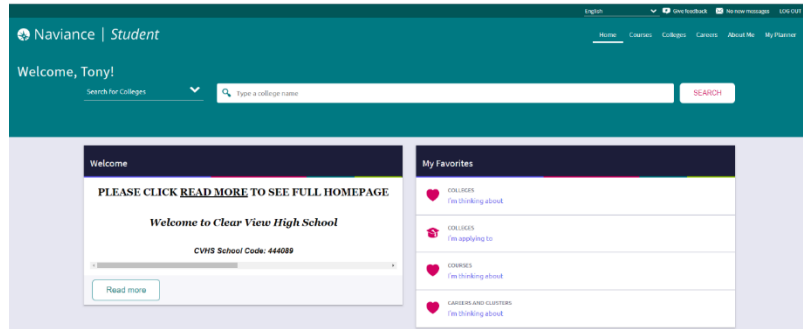


How to Request a Letter of Recommendation for a Scholarship

From a Counselor

1. Log on to student.naviance.com/clearbrookhs
 - ❖ Username: student ID
 - ❖ Password: 8-digit cafeteria pin#



2. To request a **Letter of Recommendation** for a scholarship, click on the **Contact Counselor** link in the far bottom left-hand side of the screen.



3. Complete the Contact Counselor Information:
 - Subject:** Please type **LETTER OF RECOMMENDATION FOR SCHOLARSHIP NEEDED**
 - Message:** Please add a note in the box to indicate you need a letter of recommendation for a scholarship. Be sure to list the name of the scholarship and applicable deadlines.
 Once you have finished entering the information, **make sure you click on Submit.**

Contact Counselor

From
willywolverine@someemail.com

To
Ms. Counselor

Subject
Letter of Recommendation for Scholarship Needed

Message
I would appreciate it if you will write me a letter of recommendation for the Gulf Coast Scholarship. The deadline is 3/1/2019. I will bring you the address information and counselor form for the application. Thanks!

From a Teacher

1. Go to: clearbrook.ccsisd.net
2. Hover on the 'Contact Us' link on the right-hand side of the screen, then click on 'Staff Directory' once it appears.

Home Enrollment Parents Students Photo: **Contact Us** Calendar Community Resources
Staff Directory

3. Select your teacher and click on the teacher's email address.
4. Complete the Send Email Information:
 - a. Subject: Please type Letter of Recommendation for a scholarship
 - b. Your Name: Please type YOUR name here
 - c. Your Email: Please type YOUR email address here
Message: Please add a note in the box to indicate you need a letter of recommendation for a scholarship. Be sure to list the name of the scholarship and applicable deadlines.
 - d. Security Measure: Check the box next to 'I'm not a robot'
 - e. Click SEND EMAIL.

SEND EMAIL

Subject: Letter of recommendation for scholarship

Your Name: Willie Wolverine

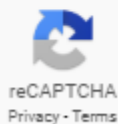
Your Email: williewolverine@someemail.com

Message:

Will you please write a letter of recommendation for me for the Gulf Coast Scholarship. It is due March 1st.
I will bring you the teacher form from the application and and address to mail the letter.
Thank you!

Security Measure

I'm not a robot



Send Email

Cancel