

## Valhalla Recommendation Request Envelope

Name:

School ID#:

Student phone #:

Student email address:

### **Included in the folder with completed cover sheet attached outside:**

- \_\_\_ Resume
- \_\_\_ Transcript
- \_\_\_ Parent Brag Sheet
- \_\_\_ Student Brag Sheet (Personal Profile)
- \_\_\_ Any other info the writer might not know about you

### **Recommendation Schools and Deadlines (in chronological order)**

School \_\_\_\_\_ Deadline \_\_\_\_\_

Teacher Recommendation Form included and completely filled out and signed Y/ N

Is this recommendation online Y/ N

If not, is an addressed and stamped envelope provided Y / N

School \_\_\_\_\_ Deadline \_\_\_\_\_

Teacher Recommendation Form included and completely filled out and signed Y/ N

Is this recommendation online Y/ N

If not, is an addressed and stamped envelope provided Y / N

School \_\_\_\_\_ Deadline \_\_\_\_\_

Teacher Recommendation Form included and completely filled out and signed Y/ N

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School \_\_\_\_\_ Deadline \_\_\_\_\_

Teacher Recommendation Form included and completely filled out and signed Y/ N

Is this recommendation online Y/ N

If not, is an addressed and stamped envelope provided Y / N

Who else will be writing a letter of recommendation for you? \_\_\_\_\_

### **Suggestions that will ease the recommendation/application process for everyone:**

- A well-timed (two weeks notice *at least*) request for a recommendation and a thank you note (after the letter has been sent *or* once your college plans are confirmed) should definitely be a part of this process.
- Pay close attention to the directions provided by each individual school.
- Print neatly or type when filling out all forms (presentation does make a difference)

