

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 and give completed form to teacher
3. Complete request electronically in Naviance Student

***Note to student:** *Be certain to give the teacher a minimum of three (3) weeks to respond to a request for writing a Letter of Recommendation. The preferred time to ask is near the end of Junior Year.*

Student Name: _____

Date Submitted: _____

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 for:

College Admissions 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 added my prospective schools to my "Colleges I'm Applying To" list

I have completed my Resume on Naviance Student and you may view it.

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TEAR-OFF SECTION FOR STUDENT

Instructions for completing the Teacher Recommendation request electronically:

- 1) Log in to **Naviance-Student**
- 2) Click on the **Colleges Tab**
- 3) Under the 3rd column (Apply to College) **Click the Letter of Recommendation link**
- 4) Click **Add Request** (to the right of "your requests")
- 5) **Select your Teacher** from the drop-down menu
- 6) **Select the Colleges** where you are applying (ensure you added your schools to the Colleges I'm Applying To list)
- 7) Leave a Note for the teacher (optional)
- 8) **Click SUBMIT**