



# Recommendation Letter Request Form

*The Student Services Team recommends that you give your teacher at least 4 weeks to write the best possible letter. We also suggest filling out a Student Self-Assessment/"Brag Sheet" so that you can provide more detailed information to your recommender.*

**Nickname:** \_\_\_\_\_ **PIN:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Date Needed:** \_\_\_\_\_

This letter is for...

- College Entrance Application to:** \_\_\_\_\_
- Scholarship Opportunity:** \_\_\_\_\_
- Employment:** \_\_\_\_\_
- Other:** \_\_\_\_\_

**What are your future plans? Why are you applying to/for the above university/scholarship/job opportunity?**

**What have you done to prepare for your chosen field of study?**

**What are your strengths both inside and outside of the classroom?**

Specifics of the Letter(s): Check all that apply...

- Common App University (Needs to be uploaded on Naviance)**
- Address letter to specific person:**

\_\_\_\_\_

- Sealed in Envelope**
- Turned into Student Services Office**
- # of Copies needed:** \_\_\_\_\_