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**REQUEST FOR A LETTER OF RECOMMENDATION**

**Please give teachers at least 2 weeks advance notice when asking for a letter of recommendation!**

**Write in legible handwriting or type**

**Tip: fill out one of these requests and make copies for all teachers you are requesting from!**

**Give your recommenders lots of info-this is your time to brag about yourself!**

**\*\*Recommenders are not required to give you copies or share LOR with you- MSHS staff will submit via Naviance- outside sources need to send directly to the institution\*\***

* Not sure what FERPA Rights means? Please be aware that is it is advisable but not required to waive FERPA rights. However, some recommenders may decline to write a letter for you if you do not waive your rights which they are allowed to do. Check with your counselor or teachers to see if any of them follow such a policy.
* Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
* See more information on FERPA here: https://appsupport.commonapp.org/applicantsupport/s/article/What-is-the-FERPA-Waiver
1. Full Name, including middle names, preferred name, nicknames, and Date of Birth
2. Name of University or Scholarship applying to? Or does it need to be general to be used for multiple applications?
3. How does this LOR need to be sent? (Circle one)

 A) I will request via NAVIANCE (MSHS Staff only)

 B) Please send directly to the institution: Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Include email address for admissions* ***or*** *a pre-stamped envelope for your recommender’s w/address included)*

 *C) A link will be emailed to you to fill out electronically (Ex: Military academy...)*

When is the application due? \_\_\_\_\_\_/\_\_\_\_\_\_\_/20\_\_\_\_

1. Approximate GPA to date (class rank if known).
2. Useful information about your intellectual traits to highlight:
	1. Your intellectual interests – your favorite subject (and why)
	2. Any special projects you have done inside/outside school and awards

(Provide full title of award, year of receipt, description of why the award is noteworthy)

* 1. Give idea of future career plans/goals, if known
1. Describe your personality in 3 words.....

7. Evidence of achievement or accomplishment:

* 1. **TEST SCORES:** (ACT, SAT, etc...)
	2. List contests or awards you have won 9-12th grade
	3. Leadership roles you have held 9-12th grade (school government, FFA, church, active club officer, team captain, etc...) Give details
	4. Work experience/Volunteer experience (describe your responsibilities)

8. Briefly describe your personal needs. (Financial or life hardships)

9. Anything else you feel might be important.....?

Thank you for your time. (Send a thank you follow-up note ☺)