

# Recommendation Letter Tracker

A senior-fall tool: every letter from ask to thank-you. Free to copy, print, and share.

**One row per letter, not per person.** The same teacher may submit to four places with four deadlines. Post this somewhere visible and update it weekly through the priority-deadline window (many fall between October 15 and December 1).

| Recommender | College / Scholarship | Deadline | Asked | Packet given | Submitted (confirmed) | Thank-you sent |
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## Weekly Check

- **Confirm receipt in each portal.** Mark “Submitted” only when the college or scholarship shows the letter received, not when it was sent.
- **One week before any deadline with an empty box:** the student sends one short, grateful reminder.
- **Within a week of each submission:** thank-you note goes out (template in this kit).

## Free Resources: No Account, No Cost, No Data Collection

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|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Full recommendation guide for parents        | <a href="https://collegereadyparent.org/reference-request-kit">collegereadyparent.org/reference-request-kit</a> |
| Brag sheet builder (the heart of the packet) | <a href="https://collegereadyparent.org/brag-sheet-builder">collegereadyparent.org/brag-sheet-builder</a>       |

Produced by CollegeReadyParent.org, an independent, parent-built resource. No paywall, no accounts, no lead forms, no student data collection. Sources are cited on every scholarship and state aid page.

Counselors and educators: you may freely copy, print, and distribute this sheet. Questions or corrections: [leo@collegereadyparent.org](mailto:leo@collegereadyparent.org)

*Recommendation processes and requirements vary by school, college, and scholarship. Always confirm the process with your school counselor and each program before deadlines.*