

## **REQUEST FOR TEACHER LETTER OF RECOMMENDATION**

**Seniors:** Requests for teacher forms/letters are handled directly by you. Receive verbal agreement from teacher FIRST, and then provide the following:

This CHS Form & your **Resume**

“Recommendation Form” if the college provided one.

If rec is to be mailed separately, bring a plain addressed #10 envelope with a “Forever” stamp or equivalent. DO NOT put a Return Address on envelope.

Teachers have 10 school days to honor such requests. You may inquire directly of them concerning the status of your request. If you want the letter to be sent with your transcript, please ask teacher to give to Ms. Bonifay when completed. Be sure and note on your Transcript Request form that you are expecting a Teacher Recommendation to be included.

Letter addressed to: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Student's Name: \_\_\_\_\_

GPA \_\_\_\_\_ Rank \_\_\_\_\_ / \_\_\_\_\_ SAT-V \_\_\_\_\_ SAT-M \_\_\_\_\_ ACT \_\_\_\_\_

Courses currently taking:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ |          |

Probable College Major \_\_\_\_\_

Probable Career Focus \_\_\_\_\_

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I am specifically applying to the above institution because:

## BACKGROUND INFORMATION

<b>Club/Athletics</b>	9	10	11	12

<b>Honors/Awards</b>	9	10	11	12

<b>Student/Class Offices</b>	9	10	11	12

<b>Community Service</b>	9	10	11	12

Other important information about me (special circumstances, etc.):