

\*Please first determine if a letter of recommendation is *required* for college or scholarship application.

\*Make sure you have had a **personal conversation** with the staff person you are asking to complete this letter.



Are you applying via the common app?

\_\_\_\_\_\_\_ Yes

\_\_\_\_\_\_\_ No

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Needed

***(Please allow 2 weeks)***

Coon Rapids High School

Recommendation Letter Request

**Directions:**

1. Please allow at least two weeks for an individual to write a letter of recommendation. You may need to allow more time during the busy college application period (November – December).
2. Please be aware of your application deadlines. Some colleges have a November 1 or December 15 deadline.
3. **For all letters of recommendations for colleges, you must also request the recommendation through Naviance.**

* Go to the *Colleges* tab in Family Connection
* Click on *Colleges I’m Applying To*
* Scroll to the *Teacher Recommendation* section and click *Add/Cancel Requests*
* Select a *Teacher* from the drop-down menu and add a note to the teacher, if desired
* Repeat for all teacher requests you want
* Click *Update Request*

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

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| --- |
| **Where are you applying? (College)** |
| Name |

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| --- |
| **Where are you applying? (College)** |
| Name |

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| --- |
| **Where are you applying? (College)** |
| Name |

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| **Where are you applying? (College)** |
| Name |

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| --- |
| **Where are you applying? (College)** |
| Name |

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| --- | --- | --- |
| **School Activities** | **Grade(s)** | **Leadership, Honors, Awards, Lettered** |
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| **Non-School Activities**  **(church, volunteer, athletics, employment, hobbies, etc.)** | **Grade(s)** | **Leadership, Honors, Awards** |
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1. List five words that describe you well. Tell us why.

2. What are the personal qualities that make you stand out from the crowd?

3. What are your academic strengths? (writing, research, problem solving, etc.)?

4. What would be important for others to know about you and your study/work habits, ethics, and leadership skills?

***Once this is completed, please make copies if you need multiple recommenders!***