

Teacher Recommendation Request Form

Ohatchee High School

Directions For Student

- (1) Complete one form for each teacher from whom you are requesting a recommendation.
- (2) Form should be turned into teacher at least 3 weeks prior to deadline. **Remember, a lack of planning on your part, does not constitute an emergency on the teachers part.**
- (3) List all colleges/universities or programs to which you wish to send a recommendation.
- (4) If applicable, include a stamped business size envelope addressed to the college.
- (5) Remember to read and sign the bottom of this form.
- (6) Check back with the teacher to see if any other information is needed.
- (7) Remember to thank the teacher and notify him/her on the outcome of your application.

Student's Name _____
(Last Name) (First Name) (M.I.)

Name of College: _____

College Address: (Admissions Office) _____

(City)

(State)

(Zip)

Request is for: (check) _____ College Admissions Application
_____ Scholarship Application
Name of Scholarship _____

Date of Request _____ Deadline for Recommendation _____

Name of Teacher _____ Subject _____

Directions For Teacher

- (1) Please write a recommendation letter for the student.
- (2) Please mail it in with the attached stamped addressed envelope(s) to the college(s), universities(s) employer(s), or scholarship program(s) listed above on or before the due date **OR** return to student so letter can be placed with other paperwork.
- (3) Please give student a date in which you would like them to pick up letter.

STUDENT: PLEASE READ AND SIGN

In accordance with the Family Educational Rights & Privacy Act of 1974, I have indicated my intention regarding access to these reports by checking one of the following options:

_____ I waive access to this report, which shall therefore be considered confidential.

_____ I do not waive access to this report.

Student's Signature _____ Date _____