

WEST HARTFORD PUBLIC SCHOOLS

Letter of Recommendation Request Form

At least 3 weeks before your first college application deadline, students should:

- 1. **Ask a teacher/counselor/administrator for a recommendation in person.**
- 2. Provide this completed form listing the colleges, due dates, and process for submitting their letters (ex. Common App, online, mail.) *Note: Some staff may request additional information to aid them in writing your letter, so check with each staff member individually ahead of time.*
- 3. *If the college you are applying to does not accept online submission of recommendations, you must provide a stamped addressed envelope for each college.*

DO NOT REQUEST MORE RECOMMENDATIONS THAN ARE ACCEPTED BY EACH SCHOOL!

Please inform your counselor of all college admission decisions. When your application process is complete, it is always a thoughtful gesture to thank those staff members that provided recommendations for you.

If you are using Common Application, the following must be completed before your teacher can submit the recommendation online: (Complete these 3 steps before submitting this form to your teacher).

1. Create a Common App account on www.commonapp.org
2. List schools you are applying to in your Common App account and sign the CA FEPRWA Waiver & Authorization.
3. List schools you are applying to in Naviance and link your Common App account by entering your email address under "colleges I'm applying to".

Please send recommendation materials ONLY to the colleges listed by the specified deadlines below.

Name of college	Due date	Online or paper submission?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		