

**Letter of Recommendation Confirmation
(For Teacher Recommenders)**

If you are applying to colleges that require teacher letters of recommendation this completed form must be submitted to each of your recommenders by the following dates:

October 6th for Early Action or Early Decision (11/1/17 Deadlines)

November 27th for Regular Decision Applications (1/1/18 Deadlines)

One month prior for Rolling Decision and EDII Applications

Please understand that teachers may not honor requests made after these dates.

IMPORTANT Once you have submitted this form to your teacher recommender you **MUST**:

- [For the **Common Application**] Make an electronic request through your *Naviance/Family Connection* account. This will cue your teachers to write and submit their recommendation.

- [For **ALL** other applications] Notify Guidance. Sign a hard copy of the FERPA waiver.

Student Name _____

Student Email _____

Teacher Recommender _____

Date Given to Teacher _____

College/University	Application Deadline/ Recommendation Due
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____

