



## 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. I waive my right to view this letter. I will follow the procedures outlined on the reverse side of this form.


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

College	Deadline
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Parent/Guardian Signature                      Date

## Recommendation Letter Request Procedures

- Recommendation requests must be made at least 15 school days prior to the college application deadline.
- Recommendation requests must be made through the Family Connection/Naviance program. Click on the “Colleges” tab, then “Colleges I’m Applying To”. At the bottom of the page use the drop down menu to select two teachers. Complete the “notes” section indicating the colleges you’d like your teachers to submit recommendations to as well as the application deadlines. This is particularly important for Common Application schools that strictly limit teacher recommendations.
- Teachers will receive an email request from your Family Connection account and will then be able to upload and submit your recommendation letter (s).
- Some colleges may not participate in electronic recommendation requests. As such, you will see a postage stamp symbol  on the submissions column of the “Colleges I’m Applying To” page. Thus, it is the student’s responsibility to provide teachers with a stamped, addressed envelope for each college.
- Students are responsible to follow up with their teachers regarding all recommendation letter requests and/or changes.
- If requested, the Student Brag Sheet can provide additional information for teachers.