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.