



Huntington High School

Recommendation Letter Request Form

Student's Name

Teacher's Name/Subject

Today's Date

I am requesting that the above named teacher write a **confidential** recommendation letter for me and mail it directly to the college(s) listed below. I will adhere to the following guidelines:

- Addressed, stamped envelopes are provided for each college listed below
- Teacher evaluation forms are provided (as necessary)
- Recommendation requests must be made **at least 15 school days** prior to the college application deadline
- Recommendation requests made through the Common Application or individual college websites will be sent directly to the teachers via email as per student request
- Students are responsible to follow up with teachers regarding all recommendation letter requests
- The Student Brag Sheet on the reverse side of this form provides additional information for your recommendation letter

I am applying to the following colleges and have listed their deadlines in calendar order:

College

Deadline

Student Signature

Date

Parent Signature

Date