



OCHS Student Request for a Letter of Recommendation

Student Name: _____

Teacher Name: _____

Date Requested: _____ Please Complete By: _____

Teachers MUST be given 2-3 weeks to complete this request! All requests MUST be made in person.

Colleges/Universities I plan to apply to:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Possible Career (s) /Major(s):

1.

2.

3.

I specifically asked for a letter of recommendation from you because:

My favorite memory from your class was (provide specific examples use the back of the form if needed):

Student Checklist:

_____ ***I have provided and attached my resume' to this request.***

_____ ***I have completed the recommendation request form entirely.***

_____ ***I have provided DETAILED information on this form and will add the request to family connection.***

I request that a confidential letter of recommendation be written. I waive all rights of access to its contents.

Student Signature

Date