



**Andover High School
Recommendation
Letter Request**

Are you applying via the common app?
 _____ Yes
 _____ No

*If yes, make sure teacher completes
 Teacher Eval through Naviance.

 Today's Date

 Date Needed
 (Please allow 1 week)

Student Information			
Last Name	First Name	M.I.	Date of Birth
Graduation Year	GPA	Class Rank	
ACT Score	SAT Score	Intended Major/Career	

College/Scholarship Name	Did you make the request in Naviance as well? (All Letter of Recommendation requests that are for college admissions <u>must</u> also be requested in Naviance).	Anything else you would like the writer to know about this request? (Appeal letter, first choice of college, etc)
	Y or N	
	Y or N	
	Y or N	
	Y or N	
	Y or N	
	Y or N	

Please describe below why you are pursuing the major/career pathway you listed above.

Please note that current Andover High School teachers should upload their letters of recommendation into Naviance. They will be sent directly to the colleges via Naviance with your transcript.

Activities	Grade(s)	Leadership, Honors, Awards, Lettered

Describe any personal/academic qualities or strengths you would like emphasized in the letter.

What class or activity has been meaningful to you and why?

List three words that describe you and explain why.

Are there any circumstances in your life that have had a negative impact on your learning that you like included in this letter.