

Recommendation Letter Request Form

Student Guidelines:

- Complete the information on the request form and submit it to the teacher.
- Give your teacher(s) at least two weeks to complete the recommendation letter.
- Give the following items to your teacher:
 - This completed form.
 - Any forms that the college or scholarship wants you to use.
 - A stamped envelope addressed to the college/scholarship program.
 - A copy of your Activity Resume.

Teacher Guidelines:

- Do not give your recommendation letter(s) to the student. If the scholarship requires that the student include the letter with his/her application, please sign your name across the sealed envelope before handing it to the student.
- If there is no form attached to this sheet, please use **Wilmington Christian School** letterhead to write your letter of recommendation.
- If you get an electronic request (most likely from the common app) no letter needed.
- Please date this form and return to the Guidance Office along with a copy of your recommendation letter.

To be completed by the student:

To:

Name)

(Teacher's

Student Name:

Date of Request: _____ Application Deadline:

Name & Address of College/Scholarship:

Check the item(s) that apply:

- Activity Resume is attached
 Recommendation form is attached to this sheet
 There is no special form given to me by the college or scholarship.

To be completed by teacher writing recommendation letter -

Date sent: _____