

The Letter of Recommendation:

an important part of your application

Many colleges require or encourage letters of recommendation, viewing teachers' comments on your classroom performance as important pieces of information in their decision-making process.

In requesting letters of recommendation at Catholic High School, please follow these guidelines:

- *Ask politely and in person if the teacher would mind writing a letter of recommendation for you.*
- *Give the teacher this completed form at least ten days before your application is to be submitted.*
- *Teachers will forward the recommendation letter to your counselor who will keep it until your application is complete.*
- *Please express your appreciation; much time and thought go into these letters.*

Throughout your high school career and especially now, live your academic life so that you are recommendable. Every day in every class is important. Be prepared for class, get assignments in on time, write thoughtfully and carefully and participate fully.

Recommendation Request Form

Your name _____ Today's date _____

Teacher _____ Application Deadline _____

This letter will be used as part of the application to the following colleges:

<u>College/University/Scholarship Name</u>	<u>Common App</u>	<u>Other (_____)</u>
• _____	<input type="checkbox"/>	<input type="checkbox"/>
• _____	<input type="checkbox"/>	<input type="checkbox"/>
• _____	<input type="checkbox"/>	<input type="checkbox"/>
• _____	<input type="checkbox"/>	<input type="checkbox"/>
• _____	<input type="checkbox"/>	<input type="checkbox"/>
• _____	<input type="checkbox"/>	<input type="checkbox"/>
• _____	<input type="checkbox"/>	<input type="checkbox"/>