

Riverhead High School

Teacher Recommendation Request Form

Teacher Name _____

Student Name _____ Date _____

Please fill out this form and give it to the teacher from whom you are asking a letter of recommendation. You will usually need two recommendations. Remember that the more material you provide in this form will enable the teacher to write as accurate and complete letter as possible. It's the student's responsibility to follow up with the teacher individually in this matter. Generally, the completed letter is then sent to the guidance office to be sent with the student's college application. It is also frequently included by the teacher with individual standard evaluation forms required by some colleges. If this is so, please give the teacher a stamped business size envelope addressed to the college admission office with our return address for the teacher to mail.

Riverhead High School
700 Harrison Avenue
Riverhead, N. Y. 11901

Colleges Applying to: _____

Overall Average _____ Expected College Major _____

School Activities-Clubs and Sports: _____

Volunteer Work: _____

Work Experience: _____

