

Requesting Teacher Letters of Recommendation

1. Ask 2 teachers for letters of recommendation. You should feel the teachers you approach know you well and can speak about your character and your academic abilities. Have an in person conversation with the teachers you ask.
2. Fill out the bottom of this form and hand it to the teacher at the end of your conversation with them.

REQUEST FOR RECOMMENDATION

Student: _____ Counselor: _____

Student email: _____

Course taken with instructor: _____

Special Notes for teacher (extraordinary projects completed, etc.)

Date Requested: _____

For Teacher Use:

_____ Uploaded to Naviance (Must be before October 14th)
_____ CommonApp form completed on Naviance
_____ Reminder: Upload only (will record as "In Progress")
Do NOT hit submit