****TEACHER RECOMMENDATION REQUEST****

Student Name	Teacher Name	School Counselor Name

Procedure:

- Ask if the teacher using Naviance? If no, or the college doesn't accept electronic submission of recommendations (indicated by a postage symbol), you must provide the teacher with stamped, addressed envelopes with the GLHS return address and any forms from the college.
- Fill in all fields
- If you add colleges to your list and need recommendations, update teacher requests w/additional form.

NAME OF COLLEGE	NUMBER OF REC'S ALLOWED	DUE DATE	COMMON APP	eDOC/ COALITION	MAIL/ ENVELOPES PROVIDED