

Letter of Recommendation Form

(Allow at least 10 days for the guidance office to process your request)

Please submit this form to the guidance secretary after you have completed the following steps:

1. Applied to the college through the college's website
2. Requested your transcript through Parchment
3. Have verified with the recommender(s) that they have submitted their letter(s) to the guidance office.

Please note, you do not need to submit this form if you are applying via the Common Application and have requested letters of recommendation through this site.

Student Name: _____ Student ID Number: _____ Date: _____

<u>Name of College or University</u> (If letters need to be sent somewhere other than the admissions office, please specify)	<u>Name of Recommender(s)</u>

