

Letters of Recommendation (LOR)

****Letters of Recommendations (LOR) for the commonapp.org are sent electronically. LOR's for other applications (ie. ApplyTexas or individual college applications) **MAY or MAY NOT** be able to be sent electronically.**

IT IS THE STUDENT'S RESPONSIBILITY TO HAVE A CONVERSATION WITH THE TEACHER OR COUNSELOR THEY ARE REQUESTING A LOR FROM TO HELP FACILITATE THE LOR PROCESS.

****Please allow 2 weeks for teachers/counselors to complete the LOR.**

Students using www.commonapp.org will need Letters of Recommendation (LOR) from teachers and their counselor. Please follow the steps below.

Students using other applications (ie. ApplyTexas) and needing LOR'S for other colleges or scholarships can also follow the same process below.

Step One

- Complete the **Request for LOR Survey** first and then the **Resume** on Family Connection under the "About Me" tab.

Step Two

- Once your www.commonapp.org application is completed, you can request LOR from teachers and counselor via Family Connection under the "Colleges>Colleges I'm Applying To" tab.

The image displays three screenshots of the Family Connection website interface, illustrating the steps to request a Letter of Recommendation (LOR).

- Request for LOR Survey (Step One):** The screenshot shows the "family connection" header with navigation tabs: home, courses, colleges, careers, about me. A red arrow points to the "request for letter of recommendation" link under the "surveys to take:" section.
- Resume (Step One):** The screenshot shows the "family connection" header with navigation tabs: home, courses, colleges, careers, about me. A red arrow points to the "resume" link under the "interesting things about me" section.
- Request LOR (Step Two):** The screenshot shows the "family connection" header with navigation tabs: home, courses, colleges, careers, about me, my plan. A red arrow points to the "Teacher Recommendations" section under the "colleges I'm applying to" area.