

Teacher Recommendation Request Form

Student Name:

Date:

Email:

Phone:



Dear _____ :

It would be an honor to have you write a recommendation letter to the following colleges. In addition to the letter, please complete any necessary recommendation forms available on Naviance (if applicable). I understand that I am required to provide you with at least 10 school days notice to prepare your letter. The application due dates are also provided below. Please upload and submit your recommendations through Naviance within 10 school days of my submission of this document to you. My contact information is provided should you have any further questions or concerns. Thank you very much for all your help.

Colleges and Universities:

Name: _____	Required Recommendation Form:	Further Directions:
	<input type="checkbox"/> School Specific (Attached)	
Due Date: _____	<input type="checkbox"/> Common Application (on Naviance)	
	<input type="checkbox"/> None	
Name: _____	Required Recommendation Form:	Further Directions:
	<input type="checkbox"/> School Specific (Attached)	
Due Date: _____	<input type="checkbox"/> Common Application (on Naviance)	
	<input type="checkbox"/> None	
Name: _____	Required Recommendation Form:	Further Directions:
	<input type="checkbox"/> School Specific (Attached)	
Due Date: _____	<input type="checkbox"/> Common Application (on Naviance)	
	<input type="checkbox"/> None	
Name: _____	Required Recommendation Form:	Further Directions:
	<input type="checkbox"/> School Specific (Attached)	
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	<input type="checkbox"/> None	
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	<input type="checkbox"/> School Specific (Attached)	
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	<input type="checkbox"/> None	
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	<input type="checkbox"/> School Specific (Attached)	
Due Date: _____	<input type="checkbox"/> Common Application (on Naviance)	
	<input type="checkbox"/> None	
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Due Date: _____	<input type="checkbox"/> Common Application (on Naviance)	
	<input type="checkbox"/> None	
Name: _____	Required Recommendation Form:	Further Directions:
	<input type="checkbox"/> School Specific (Attached)	
Due Date: _____	<input type="checkbox"/> Common Application (on Naviance)	
	<input type="checkbox"/> None	