

GIVE THIS PAPER TO THE PERSON YOU WANT A RECOMMENDATION FROM ASAP

GBHS Local Scholarship/Award Recommendation Request

STUDENT:

Recommendations are to be turned in WITH your application. LOR do not have to be in an envelope, but teachers might give you a letter in a sealed envelope. If they do, DO NOT open the envelope for any reason. If you do, that will disqualify your application. You can indicate how many copies you need below. Recommendation letters MUST be signed by your recommender.

RECOMMENDER: The below student is requesting that you write a recommendation for scholarships. If you will not do this, please let the student know.

- Please do so in a timely manner so the student has time to turn it in.
- If you would prefer, you may place your letter in a sealed GBHS envelope (for GBHS teachers) with the student's name on the front and your signature over the seal on the back before giving it to the student.
- If they are requesting the letter to use for more than one scholarship, please print/copy that many letters and sign them (You may print one, sign it and make copies of that if it's easier for you). If you are sealing them, put each in their own sealed envelope, student name on front, your signature across the seal on the back. They should indicate how many they need below.
- The letter MUST be (hand) signed by you.
- *Do not use the student's name in the recommendation statement, only ID#.*

STUDENT info: Provide your name and student ID#

Student Name: _____

Student ID# (Required): _____

How many applications are you requesting this letter for? _____