**Watkins Mill High School**

***REQUEST FOR RECOMMENDATION LETTER***

***[HAND DELIVER to Teachers]***

**TO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TEACHER

**FROM:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 STUDENT

***Student: It is your responsibility to request letters of recommendation & follow up with each teacher to insure that deadlines are met. Please give teachers15 school days advance notice*.** Along with this recommendation request form, provide the teacher with stamped addressed envelopes for each college/university who does not accept them electronically.

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| **Name of College or Scholarship** | **Deadline Date** | **Electronic or Mail** |
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***Information needed to write a recommendation letter:***

1. Description of interaction in class, sport, club, activity, or job,

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2. Assignments or work you were proud of in the class, sport, club,, activity, or job.

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3. Goals and interests.

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