

Rush-Henrietta Senior High School

TEACHER College/Scholarship Recommendation Request Form

****Please allow 10 school days for processing****

To: _____

Thank you for agreeing to write a letter of recommendation. I appreciate your time and effort on my behalf. I have applied to the following colleges. I have supplied you with the deadline for submission of materials.

College Name	Mailing/ Submit Deadline	College Specific Website (if requested by teacher)

Please mail your letter of recommendation directly to the college/university in the attached self-addressed, stamped envelope provided.

If you need more information from me to assist you with this process, I can be reached:

Home # _____ Cell # _____

Email _____

Signed: _____ Print Name _____

How to Request a Letter of Recommendation

Letters of recommendation from counselors, teachers or other adults will be required at many colleges. Below are some guidelines to follow and tips to keep in mind as you go through this process.

Students must complete the following steps:

On this sheet:

1. List the schools you want letters to be sent on the front of this sheet.
2. Check which type of letter needs to be submitted.
3. Provide an addressed, stamped envelope for each college that requires a letter by mail, along with any needed paperwork (Common App Teacher forms, SUNY forms, etc.).
4. Make sure your recommender knows to mail the recommendation directly to the college. Letters turned into the Counseling Center will NOT be forwarded to colleges.

Please make sure you enter all information carefully and accurately or your letter of recommendation will not be received by your colleges.

Helpful Tips:

- Make sure to know how many recommendations a college expects and from whom.
- Ask a recommender IN PERSON if they would be comfortable writing a letter on your behalf.
- Ask teachers who you think can speak about your academic abilities and character.
- At the very least, give the recommender 2 weeks (10 school days) to prepare and write the letter.
- Do not assume that a teacher or counselor is going to write you a recommendation!
- Write a thank you note to the recommender for writing the letter on your behalf.