

Monte Vista High School TEACHER RECOMMENDATION CHECKLIST

STUDENT: If you are asking a teacher for a recommendation,

- 1) Finish your resume and arrange to meet with your teacher, if requested.
- 2) Fill out the teacher recommendation forms. (See previous form)
- 3) Fill in all the information on this checklist, except for Date Sent.
- 4) Clip this checklist and forms together, insert with your resume in a manila envelope, and submit to your teacher.
- 5) Be prepared to provide your teacher with addresses of college admissions offices, and stamped addressed envelopes.

TEACHER: Use this checklist to keep track of deadlines and completed/sent recommendations.

STUDENT NAME: _____
Last
First
Middle Initial

<i>School Name</i>	<i>(Circle if applicable)*</i>	<i>Due Date</i>	<i>Date Sent</i>
	<i>ED EA Rolling</i>		
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* If applicable, circle: *Early Decision* or *Early Action* or *Rolling Admission*