REQUEST FOR LETTERS OF RECOMMENDATION
FROM TEACHERS OR STAFF
(all letters will be submitted electronically)

Please request your letters using this form and also on Naviance:
http://connection.naviance.com/newvista

Today's Date: _____________________________________________
Please allow 15 working days for your letters to be written and uploaded.

Letters are needed by: _______________________________________________________________________
It is the student’s responsibility to check back to verify the letters and forms have been uploaded.

Your Name: _____________________________________________ (PLEASE PRINT LEGIBLY)
Your Advisor: ________________________ Your email: ____________________________

The same letter of recommendation will be submitted to all the schools you list below.
If you need one addressed to a specific school, please notify your teacher with detailed instructions.

Please list all the schools you are applying to here:
Name of School   Common Ap School? (check, if yes)
____________________________________________________  
____________________________________________________  [ ]
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(please complete back side and list any additional schools)
Which classes have you taken with this teacher?

What would you like this teacher to highlight about you?  
(Study habits, participation, leadership skills, community experiences, etc.)

List any additional schools here: (indicate if a Common App school)

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List any special instructions here:

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