom to comment honestly.
• Seek out teachers who know you on a personal level and ask them if they feel they can write a strong letter of recommendation for you. Ask in person and then through Naviance.

DON’T…

• Forget to double check all your paperwork for completion before submitting to your counselor
• Request a letter of recommendation right before Winter Break that is due during the break or immediately upon return- it will be too late. Teachers and counselors will not be working during Winter Break.
• Drop off or email your Senior Profile and Letter of Recommendation Request without talking to your counselor/teacher
  o Many times there are details that need to be clarified. See your teacher/counselor between classes, during lunch, and before or after school. You may also set up an appointment through email.

The following information may be needed for your college applications and the Common Application.
Save this for your future use.

CEEB Code: 052031

Name: Joseph A. Gregori High School
Address: 3701 Pirrone Road, Modesto, CA 95356
Phone: 209-574-1738 Fax: 209-574-1753