

DLFF Letter of Recommendation Instructions

To apply for a DLFF Scholarship, you must provide two letters of recommendation along with your application. The letter of recommendations are sent electronically through the DLFF Portal.

Under the DLFF Scholarship Request you will see two steps: “Personal Recommendation” and “Principal Recommendation”:

<p>Personal Recommendation</p> <p>Click the open button to request a letter of recommendation from an adult unrelated to you and for whom you've known for at least one year.</p> <p>Please note, your recommendation letter must be submitted via this Portal before you can submit your application.</p> <p>Hard copy or scanned letters of recommendation will not be accepted.</p> <p>When your letter has been received the text "complete" will appear.</p>	Action Required	Open
<p>Principal Recommendation</p> <p>Click the open button to request a letter of recommendation from your current grade school principal (or vice-principal).</p> <p>Please note, your recommendation letter must be submitted via this Portal before you can submit your application.</p> <p>Hard copy or scanned letters of recommendation will not be accepted.</p> <p>When your letter has been received the text "complete" will appear.</p>	Action Required	Open

Step 1: Click the “Open” buttons next to each recommendation type

Step 2: Click the green “+New Request” button to start your request

Click the “New Request” button below to send a request for a personal letter of recommendation. As a reminder, all recommendation letters are due at the time of your application submission. The deadline for the Class of 2025 applications is December 7th, 2020.

Notes:

- (1) The date and time will appear when your request was sent.
- (2) Use the “Remind” button to send an email reminder to the person writing your recommendation.
- (3) A green checkmark and “completed” will appear below when your recommendation letter has been received. Please check back often.

Minimum required: 1 Maximum allowed: 1 Show: [+ New Request](#)

Step 3: Fill out the letter of recommendation request form. DLFF recommends that you ask the person who will write your recommendation before filling out the form. In this way you can ask for their email address and let them know to expect an email from DLFF Scholarship Portal.

When your form is finished press the blue "Send" button to send your request to the person writing your recommendation. Use "Save Draft" if you need to exit the form before completion.

The screenshot shows a web form titled "(untitled)". At the top right, there are buttons for "Delete", "Save Draft", "Send", and "Close". The form contains the following fields and instructions:

- Instructions: "Please complete the fields below to send an electronic request for a personal letter of recommendation. The recommendation should be sent to an adult unrelated to you, whom you have known for at least a year. DLFF recommends that you confirm your personal recommendation prior to sending the request as you will need their email address."
- Field: "Student Name *" with an empty text input box.
- Field: "Student's grade school *" with an empty text input box.
- Field: "Please list the name of the person writing your personal recommendation *" with an empty text input box.
- Field: "What is their email address? *" with an empty text input box.
- Field: "Recommendation Request: *" with a large empty text area.
- Footer text: "Use this space to send a message to the person who you would like to write your recommendation. When this form is complete press 'Send'."

A request will be emailed to the recipient from "DLFF Scholarship Portal" ([no-reply@webportalapp.com](mailto:reply@webportalapp.com)). If the recipient does not receive your request, they should check their spam folders for the message.

After your request is sent your screen will be updated with a timestamp, like this:

The screenshot shows a summary of sent requests. At the top, a message states: "The minimum required requests have been sent. Please check back to ensure they have been completed." Below this, it shows "Minimum required: 1" and "Maximum allowed: 1". There is a "Show:" dropdown menu set to "All" and a "+ New Request" button. A table lists the requests:

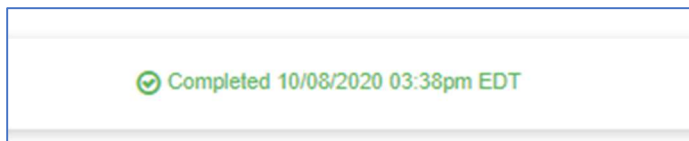
Test	Sent 10/08/2020 06:27pm EDT	Remind	View	Delete
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DLFF recommends you check back in the portal regularly to confirm a letter of recommendation has been sent to the Portal. You can use the "Remind" button to send an auto-email reminder to the person writing your recommendation.

To send a reminder, click the open button for either the recommendation and then click the "Remind" button

This is a close-up of the request list interface. It shows a request from "DLFF Conwell" sent on "11/22/2019 12:24pm EST". The "Remind" button, which includes an envelope icon, is circled in red. Other buttons for "View" and "Delete" are also visible.

When your letter of recommendation has been received your screen will refresh to look like this:



Step 4: Repeat steps 1-3 for the Principal Recommendation

When both letters have been submitted on behalf of the applicant, your Home Page will look like this and you can click the green "Submit" button to send your finished application:

