

## Teacher Letter of Recommendation Checklist

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date Given to Teacher: \_\_\_\_\_

Deadlines for submission: October 1st for Early Applications. November 15th for Regular Decision Applications

College Name	Due Date (in order)	Common Application (online)	College's own form (online)	Forms must be mailed and are enclosed	Stamped and addressed envelopes for enclosed forms
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

*(online) means using Naviance or College-specific website system*