

To the Teacher

Teacher Name _____

Today's Date _____

Attached you will find a college recommendation form for _____.

Student Name

Please complete the form and then attach a letter of recommendation. Feel free to write whatever you think is important about this student, including a description of academic and personal characteristics. Colleges are particularly interested in the candidate's intellectual promise, motivation, relative maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents, and enthusiasm. We welcome information that will help us to differentiate this student from others, therefore your comments and appraisal are vitally important.

Please type your letter of recommendation on school letterhead, generically addressed, e.g. "To Whom It May Concern", sign it, and paperclip it to the Recommendation form. Guidance will forward a copy of your typed recommendation to colleges the student has requested. **If you allow the student to view your recommendation, please ask the student to mail the recommendation him/herself – after supplying Guidance with an original copy.** In addition, please note the date and to which college it was mailed to in the upper right hand corner of the guidance copy. Please avoid referring to a particular college in your letter so that we may use it for multiple college requests (again, if you are not permitting the student to view it).

I give this student permission to use this recommendation to send to college admissions offices and/or to scholarship organizations.

() yes () no

I have allowed the student to view the recommendation.

() yes () no

Signed _____ Date _____

Printed Name _____ Subject _____