

Notre Dame de Sion
TEACHER RECOMMENDATION LETTER REQUEST

This form must be completed to request a teacher recommendation letter for any purpose.

NOTE: 4 weeks advanced notice is expected

Steps to request a teacher letter of recommendation:

- 1) Research colleges to determine if a teacher recommendation is required.
- 2) Speak directly with teacher to ask if she/he is willing to write a positive recommendation. If yes, ask teacher what is needed from you in order to write an effective letter (resume, questionnaire, etc.).
- 3) Complete this form and give to the teacher writing the recommendation (along with any additional forms).
- 4) Add the teacher as a recommender in Naviance: Go to "Colleges" tab, and click on "Colleges I'm applying to". Under Teacher Recommendations, click on "Add/Cancel requests" to add the teacher.
- 5) In the Personal Note to Teacher, include the DEADLINE for your applications and click "update requests."

STUDENT'S NAME: _____ **DATE SUBMITTED:** _____

REASON FOR REQUEST:

_____ College Application for Admission (details below)	_____ Scholarship Application (details on back)
_____ College Honors Program Application (details on back)	_____ Other: _____ (details on back)

COLLEGE APPLICATIONS: List each college that *requires a letter of recommendation*

NAME OF COLLEGE: _____

APPLIED VIA COMMON APP: YES NO

DUE DATE SPECIFIED BY COLLEGE: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

**Please provide your recommender a stamped/addressed envelope if recommendation letter must be mailed.*

NAME OF COLLEGE: _____

APPLIED VIA COMMON APP: YES NO

DUE DATE SPECIFIED BY COLLEGE: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

**Please provide your recommender a stamped/addressed envelope if recommendation letter must be mailed.*

NAME OF COLLEGE: _____

APPLIED VIA COMMON APP: YES NO

DUE DATE SPECIFIED BY COLLEGE: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

**Please provide your recommender a stamped/addressed envelope if recommendation letter must be mailed.*

NAME OF COLLEGE: _____

APPLIED VIA COMMON APP: YES NO

DUE DATE SPECIFIED BY COLLEGE: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

**Please provide your recommender a stamped/addressed envelope if recommendation letter must be mailed.*

NAME OF COLLEGE: _____

APPLIED VIA COMMON APP: YES NO

DUE DATE SPECIFIED BY COLLEGE: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

COLLEGE APPLICATIONS (cont): List each college that *requires a letter of recommendation*

NAME OF COLLEGE: _____

APPLIED VIA COMMON APP: YES NO

DUE DATE SPECIFIED BY COLLEGE: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

**Please provide your recommender a stamped/addressed envelope if recommendation letter must be mailed.*

NAME OF COLLEGE: _____

APPLIED VIA COMMON APP: YES NO

DUE DATE SPECIFIED BY COLLEGE: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

**Please provide your recommender a stamped/addressed envelope if recommendation letter must be mailed.*

COLLEGE HONORS PROGRAM APPLICATION

NAME OF COLLEGE/HONORS PROGRAM: _____

Is there a specific form for the teacher to complete: YES NO

If YES, please provide with this recommendation request form.

DUE DATE SPECIFIED BY HONORS PROGRAM: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

**Please provide your recommender a stamped/addressed envelope if recommendation letter must be mailed.*

NAME OF COLLEGE/HONORS PROGRAM: _____

Is there a specific form for the teacher to complete: YES NO

If YES, please provide with this recommendation request form.

DUE DATE SPECIFIED BY HONORS PROGRAM: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

**Please provide your recommender a stamped/addressed envelope if recommendation letter must be mailed.*

SCHOLARSHIP APPLICATION

NAME OF SCHOLARSHIP: _____

Is there a specific form for the teacher to complete: YES NO

If YES, please provide with this recommendation request form.

DUE DATE SPECIFIED BY APPLICATION: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

**Please provide your recommender a stamped/addressed envelope if recommendation letter must be mailed.*

NAME OF SCHOLARSHIP: _____

Is there a specific form for the teacher to complete: YES NO

If YES, please provide with this recommendation request form.

DUE DATE SPECIFIED BY APPLICATION: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

**Please provide your recommender a stamped/addressed envelope if recommendation letter must be mailed.*

OTHER REQUEST

REASON FOR REQUEST: _____

Is there a specific form for the teacher to complete: YES NO

If YES, please provide with this recommendation request form.

DUE DATE: _____

ADDITIONAL COMMENTS FOR TEACHER: _____

**Please provide your recommender a stamped/addressed envelope if recommendation letter must be mailed.*