**TEACHER:** Ms. Brady

**YOUR NAME**:

**REFERENCE LETTER REQUEST FORM**

|  |  |  |
| --- | --- | --- |
| 1. **Date** | Today’s Date: | Reference Due Date: |
| ***\*\*\*NOTE: AT LEAST THREE WEEKS NOTICE IS REQUIRED FOR ALL REFERENCE LETTERS\*\*\**** | | |
|  | | |
| 1. **Type of Reference** | 🞎 **Program Admission** | 🞎 **Scholarship** |
|  | | |
| 1. **Format** | 🞎 **Paper Cop(ies)** x \_\_\_\_\_\_\_\_  Sent to:  🞎 YOU 🞎 INSTITUTION | *If the letters must be sent directly to an institution, be sure to include the address(es) on a separate document and attach to this form.* |
| 🞎 **Digital Cop(ies)** x \_\_\_\_\_\_\_\_ | *List the school/organization email address(es) on a separate document and attach to this form.* |
| **For United States university applicants:**  *Are you using the* ***Common Application****? If so, be certain to list me as a referee on the application so that a notification email is sent to me.* | |
|  | | |
| 1. **Rationale** | *Why is Ms. Brady a good choice to act as your referee?* | |
| 1. **Notable Academic Achievements** | *List the academic achievements that you feel are important to highlight in this letter.* | |
| 1. **Notable Personal Achievements** | *List the personal/extracurricular achievements that you feel are important to highlight in this letter.* | |
| 1. **Personal Traits** | *List the personal traits that you feel should be highlighted in your letter.* | |
| 1. **Supplementary Documentation** | *It is a good idea to attach documents like the following to this form:*   * + - High school transcripts     - Resume     - Personal statement/essay for your applications     - Any other document that you think would give me information that would help me write an effective recommendation letter for you. | |