

2017-2018 Teacher or Dean Letter of Recommendation Request Form

Directions:

1. Complete the 'Letter of Recommendation Information Form' Do this before approaching the teacher(s) or dean to request a letter. Copies of this form can be found in the dean's office and online.
2. Bring this form to the teacher(s) you wish to ask for a letter. Ask the teacher(s) if they will write a recommendation for you. You should give a teacher at least 2 weeks to write your letter.
3. Together with the teacher(s), agree upon a deadline date for completion of the letter; check the appropriate box below. [*Be sure to check your college application deadlines BEFORE meeting with the teacher.*]
4. Ask the teacher to sign this form next to the chosen deadline.
5. Bring this completed form immediately to the Dean's Office. Give it to your Dean: Ms. Bentancourt (A-Cn), Mr. Reed (Co-Hec), Ms. Blaido (Hed-L), Ms. Malecha (M-Pe), Ms. Shea (Pf-Sr) and Mr. Willemssen (Ss-Z). If your dean is not available, leave the form with student services staff.

Complete the following:

Student Name: _____

Teacher Name: _____

Teacher Name: _____

Please indicate below if you are using the Common Application to apply to any schools.

- No, I am not using the Common Application.
- Yes, I am using the Common Application for one or more colleges.

(If you check 'Yes,' then your teacher must complete the "Common Application Teacher Evaluation" in addition to writing you a letter of recommendation.)

Please check the appropriate box after you and the teacher(s) have discussed and agreed upon a due date:

<u>Letter Due</u>	<u>College Application Deadline</u>	<u>Teacher Signature(s)</u>
<input type="checkbox"/> October 1 to meet college deadline of October 15		_____
<input type="checkbox"/> October 18 to meet college deadline of November 1		_____
<input type="checkbox"/> November 1 to meet college deadline of November 15		_____
<input type="checkbox"/> November 17 to meet college deadline of December 1		_____
<input type="checkbox"/> December 1 to meet college deadline of December 15		_____
<input type="checkbox"/> December 20 to meet college deadline of January 15		_____
<input type="checkbox"/> January 18 to meet college deadline of February 1		_____
<input type="checkbox"/> February 1 to meet college deadline of February 15		_____

Student Signature _____ Date _____

Please **RETURN to STUDENT SERVICES** once you and your teachers have agreed on a due date.