

**Mott Hall II Student Recommendation or School Report Request Form**

*Instructions:*

1. Recommendations or requests for School Reports (**these are ONLY FOR Independent Schools**) must be requested at least **seven (7) days in advance** of the date on which the recommendation is due. Teachers are entitled to seven days – including one weekend – to complete the request. No exceptions can be made. **All recommendation requests must go to Mrs. Gorman.** She will hand deliver all requests to designated staff member once she reviews and ensures that all documents are complete.
  
2. Return ONE FULLY COMPLETED form *per teacher or administrator* to Mrs. Gorman with all completed documents and stamped, addressed envelopes, as necessary. Mott Hall II cannot provide postage. Please provide extra postage for more than 3 pages if required.
  
3. **Mrs. Gorman will hand deliver ALL RECOMMENDATION REQUESTS to teachers and administrators.** No exceptions.

**Student's Name:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

**Requested Teacher or Administrators Name:** \_\_\_\_\_

*One request form per teacher/administrator should be completed.*

**School Name(s):** 1. \_\_\_\_\_ due date: \_\_\_\_\_

2. \_\_\_\_\_ due date: \_\_\_\_\_

3. \_\_\_\_\_ due date: \_\_\_\_\_

4. \_\_\_\_\_ due date: \_\_\_\_\_

5. \_\_\_\_\_ due date: \_\_\_\_\_

How should the recommendation be delivered?

\_\_\_\_\_ Please return the recommendation to **Mrs. Gorman** in a signed, sealed envelope. She will deliver it to your child. **Please note: Recommendations can't be opened by student or parent. Recommendations are confidential.** If the seal has been broken, the recommendation is no longer valid.

\_\_\_\_\_ Please complete electronically via link that was emailed to you.

\_\_\_\_\_ Please mail the recommendation directly to the named schools using stamped, addressed envelopes.

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Paperwork checklist:

\_\_\_\_\_ All necessary paperwork, including any recommendation forms, stamped, addressed envelopes, etc. has been attached.

\_\_\_\_\_ All requested information (i.e. student's name, parent/guardian's name, home address, phone number, student's date of birth, etc.) has been completed.

\_\_\_\_\_ A legible copy of the student's BRAGSHEET is attached. (*The BRAGSHEET **needs to be typed** so that it can be easily copied or printed out and read by each recommender.*) Please print out extra copies to have handy as needed.