**Request for Letter of Recommendation**

*(Make copies as needed)*

1. To assist the staff member with writing your letter, complete a this form and the Senior Information Sheet (found on the Student Services site). The Senior Information Sheet gives detailed information, similar to a resume, which helps the staff member write about you. The guidance office will keep the Senior Information Sheet on file for you.
2. Give the Request for Letter of Recommendation form to the staff member. Seniors should expect at least 10 days for the recommendation letter to be completed.

If you are using the Common App to apply to college, you can request letters of recommendation through the Common App. If you have questions or need assistance, please see Ms. Bloom.

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cumulative GPA:** \_\_\_\_\_\_\_\_ **Class Rank:** \_\_\_\_\_\_\_\_\_\_ **ACT/SAT Score:** \_\_\_\_\_\_\_\_\_\_\_

This recommendation letter is for:

⬜ College (list college/university name(s)):

⬜ Scholarship (name of scholarship):

⬜ Other:

Copy of Senior Information Sheet or Resume attached to this form:

⬜ Yes

⬜ No, I will provide it by the following date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of copies: \_\_\_\_\_\_

I would like this letter by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please:

⬜ Return it to me

⬜ Mail it directly in the attached, addressed and stamped envelope I have provided.

⬜ Complete it online and submit. I have sent a link via email to your school address.

I understand that I need to provide 10 business days notice for a letter of recommendation request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date