

# Letter of Recommendation Form

**(Allow at least 10 days for the guidance office to process your request)**

Please submit this form to the guidance secretary after you have completed the following steps:

1. Applied to the college through the college's website
2. Requested your transcript through Parchment
3. Have verified with the recommender(s) that they have submitted their letter(s) to the guidance office.

**Please note, you do not need to submit this form if you are applying via the Common Application and have requested letters of recommendation through this site.**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Name of College or University (If letters need to be sent somewhere other than the admissions office, please specify)</b>	<b>Name of Recommender(s)</b>