

GUIDANCE DEPARTMENT

REQUEST FOR COLLEGE RECOMMENDATION LETTER

STUDENT COMPLETES TOP PORTION:

STUDENT'S NAME _____

TEACHER _____

SUBJECT YOU TAUGHT ME _____ FINAL GRADE _____

SPORT/ACTIVITY FOR WHICH YOU WERE MY COACH/MODERATOR _____

SIGNIFICANT EVENT, PROJECT OR LESSON I REMEMBER MOST FROM YOUR CLASS,
ACTIVITY OR SPORT _____

LETTER NEEDED IN GUIDANCE OFFICE BY _____
PLEASE COMPLETE THE COMMON APP TEACHER EVALUATION _____

I AM APPLYING FOR:

EARLY ACTION _____ EARLY DECISION _____ REGULAR DECISION _____

TEACHERS:

The above information is to help you in writing your letter of recommendation for this student. It should describe the student's academic strengths as you have observed them. Please be sure to put the student's LAST NAME in the letter.

1. After you write your letter, please follow the instructions given to you by Don Kachuba to upload the letter into Naviance.
2. Complete the Common App Teacher Evaluation form (if checked above) and upload that into Naviance.
3. Since many schools do not accept electronic submissions, it would be helpful to have a printed, signed letter on school letterhead in the student's file in the Guidance Office.
4. PLEASE: **DO NOT STAPLE DOCUMENTS**—Use paper clips, if necessary.

Your letter is a confidential document and should not be given to the student.