

## 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 \_\_\_\_\_

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#### *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.