Attach this checklist to the outside of a 10x13 manila envelope

Teacher Recommendation Checklist

Date Sheet Given to Teacher: _____

Teacher Name: _____

Student Name: _____

☐ Please check if you have completed the Common Application FERPA Statement on Common Application

Required Action:
1. Please indicate on the chart below your prospective colleges and deadlines for college application materials.
2. Attach this checklist to the outside of a 10x13 manila envelope.
3. Please insert into the manila envelope a completed Student Information Form (SIF) for Letters of Recommendation. You can find the SIF in the Family Connection/Document Library.
4. <u>If your teacher must/prefers to submit a paper recommendation through the mail</u>, please see your Jesuit college advisor for instructions.

College or University	Deadline – **Please circle your earliest deadline**	Common Application (Yes/No)