

# Letter of Recommendation Request Form

**Instructions for Students:** AFTER asking a teacher to write you a letter of recommendation, give the white copy to him/her, the yellow copy to your counselor and keep the pink for your records.

**Student Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Counselor: (circle)**   Bushey   Cintron   Malczewski   McEwen

**I need this recommendation for the following colleges/universities:**

COLLEGE/UNIVERSITY	APPLICATION USED
1.	<input type="checkbox"/> Common App <input type="checkbox"/> SUNY App <input type="checkbox"/> School App <input type="checkbox"/> Other _____
2.	<input type="checkbox"/> Common App <input type="checkbox"/> SUNY App <input type="checkbox"/> School App <input type="checkbox"/> Other _____
3.	<input type="checkbox"/> Common App <input type="checkbox"/> SUNY App <input type="checkbox"/> School App <input type="checkbox"/> Other _____
4.	<input type="checkbox"/> Common App <input type="checkbox"/> SUNY App <input type="checkbox"/> School App <input type="checkbox"/> Other _____
5.	<input type="checkbox"/> Common App <input type="checkbox"/> SUNY App <input type="checkbox"/> School App <input type="checkbox"/> Other _____
6.	<input type="checkbox"/> Common App <input type="checkbox"/> SUNY App <input type="checkbox"/> School App <input type="checkbox"/> Other _____

**Reminder Notes for Teacher:** (ie. class(es) taken with teacher, etc...)

---



---



---



---

**Please complete this recommendation by (date):** \_\_\_\_\_ **Thank You!**

\*\*\*\*\*

**INSTRUCTIONS FOR TEACHERS:** This tool is designed to assist you with requests from students for letters of recommendation for college. **Please give 2 signed copies on official school letter head and email an electronic copy to the student’s counselor.**

**NOTE:** Students applying via:

- ✓ **The Common app:** You will receive an email notification. Follow the instructions in the email. Your recommendation will be seen by multiple schools. Therefore, please do not include the name of the college/university the student is applying to. Keep it generic.
- ✓ **The SUNY app, school app or other app:** School Counselors will either upload your letter into the SUNY/school portal or send via USPS.

\*\*\*\*\*