

RECOMMENDATION REQUEST FORM

****Use this form when you ask a teacher or anyone else to write a letter of recommendation for you. ***

GIVE THE TEACHER A COPY OF YOUR SENIOR PROFILE FORM!

****Remember to allow two weeks for a letter to be completed and submitted to the Guidance Office. Then there may be a two week time before the application is mailed to the college or scholarship organization.***

Student's Name _____ Homeroom _____ Date of request _____

Person/Teacher writing recommendation _____

****Please submit all recommendations to Ms. Petersen or Ms. Seng (circle one)

Thank you for writing a recommendation for me. I am applying to the following colleges/scholarships:

(Please Print)
Name of College/ Scholarship _____

Complete Address

(Please Print)
Name of College/ Scholarship _____

Complete Address

(Please Print)
Name of College/ Scholarship _____

Complete Address

(Please Print)
Name of College/ Scholarship _____

Complete Address

(Student: Be sure to provide additional information when necessary such as the college application section for teacher recommendation, scholarship details/ criteria, etc.)