

PADUA FRANCISCAN HIGH SCHOOL
Letter of Recommendation – Request Form

Steps to follow when requesting a letter of recommendation:

- 1. Complete this form**
- 2. Meet with teacher and give him/her completed form**
- 3. Complete request on Family Connection**

Note to Student: *Be certain to give a teacher a minimum of three weeks to respond to a request for writing a Letter of Recommendation. The preferred time to ask is near the end of your Junior Year.*

Date Submitted: _____

Student Name: _____

You are/were my teacher for: _____

What I remembered/liked most about your class: _____

Note to Student: *Please check all boxes that apply.*

I would greatly appreciate if you would provide a letter of recommendation on my behalf as I make applications my senior year. This letter is for: **college admission** **scholarship consideration**

Please provide a generic "To Whom It May Concern Letter"

Please provide a specifically addressed letter to:

(if applicable) The deadline for this letter is: _____

I have completed my Resume on Family Connections and you may view it.

TEAR-OFF SECTION FOR STUDENT

Instructions for completing Teacher Recommendation requests:

1. Log in to **Family Connection**.
2. Click on the **Colleges** tab in Family Connection.
3. Click on **Letters of Recommendation**.
4. Select your Teacher from the drop-down menu, select for **All Applications** (you may leave a note for the teacher here)
5. Click **SAVE**. Repeat for all teacher requests.