

For me to complete your letter of recommendation, please follow these instructions:

1. Complete this form as thoroughly as possible by typing response directly below each question.
2. Please give me **at least 2 weeks** to write and mail your recommendation. I **cannot** guarantee that letters will be completed in under that time frame.
3. Most colleges will accept your letter through Naviance. If your school does not use Naviance, please give me a stamped envelope that is already addressed to the school's **Office of Admissions**. Please do **not** write anything for the return address on the envelope. **Please use envelopes that I do not have to lick!** If you do not have these at home, stop by my room, and I will give you some.
4. Please email this form back to me once it is completed.

Name:

Email:

1. Please log-in to your Infinite Campus account and print a copy of your unofficial transcript. Save the file as a PDF and email it to

7. List 3 adjectives that best describe you.

8.