



For Office Use Only:
 Date Rec'd:
 Date Comp:

RECOMMENDATION REQUEST FORM

Important Note: Please allow 10 school days to process

Complete this form for any school or scholarship for which you need a recommendation letter. If you are using the online Common Application, we will automatically receive an electronic notification from the Common App to submit guidance, recommendation and transcript information directly online.

Student Information

Legal Name:	First Name	Middle Name	Last Name
Date of Birth: _____	Year of Graduation: _____		
Email Address: _____			

Guidance Counselor (choose one): Katherine Schultz Keith Phillips

Mrs. Schultz is your guidance counselor UNLESS you will be asking her to do a *teacher* recommendation

Check here if you also want a headmaster letter from Mr. Phillips: Additional Headmaster Letter

Common Application:

Yes (If you are ***only*** applying to schools that use the Common App, you do not need to submit a transcript request form)

No (If ***any*** school does not use the Common App, you ***DO*** need to submit a separate transcript request)

School(s)/Program(s) to Receive Recommendation Letter

We will usually provide the same letter to all colleges/programs, so please indicate if you need something special. Once the letter is written, you can request additional colleges receive it.

School or Program and mailing address	Due Date	Where to Submit	Special Instructions
		<input type="checkbox"/> Mail <input type="checkbox"/> Student <input type="checkbox"/> Other	
		<input type="checkbox"/> Mail <input type="checkbox"/> Student <input type="checkbox"/> Other	
		<input type="checkbox"/> Mail <input type="checkbox"/> Student <input type="checkbox"/> Other	
		<input type="checkbox"/> Mail <input type="checkbox"/> Student <input type="checkbox"/> Other	
		<input type="checkbox"/> Mail <input type="checkbox"/> Student <input type="checkbox"/> Other	

