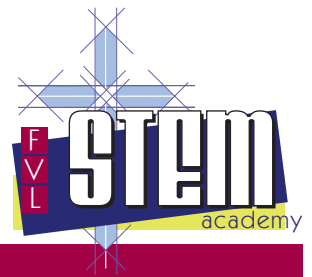


# FVL STEM ACADEMY

Recommendation Letter Request Form  
Fox Valley Lutheran High School  
5300 N. Meade Street • Appleton, WI 54913 • (920) 739-4441



## Instructions for Applicant:

Identify an individual who would write a letter of recommendation and ask if they would be willing to do so. Complete the top portion of this request form and give it to that person as you submit your application and essay. Information regarding what to include in the letter and how to submit it directly to FVL are found below. Be sure to indicate on the application form which reference will submit the recommendation letter.

## Student Information

Today's Date \_\_\_\_\_ Student Name \_\_\_\_\_ Gender \_\_\_\_\_  
Parent/Guardian Name(s) \_\_\_\_\_  
Current School \_\_\_\_\_ Current Grade \_\_\_\_\_

## Reference Information

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to Applicant \_\_\_\_\_

## Recommendation Letter Guidelines

Thank you for your willingness to write a letter of recommendation for this STEM Academy applicant! Please include evidence in your letter that demonstrates the student is willing and capable of completing the STEM Academy program.

Examples of evidence may include any of the following:

- Academic ability (although this alone does not necessarily make a good candidate)
- Interest in science and/or math
- Background or experience in STEM (Science, Technology, Engineering, Math) related activities in or outside of school
- Willingness to learn
- Self-motivation to complete assignments and projects
- Capable of working with others on group projects
- A talent for problem solving
- Interest in building or taking things apart to explore their functionality
- General computer skills
- Other seemingly relevant information

Specific examples are better than general descriptions. Our goal is to get as accurate a picture as possible of the strengths (and weaknesses) of this student to better guide selection process.

## Submission Instructions

Please submit a confidential copy of the recommendation letter within two weeks of receiving this request. Your honest feedback and prompt submission are greatly appreciated.

**You may complete this form online** by going to the FVLHS website. Go to [fvlhs.org/Academics/StemAcademy](http://fvlhs.org/Academics/StemAcademy) and find the link to the online Recommendation Form in the RIGHT column.

**or**

**You may complete this paper form** and . . .

- mail to the address above
- fax to (920) 739-4418
- drop off at the FVL school office:  
Attention: Nathan Nolte, STEM Academy Director

If you have any questions, please contact Mr. Nolte by email [nnolte@fvlhs.org](mailto:nnolte@fvlhs.org) or phone (920) 739-4441