

REQUEST FOR RECOMMENDATION

(Teacher keeps this portion)

Teacher: _____

Student Name: _____ Counselor: _____

Courses taken with instructor: _____

Special notes for teacher (extraordinary projects completed, etc.) _____

Teacher use only:

Date requested: _____

Uploaded to Naviance: _____

Note to teachers: all letters of recommendation are to be uploaded to Naviance two weeks before the earliest application deadline, **but no later than October 15th**.

(Student keeps this portion)

Student: _____

Teacher: _____

Date Requested **in person**: _____

Teacher signature or initials to show acceptance of request: _____

Date Requested **via Naviance**: _____

Date of Thank You note to teacher: _____

Letter of Recommendation Request