

## Teacher Recommendation Request Form

### Directions:

1. Complete a personal resume. Make a copy for each teacher from whom you will ask for a recommendation.
2. Bring the completed resume and this form to the recommender and complete this form with them. You should give a teacher at least 2-3 weeks to write your letter.
3. Together with the teacher(s), set an agreed upon deadline for completion of the letter. *Be sure to check your college application deadlines BEFORE meeting with the teacher.*
4. Ask the teacher to sign this form next to the chosen deadline.
5. Upon completion submit this form to Mrs. Buhle.
6. If you are using the CommonApp or other online application tools, **MAKE SURE YOU INVITE OR ASSIGN YOUR RECOMENDERS VIA THE ONLINE APPLICATION TOOL.**

### Complete the following:

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Please indicate if you are using the **Common Application** to apply to any schools.

- Yes, I am using the Common Application for one or more colleges.
- No, I am not using the Common Application. If you check "No," please list the application method you are using and indicate any relevant instructions for submission for the institutions you are applying to

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

College Application Due Date	Letter Due Date	Teacher Signature

**Your Counselor will KEEP this form and will give a copy of it to the teacher as a reminder of the deadline.**

Student Name: \_\_\_\_\_

# The Summit Academy

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_