

TEACHER / COUNSELOR RECOMMENDATION REQUEST FORM
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Recommendation requested of: _____
Teacher/Counselor

Student's Name: _____

To the Recommender:

Please write a recommendation for the student whose name appears on this form. Here are some specific areas that should be presented in a letter of recommendation: It should be your judgment based on your experience with that student. Feel free to comment on the student's personality, attitude, character, maturity level and any other areas relevant to your individual subject areas.

The student has requested that you address the letter as follows:

To Whom It May Concern so that the letter can be sent to many different schools.

_____ The required Student's Recommendation Worksheet is attached. Please complete and forward with the letter of endorsement to the guidance office by _____.
(Forwarding the recommendation to guidance allows them to reproduce the letter to send to additional schools to which you may be applying.)

_____ Send the completed recommendation directly to the College / University / Scholarship program. A pre-addressed, stamped envelope is included. Please mail by _____.

Thank you for writing this recommendation for me.

Signed _____ Date _____