

# TEACHER RECOMMENDATION REQUEST FORM

**PRIOR** to giving your teacher this request form, you **MUST** submit a Transcript Release Form to your Guidance Counselor. After the Transcript Release Form is processed you should log onto your Naviance account and send the "Letter of Recommendation Request" to the teachers you have asked to write recommendations for you. This allows the teachers to upload and submit their letters of recommendation to the colleges.

Name of student \_\_\_\_\_ Date \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail \_\_\_\_\_ Guidance Counselor name \_\_\_\_\_

<b>NAME OF COLLEGE AND LOCATION OF COLLEGE</b>	<b>DEADLINE DATE</b>	<b>APPLICATION TYPE</b> <ul style="list-style-type: none"><li>• EA</li><li>• ED, EDI, EDII</li><li>• REGULAR</li><li>• ROLLING</li><li>• PRIORITY</li></ul>	<b>DID YOU USE THE</b> <b>1.COMMON APP</b> <b>2.COALITION APP</b> <b>3.SCHOOL SPECIFIC APP</b>

~Please use reverse side for additional colleges~