**TEACHER:** Ms. Brady

**YOUR NAME**:

**REFERENCE LETTER REQUEST FORM**

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| 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.
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