

To be filled out by Mr. Forrest only!

Date this form was submitted: _____ Date letter needs to be submitted: _____

Completed? (Y N) on _____. If not completed, list reason: _____

Letter of Recommendation Request Form – Mr. Forrest (2022-23)

Students wishing to have Mr. Forrest submit a letter of recommendation need to hand him the following materials all at one time as long as we are on hybrid or in-person instruction. The reason I don't want you to submit this as an online form is that with so much being online, it's something I could forget. *Your letter of recommendation is too important to take that risk – so I need the materials physically handed to me.* Thank you!

Please check the materials off to make sure you have everything you need. He needs a minimum of two weeks to write a new letter of recommendation for you, and a minimum of one week to revise an existing letter for a new location. He will either (a) mail the letter himself, (b) get the letter to your counselor, or (c) submit the letter online through Naviance or another electronic method. EACH request for a letter of recommendation needs to have one of these forms filled out. Following this format will help me write the best possible letter for you. Finally, please make sure you waive your right to see my letters; if you don't feel comfortable waiving your rights then you need to ask another teacher for your recommendation.

Checklist:

- _____ this form entirely completed
- _____ a copy of your vitae (activities, classes, ACT scores if you have them, work history, etc.)
- _____ a copy of your unofficial transcript w. GPA (you may be able to do this yourself through Infinite Campus)
- _____ stamped, addressed envelope to the university where you want the letter sent (unless submitted online)

Information:

Your name: _____

Cell number so can I contact you if I have a question: _____

College/university to which this letter is to be written: _____

Intended major/program you wish to study in college: _____

Why do you want to apply to this particular university? _____

By what date does this letter need to be sent? _____ (*please make sure I have the time I need, as listed above*)

How many previous letters have I written for you this school year? _____

Do you wish to have your letter mailed or submitted through Naviance (online)? _____